

Methodological tool: Email

Number of methodological Tool	EUPANEXT_LO_037_M_01
Work Area Code and Title	WA9 ICT Skills
Unit Code and Title	2.21 Use email to carry out simple tasks
Learning Outcome Number and Title	LO037: Demonstrate the ability to use email software tools and techniques to compose and send messages; manage incoming email efficiently, safely and securely to meet the requirements of the office.
Title of methodological tool	Email
Objective of the methodological tool	After the completion of this exercise the participants will be in a position to: <ol style="list-style-type: none"> 1. Send a simple email 2. Use Instant messaging 3. Use social networking programs
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written 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	Learners are requested to create and send an email, which is presented in the next page. The learner should pay attention to the formatting of the text.
Exercise is accompanied by	EUPANEXT_LO_037_M_040_Att1 <ol style="list-style-type: none"> 1. A printout of an email to be send to: <ul style="list-style-type: none"> • editcmmc@hotmail.com • christiana@editc.com
Exercise solution	-
Other comments to the trainer	An attachment can be provided electronically, so that participants use this function as well.