**EaD Comprehensive Lesson Plans**

or  **0248043888**

**NAME OF TEACHER: ………………………………………………… WEEK ENDING……03/02/2023……………**

**NUMBER ON ROLL: ………………………………………………… SUBJECT… ICT**

**DURATION: ………………………………………………………….... REFERENCE…ICT SYLLABUS(CRDD,2007), ICT FOR JHS ……**

**FORM……………..BASIC 8…………… WEEK……………4……..**

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| ***DAY/DURATION*** | ***TOPIC/SUB-TOPIC/ASPECT*** | ***OBJECTIVES/R.P. K*** | ***TEACHER-LEARNER ACTIVITIES*** | T/L MATERIALS | CORE POINTS | EVALUATION AND REMARKS |
| **TUESDAY**  **9:15AM - 10:25AM**  **70min** | **Topic:**  Communicating through the Internet  **Sub Topic:**  Composing and Sending of Emails | **Objectives**  By the end of the lesson, pupils will be able to;  compose and send  E-mail messages  **RPK**  Pupils have been taught the concept of email in previous lessons | **Introduction.**  Revise pupils RPK on the concept of email.  **Activities**   1. Guide pupils to compose and send short email messages 2. Pupils practice composing and sending messages.   **Conclusion**  Summarize lesson activities and engage pupils to recap key points from the lesson. | 1. A set of computers with internet access  2. Pupils Text book  3. A Smart Cell Phone | **Composing and Sending of Emails - Steps**  1. Log into your email account  2. Click on the mail box option of your account window  3. Click on Compose or New button/tab to open the compose screen  4. Type the correct email address of the intended recipient in the to field  5. Type the title of the message in the subject box  6. Type the message body (actual message) in the text box to compose the mail  7. Click on send and wait for the confirmation message ‘email sent successful’ | **Evaluation**  Pupils to;  Compose and send emails through appropriate steps |
| **THURSDAY**  **9:15AM – 10:25AM**  **70mins** | **Topic:**  Communicating through the Internet  **Sub Topic: Importance of Email** | **Objectives**  By the end of the lesson, pupils will be able to;  explain the importance of using E-mail  **RPK**  Pupils have been taught the concept of email in previous lessons | **Introduction.**  Revise pupils RPK on the concept of email.  **Activities**  Discuss the importance of email with pupils in class.  **Conclusion**  Summarize lesson activities and engage pupils to recap key points from the lesson. | 1. A set of computers with internet access  2. Pupils Text book  3. A Smart Cell Phone | **Importance of Using Email**  • to send Job Application  • for Official information  • for Communication etc. | **Exercise;**  Explain the importance of email |

**Name of Teacher: School: District:**