**Marking Memo for Unit 20**

# Unit 20 : Using eMail to support learning.

# Required Unit Competency:

Teachers know what an e-mail is and how it can be used in the classroom to support learning and teaching activities and how it can be used in daily life.

By the end of this unit, participants should be able to:

* Explain what an e-mail and an e-mail address is;
* List different types of e-mail services;
* Set up own e-mail account;
* Maintain e-mail account;

# Assignment Instructions:

1. Create a lesson plan that uses an e-mail program or web platform that also teaches your students about the importance of using email correctly. The lesson plan must include:
	* At least 3 positive aspects of using e-mail,
	* At least 3 negative aspects of using e-mail,
	* Three different e-mail services.
2. Set up an email address (e.g. your school’s email) that can be used to e-mail the parents and students. Use the new e-mail address to e-mail your lesson plan to: mgslgict@gmail.com

# Marking Criteria

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| --- | --- | --- | --- |
| Evidence that participants … | Has not achieved the specific objectives (0) | Has partially achieved the specific objectives (3) | Has achieved the specific objectives (5) |
| … understand what an e-mail and e-mail address is. | 1 | 3 | 5 |
| … can setup an email account.  | 1 | 3 | 5 |
| … understand the both the positive and negative aspects of using e-mails. | 1 | 3 | 5 |
| … can list a few e-mail services. | 1 | 3 | 5 |
| Sub Total |  |  |  |
| Final Mark (20marks) | x/20 |