

WEEKLY LESSON NOTES – B7

WEEK 10

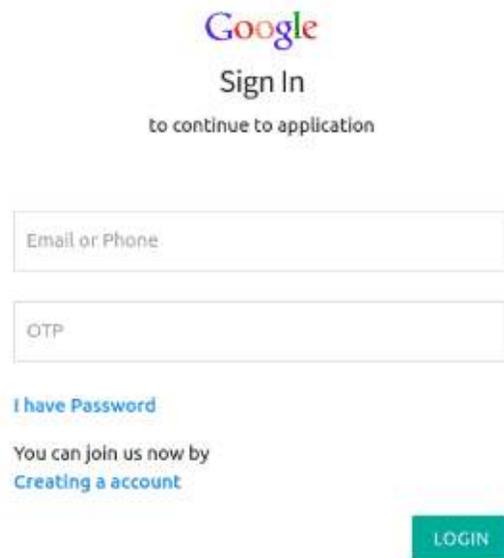
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|--|---|---|
| Date: 15 th JULY, 2022 | DAY: | Subject: Computing |
| Duration: | Strand: Communication Networks | |
| Class: B7 | Class Size: | Sub Strand: Internet and Social Media |
| Content Standard: B7.3.2.1 Demonstrate the use of Social Networking and Electronic Mail. | Indicator: B7.3.2.1.2 Demonstrate the use of the following features of Electronic mail: Attachment and Address book | Lesson: 1 of 2 |
| Performance Indicator: Learners can Demonstrating how to compose and send email messages | Core Competencies: CI 6.3: DL5.1: | |
| Reference: Computing Curriculum P.g. 16-18 | | |
| Activities For Learning & Assessment | | |
| Starter (5 mins) | | |
| Using questions and answers, revise the previous lesson with learners. | | |
| Share performance indicators and introduce the lesson. | | |
| Main (35 mins) | | |
| Revise with learners on some ways of sharing information. | | |
| Example: | | |
| <input type="checkbox"/> E-mail with/without Attachments <input type="checkbox"/> Instant Messaging (IM) <input type="checkbox"/> Websites and blogs <input type="checkbox"/> Sending a Fax | | |
| Brainstorm learners for the meaning of Email. | | |
| Email is a network communication system used to transmit messages from one networked computer to another over the Internet. | | |
| Resources | | Progression |
| Pictures and videos | | Demonstrating how to compose and send email messages. |

Demonstrate the steps involved in logging in into an email account.

Log In is the process by which an individual gains access to a computer system or a website by identifying and authenticating themselves with a username and a password. Log In is also known as Log On or Sign In.

How to Sign In / Log Into E-mail Account

1. Open your e-mail service log in webpage (mail ISP). E.g. www.gmail.com or www.ymail.com
2. Type your e-mail username or user ID.
3. Type your password.
4. Click on Sign In or press Enter key to launch your e-mail account.



Google
Sign In
to continue to application

Email or Phone

OTP

[I have Password](#)

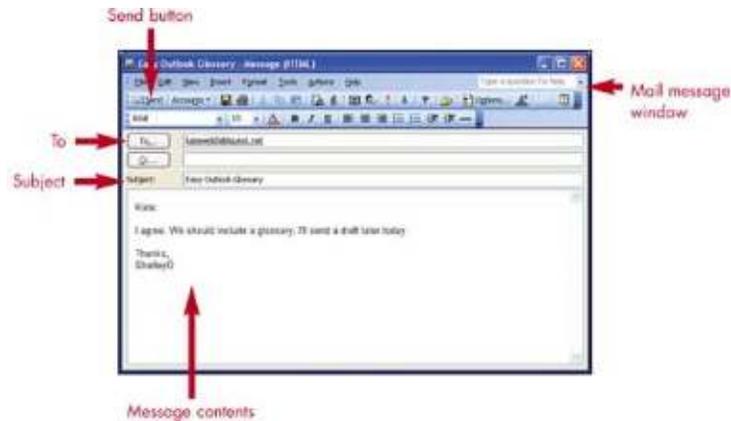
You can join us now by
[Creating a account](#)

LOGIN

Guide learners to describe some terminologies in relation to email.

- From: is the location where the sender's email address is inserted.
- To: is the location where the original recipient(s) email address(es) is/are inserted.
- Carbon copy (Cc) is used to send the same information to other recipients apart from the original recipient.
- Blind carbon copy (Bcc) is used to secretly send the same information to other recipients.

- Subject is the location where the title/theme of the email message is inserted before sending a message.



Guide learners to demonstrate the steps in creating and sending email.

To compose email means to create a message in the form of text entered from the keyboard with or without an attachment.

