DAY/DURATION	TOPIC/SUB-TOPIC/ASPECT	OBJECTIVES/R.P.K	TEACHER-LEARNER ACTIVITIES	T/L MATERIALS	CORE POINTS	EVALUATION AND REMARKS
TUESDAY 14-11-2022 1:20PM – 2:40PM 80min	**TOPIC** E-mailing and sharing information **SUB-TOPIC** Accessing Received E-mail Messages.	**OBJECTIVE** By the end of the lesson the Pupil will be able to; Access received mails from inbox **RPK** Pupils have been taught how to send E-mail messages.	**INTRODUCTION** Review Pupils knowledge on the previous lesson. **ACTIVITIES** 1. Pupils brainstorm to identify the inbox folder among other E-mail system folders. 2. Discuss steps to follow to open the inbox folder of E-mail. 3. Assist Pupils to open E-	1. Personal Computer 2. Smart Phone 3. Modem	**How to access Received messages**; 1. click Inbox in the navigation sidebar and 2. then click the tab you want to view. Your most important messages should be on the Primary tab; other messages might be on the Social, Promotions, Updates, or Forums tabs.	**Exercise;** State the steps to follow to access received messages in your account inbox.

			mail inbox folder. **CLOSURE** Through questions and answers , conclude the lesson.			
THURSDAY 17-11-2022 8:05AM – 9:15AM 70min	**TOPIC** E-mailing and sharing information **SUB-TOPIC** Replying E-mail messages	**OBJECTIVE** By the end of the lesson the Pupil will be able to; Reply received E-mail messages. **RPK** Pupils have been taught how to access E-mail messages.	**INTRODUCTION** Pupils brainstorm to explain the meaning of replying mail. **ACTIVITIES** 1. Guide Pupils to follow procedures to reply received E-mail messages. 2. Pupils in small groups to practice replying received messages. **CLOSURE** Through questions and answers, conclude the lesson.		**How to reply to an email** 1. Read your recipient's email. 2. Begin with an email greeting. 3. Write your introduction. . 4. Acknowledge the last email. 5. Answer any previous questions. 6. Verify the recipient understands. 7. Select a sign-off.	**Exercise;** 1. Explain what it means to reply Email message. 2. Outline the steps to reply a received message in your inbox.

					8. Proofread your email.	**REMARKS**