

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	Attachment, browse, files, folder, digital photograph	Resources: Web browser, web based email set up (we used the LGfL digitalbrain), word processor.
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Time	Teacher Action	Pupils' Action / Pupils' Learning
<i>Introduction to Lesson</i>		
10 mins	Ask the pupils to explain how they accessed their email account and opened a new email. Get them to explain the process of sending an attached photograph.	Pupils to share with the class how to access their email account and send an attached photograph. Pupils access their email accounts.
<i>Main part of Lesson:</i>		
30 mins	<p>Ask a pupil to demonstrate how to open a photographic attachment (of pupils from the other school) sent with an email. Repeat, but with pupils suggesting what to do.</p> <p>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.</p> <p>Facilitate adding photograph attachments.</p> <p>Aid sending the email and also copying and pasting the story so far into a word processing document.</p>	<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>One pupil in each pair logs on to their email account and opens any email in their inbox.</p> <p>Read its contents and open any attachment to see recipient. Reply to the email with a further few sentences.</p> <p>Copy, paste and save the rest of the story so far to a word processing document.</p> <p>Print the document.</p> <p>Send the email to the receiving children.</p>
<i>Plenary:</i>		
10 mins	Ask pupils to consider what they have learnt during this project and give guidance for completing the pupil diary sheet.	Pupils to reflect on the project and complete the computer diary sheet.

Homework opportunities: Complete and edit the final 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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