

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 | Attachment, browse, files, folder, digital photograph | Resources: Web browser, web based email set up (we used the LGfL digitalbrain), word processor, digital pupil photographs available either on disk or accessible via the computer system. (Could use a digital camera or scanner). |
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| Time | Teacher Action | Pupils' Action / Pupils' Learning |
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| <i>Introduction to Lesson</i> | | |
| 10 mins | Review with pupils their experiences so far. Who had received emails and have they been able to reply. Have they had any problems saving as a word processing document? | Pupils to recount previous experiences and suggest ways forwards to greater success, taking account of previous problems and successes. |
| <i>Main part of Lesson:</i> | | |
| 30 mins | Ask pupils to show how to open and reply to a received email. Remind the pupils it would be best to send a CC to the other recipient. Demonstrate how to add attachments of photographs of themselves by browsing and selecting the correct file. Revise how to copy, paste and save from the email into a word processing document. Ask second 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. Facilitate adding photograph attachments. Aid sending the email. | 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. Second pupil in each pair logs on to their email account and opens any email in their inbox. Read its contents; copy and paste the email content into a word processor and then continue the story in a reply email. Add attachments of photograph(s). Copy, paste and save the rest of the story so far to a word processing document. Print the document. Send the email with the attachment(s) to the receiving children. |
| <i>Plenary:</i> | | |
| 10 mins | Ask pupils to consider what other files could be sent as attachments. Ask pupils to share good parts of stories so far. | Pupils consider how attachments can be used, also review and reflect on the stories so far and share their opinions with the class. |

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| Homework opportunities: Work on editing and improving story. | Pupil Support: Target any help with less able. | Extension Activities: More able to consider if language used is most effective. |
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