

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:

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| New Vocabulary | Open, reply, Inbox, Outbox, CC, BCC | Resources: Web browser, web based email set up (we used the LGfL digitalbrain), crib sheets with addresses of email recipients. word processor, carbon paper. Checklist. |
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| Time | Teacher Action | Pupils' Action / Pupils' Learning |
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| <i>Introduction to Lesson</i> | | |
| 10 mins | Ask pupils about their experiences last time. Who had received an email and had they been able to reply to it? What things went well? Did they find they had to be even more careful than expected? | Pupils to recount previous experiences and suggest ways for greater success this time, taking account of the problems and successes in the last lesson. |
| <i>Main part of Lesson:</i> | | |
| 30 mins | Ask pupils to show how to open an email from their inbox. Revise how to copy and paste from an email into a word processing document and save it for future editing and amending. Show how to use the reply option to return the next part of the email and remind the pupils it would be best to send a CC to the other recipient. Ask first pupil in each pair to access their email account and to check for any new mail. Facilitate pupils to access their email accounts, open any received mail and save a copy of it to a word processing document. Help with starting a reply email and the content. Aid sending the email. | <p>One or two pupils to model how to open their email account and open a received email while others listen to instructions and follow demonstrations.</p> <p>First pupil in each pair logs on to their email account and opens any email in their inbox.</p> <p>Read its contents copy and paste the email content into a word processor and then continue the story in a reply email. Before sending the email back to the second receiving pupil the rest of the story so far needs to be copied, pasted and saved into a word processing document. Print the document.</p> <p>Send the email to the two receiving children.</p> |
| <i>Plenary:</i> | | |
| 10 mins | Ask pupils to read the stories so far and comment on how they are developing and how they are changing from their original ideas. | Pupils review and reflect on the stories so far and share their opinions with the class. |

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| Homework opportunities: Look at printouts of the story so far and consider ways to improve it. | Pupil Support: Target any help with less able. | Extension Activities: More able pupils to add greater detail to their work and edit work from corresponding pupils. |
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