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BASIC 7

WEEKLY LESSON PLAN – WEEK 4

Strand:	Communication networks		Sub-Strand:		Internet and social media	
Content Standard:	B7.3.2.1 Demonstrate the use of Social Networking and Electronic Mail					
Indicator (s)	B7.3.2.1.1 Identify the various types and uses of Social Media sites such as those for Social Networking (Facebook, LinkedIn, WhatsApp) and Microblogging (Twitter, Tumblr) B7.3.2.1.2 Demonstrate the use of the following features of Electronic mail: Attachment and Address book		**Performance Indicator:** Learners can use social media applications.			
Week Ending						
Class	B.S.7		**Class Size:**		**Duration:**	
Subject	Computing					
Reference	Computing Curriculum, Basic 7 Computing Textbook, Teachers Resource Pack, Learners Resource Pack.					
Teaching / Learning Resources			**Core Competencies:**			
DAY/DATE	**PHASE 1 : STARTER**	**PHASE 2: MAIN**				**PHASE 3: REFLECTION**
TUESDAY	Learners brainstorm to explain Social Networking and Microblogging.	1. Assist Learners to log-in into their facebook accounts and explore the news feed and Timeline Posts. 2. Discuss the importance of using facebook, WhatsApp, twitter, Instagram, Imo etc. 3. Learners follows steps to sign- in into their Microblogging accounts. 4. Demonstrates the use of microblogging platforms such as Twitter, Tumblr using Projector. **What is Microblogging;** Generally Microblogging is assumed as the practice of posting small pieces of digital content which could be in the form of text, pictures, links, short videos, or any other form of media over the web. Since its introduction in the early 2000's, Microblogging has become very popular among groups of friends and professional colleagues who follow each other's posts and frequently update their content. Similar to the				Learners in small groups to discuss and report to the class on the importance of using Microblogging.

other social networking websites they also aim at creating a sense of online community. This type of blogging is assumed to be more informational and accurate for the marketers since they are very short and easily analysable.

Social Media;

Social media is an internet-based form of communication. Social media platforms allow users to have conversations, share information and create web content.
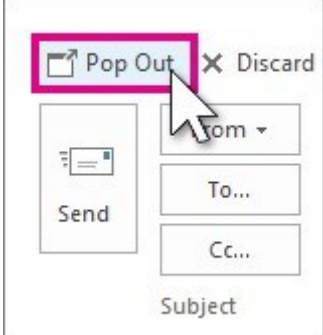
On the microblogging site, you can create a blog and include links, text, photos, GIFs, videos, Spotify tracks, MP3 files, and more in your posts

Creating a blog;

FRIDAY	Learners brainstorm to explain the E-mail system of sending and receiving mail through the internet.	1. Discuss the steps to create, register or sign-up an E-mail account. 2. Engage Learners in composing, sending and receiving mail. 3. Assist Learners to explain the importance of using E-mail over SMS and Postal System of Sending mail. 4. Demonstrate replying to and forwarding email using a Projector. 5. Learners Practice replying and forwarding email. 6. Assist learners to demonstrate, giving reasons for using from: To: cc:, bcc: and subject features.	Through questions and answers, conclude the lesson.

Advantages of Email for Internal Communications

1. Email is a free tool.
2. Email is quick.
3. Email is simple.

   Email allows for easy referencing.
4. Email is accessible from anywhere – as long as you have an internet connection. ...
5. Email is paperless, and therefore, beneficial for the planet.

Reply to or forward a message;

1. From a message you've received, select Reply, Reply All, or Forward.

2. Write your message.

3. Recipients can be added or removed in the To, Cc, and Bcc boxes.

- Add a recipient   Click To, Cc or Bcc, and then select a recipient. You can also type the recipient's name or email address in the box.

Remove a recipient   Click the name and then press Delete

4. Check the subject line. The subject line for a Reply is automatically set to show "RE:" in front of the original message subject. You can change this by simply typing in the subject box or you can leave it as is. Forwarded messages have "FW:" in front of the original subject.

5. Click Send.

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