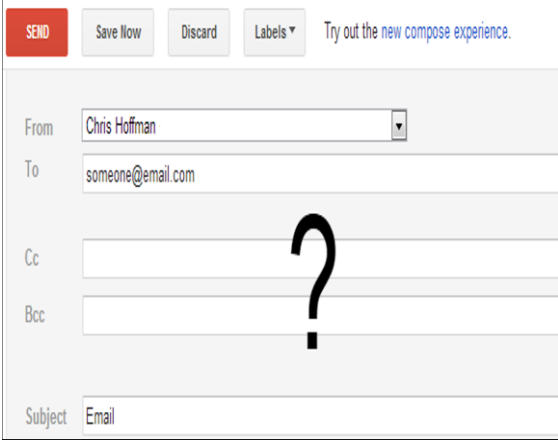


WEEK ENDING.....25/11/2022.....

SUBJECT...INFORMATION AND COMMUNICATION TECHNOLOGY

REFERENCE...SYLLABUS(CRDD.2007), ICT FOR JHS

FORM.....BASIC 8.....WEEK.....11.....

<u>DAY/DURATION</u>	<u>TOPIC/SUB-TOPIC/ASPECT</u>	<u>OBJECTIVES/R.P.K</u>	<u>TEACHER-LEARNER ACTIVITIES</u>	<u>T/L MATERIALS</u>	<u>CORE POINTS</u>	<u>EVALUATION AND REMARKS</u>
TUESDAY 21-11-2022 1:20PM – 2:40PM 80min	TOPIC E-mailing and sharing information SUB-TOPIC Carbon Copy and Blind Carbon Copy	OBJECTIVE By the end of the lesson the Pupil will be able to; Differentiate between using Carbon Copy (Cc) and Blind Carbon Copy (Bcc). RPK Pupils have been taught how to reply received messages.	INTRODUCTION Review Pupils knowledge on the previous lesson. ACTIVITIES <ol style="list-style-type: none"> Discuss the meanings of Cc and Bcc with the Pupils. Pupils brainstorm to differentiate between when to use Cc and Bcc. CLOSURE Through questions and answers, conclude the lesson.	<ol style="list-style-type: none"> Word Chart Personal Computer Smart Phone 	 <p>When you CC people on an email, the CC list is visible to all other recipients. For example, if you CC bob@example.com and jake@example.com on an email, Bob and Jake will both know that the other received the email, as well.</p> <p>BCC stands for “blind carbon copy.” Unlike with CC, no one but the sender can see the list of BCC</p>	Exercise; State 3 differences between Cc and Bcc in E-mail.

			Through questions and answers, conclude the lesson		<div>this allows contact details to be shared without you necessarily remaining part of the conversation after the initial introduction.</div> <div>You will want to remain part of the conversation as you progress.</div>		
					<div>Use BCC when emailing individuals who want their privacy respected.</div> <div>Don't use BCC simply to sneak in a superior's email as a method of "checking up" on someone.</div>		
					<div>Use BCC whenever sending out marketing or corporate emails to people from other companies.</div> <div>Don't use BCC when sending our marketing or corporate emails within your own company.</div>		