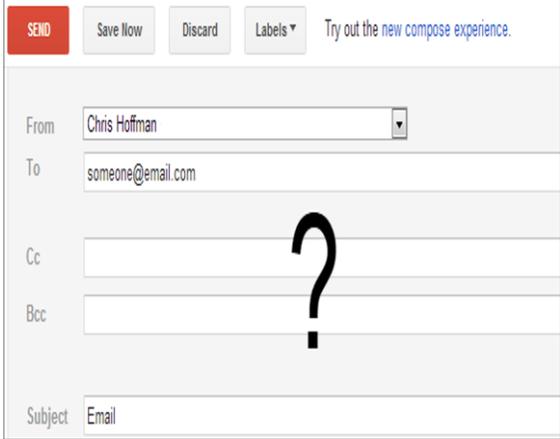


**WEEK ENDING.....25/11/2022.....**

**SUBJECT...INFORMATION AND COMMUNICATION TECHNOLOGY**

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

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

<b><u>DAY/DURATION</u></b>	<b><u>TOPIC/SUB-TOPIC/ASPECT</u></b>	<b><u>OBJECTIVES/R.P.K</u></b>	<b><u>TEACHER-LEARNER ACTIVITIES</u></b>	<b><u>T/L MATERIALS</u></b>	<b><u>CORE POINTS</u></b>	<b><u>EVALUATION AND REMARKS</u></b>
<b>TUESDAY</b> <b>21-11-2022</b> <b>1:20PM – 2:40PM</b> <b>80min</b>	<b>TOPIC</b> E-mailing and sharing information  <b>SUB-TOPIC</b> Carbon Copy and Blind Carbon Copy	<b>OBJECTIVE</b> By the end of the lesson the Pupil will be able to;  Differentiate between using Carbon Copy (Cc) and Blind Carbon Copy (Bcc). <b>RPK</b> Pupils have been taught how to reply received messages.	<b>INTRODUCTION</b> Review Pupils knowledge on the previous lesson.  <b>ACTIVITIES</b> <ol style="list-style-type: none"> <li>1. Discuss the meanings of Cc and Bcc with the Pupils.</li> <li>2. Pupils brainstorm to differentiate between when to use Cc and Bcc.</li> </ol> <b>CLOSURE</b> Through questions and answers, conclude the lesson.	<ol style="list-style-type: none"> <li>1. Word Chart</li> <li>2. Personal Computer</li> <li>3. Smart Phone</li> </ol>	 <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>	<b>Exercise;</b> State 3 differences between Cc and Bcc in E-mail.



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