

LESSON PLAN

Date: Time: Focus for Lesson:

Lesson Plan No: of

This lesson plan is linked to Activity No: in “ideas for integrating ICT” Vol 4

Learning Intentions:

New Vocabulary	email, username, password, subject, message.	Resources:	Web browser, web based email set up (we used the LGfL digitalbrain), crib sheets, username and password information, flip chart or other method of recording.
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Time	Teacher Action	Pupils' Action / Pupils' Learning
<i>Introduction to Lesson</i>		
10 mins	Show the pupils how to open Internet Explorer and how to access their own digitalbrain accounts. Encourage pupils to repeat the instructions. Ensure they each have their usernames and passwords.	Pupils listen to the instructions, repeat them back and then one pupil from each pair to log into their account.
<i>Main part of Lesson:</i>		
30 mins	Demonstrate how to follow the instructions to send an email to another person within the school community. The email will be called 'Test' and the message will be kept very short (e.g. Hello, how are you?). Explain that the pupil logged on will send an email to their partner and then log out of their digitalbrain account, but stay in Internet Explorer. The second pupil will now log into their account and send an email in the same way.	The first pupil follows the instructions to send a short test email to the account of the person they are working with.. The second pupil then sends a similar email to their partner. Can they discover how to open a received email?
<i>Plenary:</i>		
10 mins	Ask pupils about their experiences. Was it straight forward to send an email? Has anyone worked out how to open a sent email? Can we write a list of instructions to help someone else open an email? Teacher to scribe this.	Pupils to respond to questioning and to contribute to instructions for opening an email.

Homework opportunities: Can you send an email to someone else within the class from a computer outside school? Print out a copy of the email.	Pupil Support: Target any adult help with less able.	Extension Activities: Pupils who have successfully sent each other an email could try to work out how to open the test emails sent.
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