Composing E-mail Messages

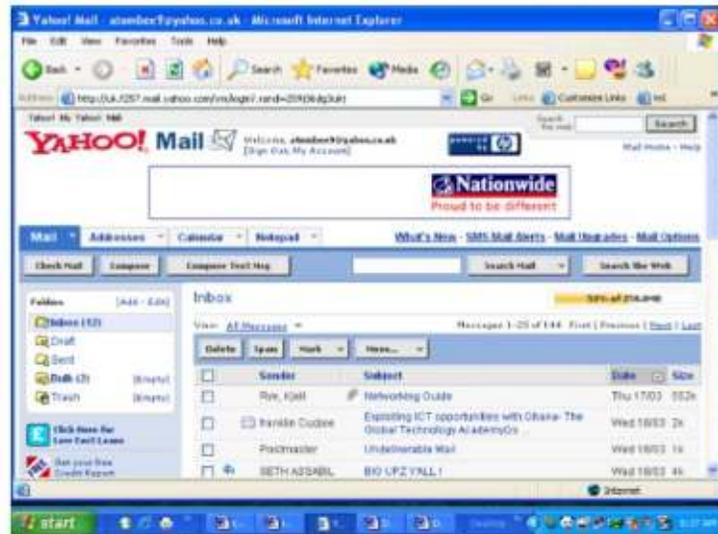
- Log into your e-mail account.
- Click the Create Mail (compose) button . The New Message window appears.
- Type the recipient's e-mail address or add recipient from your Address Book in the To: box .
- To send a copy of a message to someone, click in the Cc: field and/or the Bcc: field and repeat Steps 3 to enter their e-mail addresses.
- Click the Subject field and enter a subject for the e-mail.
- Click the Message Body, in the lower pane, then type the message as you would in a word processor.
- To send a file or picture along with your message click the Attach button on the toolbar and then select the file in the Insert Attachment dialog box.
- When you're finished with the message, click the Send Message button on the toolbar.
- A confirmation will be sent to Outbox
- Click on 'sign out' to close page.

Reflection (10 mins)

| | | |
|--|--|--|
| <p>We have learnt how to compose and send email messages.</p> <p>Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.</p> <p>Take feedback from learners and summarize the lesson.</p> | | |
| Homework/Project Work/Community Engagement Suggestions | | |
| <ul style="list-style-type: none"> Describe how to compose and send email messages | | |
| Cross-Curriculum Links/Cross-Cutting Issues | | |
| None | | |
| Potential Misconceptions/Student Learning Difficulties | | |
| The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory | | |

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| Class: B7 | Class Size: | Sub Strand: Internet and Social Media | |
| Content Standard: B7.3.2.1 Demonstrate the use of Social Networking and Electronic Mail. | Indicator: B7.3.2.1.2 Demonstrate the use of the following features of Electronic mail: Attachment and Address book | Lesson: 2 of 2 | |
| Performance Indicator: Learners can demonstrate how to receive and reply and forward email. | | Core Competencies: CI 6.3: DL5.1: | |
| Reference: Computing Curriculum P.g. 16-18 | | | |
| | | | |
| Activities For Learning & Assessment | | Resources | Progression |
| <p>Starter (5 mins)</p> <p>Using questions and answers, revise the previous lesson with learners.</p> <p>Share performance indicators and introduce the lesson.</p> <p>Main (35 mins)</p> <p>Guide learners to demonstrate the steps in receiving email.</p> <p><u>To Read/Access or Check Your Malls Messages</u></p> <ul style="list-style-type: none"> • Log on to your search engine. (e.g. yahoo.mail.com/yahoo.co.uk) • Click on mail and wait for it to open • Type your user name (ID) and password in box provided. • Click "Sign In or press the enter key. • Go to your box by clicking Inbox/Checkmall • Click on the message in your box that you want to read (preferably the subject of the mail). • Click on segment to close you mail. • If a message has one or more files attached to it, a paper clip will also appear in this area. To open any file attached to a message, click the paper clip icon and then click the file you want to open from the list that appears from the paper clip. | | Pictures and videos | Demonstrating how to receive and reply and forward email. |

- Using Reading Pane, click the Previous and Next buttons on the toolbar to access previous and next e-mail messages in the Inbox.
- Any new, unread message appear in bold and have a closed envelop icon next to them.



Once you have read the message you can;

- ✓ reply straight away to author,
- ✓ forward the message to someone else or
- ✓ delete the message.

Guide learners to demonstrate replying to and forwarding email

Reply to an Email

When reading your email, you will notice another series of commands. Click on Reply. This will take you to the Compose screen, where you can compose (write) your reply on top of the message received.

Replying E-mail Messages

1. Find and open the message you want to reply to.
2. Click the reply option you want to use: Reply to Author or Reply to All .
3. Type your reply in the message body above the email message you're replying.

4. To send a file or picture along with your message click the Attach button on the toolbar and then select the file in the Insert Attachment dialog box.

5. Click the Send button on the toolbar when you're finished.

Forward an E-mal

Another command is to forward an email. You might do this if you have received some information you want to share with another person who did not receive the message. Click on the Forward command. This will take the message you want to forward to the compose screen. You can then write in the address of the person whom you wish to forward the email to When you forward an email, you still retain a copy for yourself.

Have learners to demonstrate, giving reasons for using From:, To: cc:, bcc: and subject features when sending an email.

Reflection (10 mins)

We have learnt to reply and forward email

Use peer discussion and effective questioning to find out from learners what they have learnt during the lesson.

Take feedback from learners and summarize the lesson.

Homework/Project Work/Community Engagement Suggestions

- describe how to access and reply email messages.

Cross-Curriculum Links/Cross-Cutting Issues

None

Potential Misconceptions/Student Learning Difficulties

The facilitator/teacher can arrange to use a nearby Senior High School (SHS) ICT laboratory