GMAIL LESSON

BMT-IBT/BT/BC-COMMUNICATIONS



LESSON PLAN-GMAIL





amar County School System Lesson Plan Template



going to the Google home page and clicking on Gmail and identifying parts of an email address
(unumamed@equisoner.com)

Password strength. Providing personal information. Storing information in case of a lost password Practice: Have learners add class Gmail accounts to email up for a Gmail account (this may take a while). Teacher will have list of emails.

 Use Gmail: Send an email. Open an email. Reply to an email. Forward an email Create Gmail contacts: Discuss contacts. Add contacts. Create a contact list. Same thing (e.g. new, compose, mail, create mail).

6. Have learners click on COMPOSE and send an email you. Write an email to the class, include yourself. Present: Demonstrate opening the email you sent. Point out the parts of a received message (subject line, date, sender and message). Demonstrate how to reply to and forward a message. Practice: Have learners reply to your message, then forward it to a classmate.

7.If you have time, have learners play with sending and replying to messages within the class

8. Then have them close their Gmail accounts and open them again

9. Discuss contacts. Demonstrate how to add a new contact. Reply to one of the messages from the class, showing how contacts are added each time you reply or forward a message. Demonstrate how to create a contact group by creating a group for the class. Send a message to the group.

10. Practice: Have learners open their Gmail accounts, manually add a new contact and add a contact by replying to a message. Have learners create a class contact group with the names they have in their contacts and send a message to the group.

11. A review of sample internet policies of businesses-look at samples online

12. Create a sample internet policy for your business.-group project

WORK SESSION (YOU DO)

Research latest email features added to Gmail Demonstrate to students each feature prior to usage Incorporate student activities

- 1 Introduce voursel
- 2. Survey on best suited job for a person to make money-must be composed in 100 words in email
- 3. Disagree with Classmates Answer on best suited job



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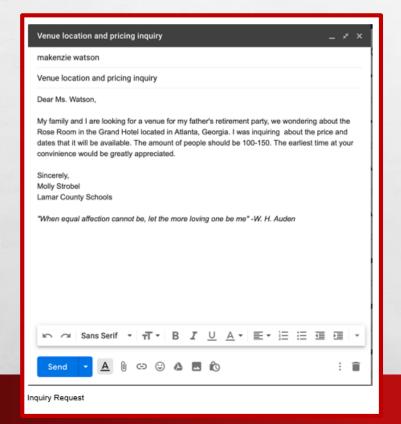


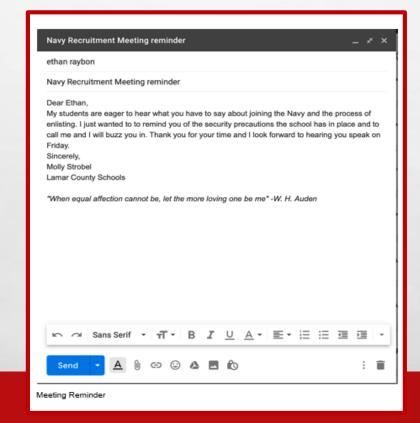
- Chain Sto
- Problem Solving
- 6. Signatures-students will search for quotes to add to their account

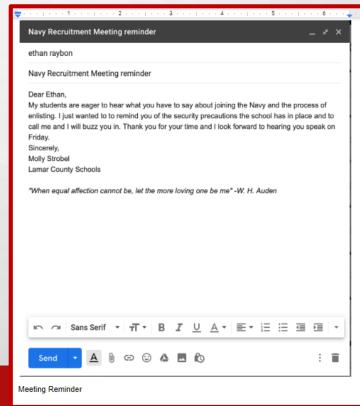
Assessment Strategies:

Monitor by walking around classroom to assist and observe students computers while working on documents. Encourage students to ask questions by raising their hands first. Show students received email on projector-wall

