

Lesson Plan

Date	
Period	
Class	Year 8
Lesson	Lesson 1.

Context of the lesson Where this fits into the “Big Picture”	Students regularly make use of email both at school and at home. However, many students only use the most basic of email functionality. This lesson aims to show students some of the other tools and feature that are available as part of a common email package.	
MLO for this lesson. What will pupils know/understand by the end of the lesson	<p><i>Know:</i> Why it is a good idea to compress a large file before sending it as an attachment</p> <p><i>Understand:</i> What the fields CC and BCC are used for and the purpose of flagging a message as high priority</p> <p><i>Be able to:</i> To set up and use an address book</p>	
Teacher input/Activities. What the pupils should undertake with approximate timings.	<p>Greet and settle students. No starter activity this lesson. Take register</p> <p>Teacher led discussion – Email Ask students how many use email every day. Find out what they tend to use email for. Ask students if they ever send the same message to more than one person at a time, for example, a message about a sleep-over. Ask them how they would go about doing this. Explain that if you want to send the same message to a couple of people then it is probably just as easy to send two separate messages. But what if they wanted to send the same message to the whole class or the whole of year 8 – how long would that take them? Explain to students that all email software has a special tool called an address book. Explain the purpose of an address book and explain how it could be used to help them send the same message to multiple people.</p> <p>Teacher demonstration – Address book Demonstrate to students how to set up an address book or contacts list. Demonstrate how to send an email to the people in the address book</p> <p>Individual student task Students should log onto the computers. They should set up an address book or contact list and then send a message to multiple recipients.</p> <p>Teacher demonstration – CC and BCC Point out to students the CC and BCC fields on a new email message. Ask students if they know what CC stands for and what it does. Ask students if they know what BCC stands for and what it does. Demonstrate sending a message to with one student in the CC field and one student in the BCC field. Ask them to tell students what they see on the email they receive.</p> <p>Individual student task Students should send an email with a recipient in the CC and BCC fields.</p> <p>Teacher demonstration – Priority Explain to students about setting the high priority flag and the situations when this might be appropriate. Demonstrate sending a message flagged as high priority</p>	<p>5 mins</p> <p>5 mins</p> <p>5 mins</p> <p>5 mins</p> <p>5 mins</p> <p>2.5 mins</p>

	<p>Individual student task Students should send a message to someone with a high priority flag.</p> <p>Teacher demonstration – Attachments Find out whether students know how to send attachments as part of an email. Discuss what an attachment is and the situations where you might wish to send one. Demonstrate how to send an attachment.</p> <p>Individual student task Students should send a message to someone with an attachment.</p> <p>Teacher demonstration – Compressing files Discuss why it is a good idea to compress files. Explain what happens during the process. Demonstrate how to compress a file and send it as an attachment. Demonstrate how to uncompress a file which has been sent as an attachment.</p> <p>Individual student task Students should compress a file. They should send a message to someone with the compressed file as an attachment. They should uncompress a file that they have received as an attachment</p>	<p>2.5 mins</p> <p>2.5 mins</p> <p>2.5 mins</p> <p>5 mins</p> <p>5 mins</p>
Review/Summary At least 5 minutes before end.	<p>Ask students why it might be a good idea to set up and use an address book</p> <p>Ask students to explain the term CC and BCC</p> <p>Ask them why they might flag a message as high priority</p> <p>Ask students why it is a good idea to compress a large file before sending it as an attachment</p>	5 mins
Extension work	Investigate what happens to image files and sound files when they are compressed	
Homework	No homework this lesson	
Materials required	Email software	

You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:

- Save this resource to a school network or VLE
- Adapt or build on this work

A subscription will enable you to access an editable version and save it on your protected network or VLE