

Methodological tool: <Let's communicate>

Number of methodological Tool	EUPANEXT_LO_081_M_001
Work Area Code and Title	9 ICT SKILLS
Unit Code and Title	3.18 USE EMAIL TO ACCOMPLISH TASKS(SUCH AS COMPLEX EMAILS OR INSTANT MESSAGING)
Learning Outcome Number and Title	LO081: Demonstrate the ability to use email and communication software tools, Skype, instant messaging, and to use different options (e.g. attachments, voting buttons, etc.) and link to other office tools (e.g. address book and diary); archive email messages efficiently and securely and carry out troubleshooting of users' problems.
Objective of the methodological tool	1. After the completion of this activity, participants will be able to understand the basic functions of email functions.
Approximate Time needed for the completion of this exercise	20 min.
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input type="checkbox"/> Written exercise <input type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input checked="" type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise	Divide the participant into pairs. Each pair will have to communicate via email and instant messaging Each person will: <ol style="list-style-type: none"> 1. Send an email with an attachment and a voting button to their counterpart. 2. Use instant messaging with their counterpart and use emoticons
Exercise is accompanied by	
Exercise solution	
Other comments to the trainer	