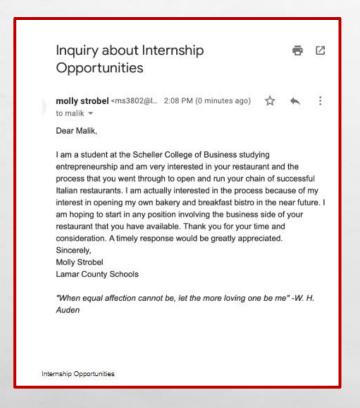
SAMPLE EMAILS-MOLLY STROBEL

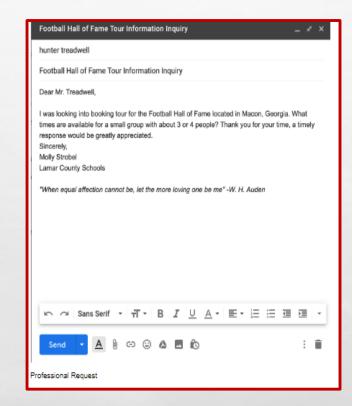


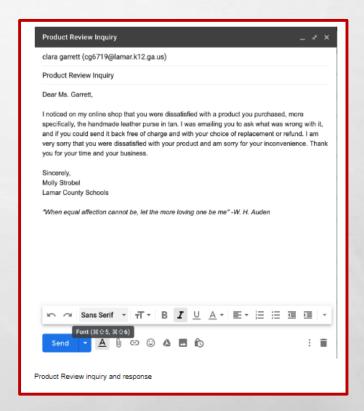




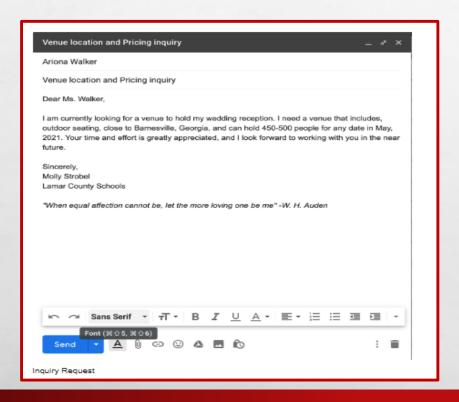
SAMPLE EMAILS-MOLLY STROBEL CONT.

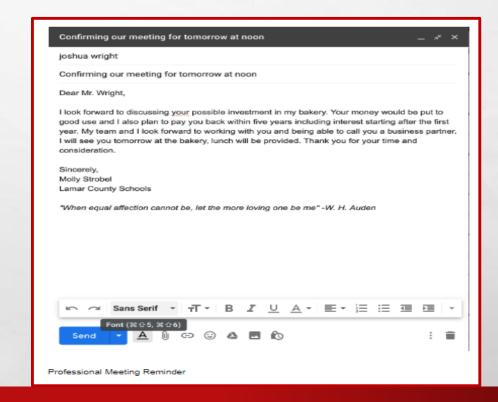






SAMPLE EMAIL-MOLLY STROBEL CONT.





RUBRIC-GRADE-COMMENTS

Email Assignments Rubric for 7 Emails

20 points	15 point	10 points
Content of email is clear and tone is appropriate.	Content of email is generally clear, and tone is mostly appropriate.	Email is unclear, too brief, overly general, and/or tone is inappropriate.
Writing is free from grammatical and mechanical errors.	Writing has some grammatical and mechanical errors.	Writing includes many distracting grammatical and mechanical errors.
Email includes an appropriate subject line.	Subject line is slightly unclear.	Email is missing a subject line.
Email includes an appropriate greeting.	Greeting is slightly inappropriate.	Email is missing a greeting or greeting is not appropriate.
Email includes an appropriate closing.	Closing is slightly inappropriate.	Email is missing a closing or closing is not appropriate.

Grade: 100 Molly, your emails were well written and clearly defined for each type of email. Beautiful job reading directions and following each type prompt.