

Lesson Plans for teachers which will be used for the MeLDE ACADEMY.

Module Name: Online Communication & Collaboration	
Topic Title: Professional Collaboration	
Lesson Plan 3– Connect and Collaborate through Skype	
Duration: 60 mins	
Aim	This lesson aims to provide students with first-hand experience on how to collaborate virtually with others in real time and explore different functionalities such as sharing their screen.
Target Group	Secondary School Students
Facility/ Equipment	<ul style="list-style-type: none"> ➤ Classroom ➤ Projector ➤ Laptops ➤ Internet Access ➤ White Board
Tools/ Materials	
Main Activity	<p>1. Preparation</p> <ul style="list-style-type: none"> - Organize this lesson in collaboration with another class from your school or from a different school. - Create a Skype account for your class and ask the other educator to do the same before the lesson. - Agree about the topic of discussion. In this case it is ‘Social Media has improved human communication’. - Set up a time and prepare the room and equipment. <p>2. Introduction (10 mins)</p> <p>Introduce your students to the activity, by explaining the aims of the lesson and the topic that they will discuss. You can also relate this activity to the lesson on ‘Netiquette’ and remind them proper ways of interacting online. Explain your students how professionals are using</p>

	<p>Skype to exchange knowledge and collaborate in real time and also how Skype can be used in education.</p> <p>3. Skype Session (40 mins)</p> <p>During the Skype session remind your students about taking turns, and facilitate the discussion with questions when required to help direct the flow of the discussion. Ask both classes to discuss the statement above, and facilitate a debate. During Skype, you can show your students how to use the share screen function to present, for example, an interesting fact they found online related to the topic.</p> <p>4. Wrap it up and Reflection (10 mins)</p> <p>After the call, discuss your students' learning thoughts, feelings and ask for their feedback regarding collaborating virtually.</p>
<p>Assessments</p>	<p>Test - Multiple Choice, True/False, Matching</p>