

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

<b>Module Name: Online Communication &amp; Collaboration</b>	
<b>Topic Title: Organizational Communication</b>	
<b>Lesson Plan 1 – Interacting through Digital Technologies - Introduction</b>	
<b>Duration: 60 mins</b>	
<b>Aim</b>	This lesson aims to introduce students to the world of online communication and social media through providing a good understanding of what social media are, different examples and how to use them appropriately to communicate.
<b>Target Group</b>	Secondary School Students
<b>Facility/ Equipment</b>	<ul style="list-style-type: none"> <li>➤ Classroom</li> <li>➤ Projector – To be able to show a video</li> <li>➤ Internet Access</li> <li>➤ White Board</li> </ul>
<b>Tools/ Materials</b>	‘Looking into Online Communication’ <i>Handout</i>
<b>Main Activity</b>	<p><b>1. Introduction (10 mins)</b></p> <p>Start the lesson with the following video to set the base on how technology changed communication through the years:  <a href="https://www.youtube.com/watch?v=AUGUeANpCmY">https://www.youtube.com/watch?v=AUGUeANpCmY</a></p> <p>Initiate a discussion using the following questions:</p> <ul style="list-style-type: none"> <li>- What is social media?</li> <li>- How social media and online technologies created a shift in communication? Why did they become so popular?</li> <li>- Who uses social media?</li> <li>- Can you name a few of the most popular social networks?</li> </ul>

	<p><b>2. Activity 1 (20 mins)</b></p> <p>Split the class in groups of 4-5 and share the handout ‘Looking into Online Communication’. Ask the groups to fill the handout. After about 10 mins, bring the class together to discuss the differences they notice between different communication channels.</p> <p><b>3. Activity 2 (25 mins)</b></p> <p>Provide the class with the following case studies and ask the students to identify the most appropriate means of online communication to achieve their goals – they can refer to the handout created in the previous activity. The main aim of this activity is for students to understand how to use online communication means properly and appropriately:</p> <ul style="list-style-type: none"> <li>- A student abroad needs to stay in contact with friends and family.</li> <li>- The school needs to display a general announcements.</li> <li>- Contacting university to find more information about their courses.</li> <li>- A university student must contact his/her professor regarding an upcoming deadline.</li> <li>- A company is about to release a job advertisement.</li> </ul> <p><b>4. Wrap it up (5 mins)</b></p>
<p><b>Assessments</b></p>	<p>Test - Multiple Choice, True/False, Matching</p>