

## Exercise #3

### Setting Up and Using Email

In this exercise you will practice creating a lesson plan for teaching Spanish-Speaking patrons to set up and use email.

1. In this exercise you will work individually.
2. Take about 20 minutes to develop a five-minute lesson *in Spanish* that includes:
  - a. A description of the lesson and the learning objectives
  - b. The steps needed to set up an email account in **Yahoo** and a description of how to send and receive messages
  - c. A description of a practice exercise on how to use **Yahoo**

Use the following resources:

- Lesson Template
- Training Components handout
- Service provider: Yahoo at **telemundo.yahoo.com**

3. When told by the instructor, each participant will teach her/his lesson to another class participant. Each participant has five minutes to teach her/his lesson.

Two minutes will be given for feedback from each participant on the lesson he/she was taught. The feedback *must* include aspects of your lesson that worked well and those that needed improvement.

4. Next, you will check your lesson against the Lesson Sample, which will be provided by your instructor, and make any needed modifications.