

## Course Information Sheet

### Email Introduction

#### ***Introduction***

This course will help you to learn how to keep in touch with friends and family and correspond around the world using electronic mail in a friendly, supportive and relaxed environment. You will set up an email address and learn how to send and receive emails

The course will comprise of practical sessions. The course is intended to be informal and flexible with the emphasis on gaining confidence and feeling comfortable with using email.

#### ***What are the course entry requirements?***

To get the best from this course you should be able to follow verbal and written instructions in English. This course is at our Beginners Plus level and is for you if you have no experience at all of using email. You should however have experience of using a computer and be familiar with how to use a mouse to point and click and how to enter and correct text using the keyboard. It would also be an advantage if you had some experience of using the Internet and were familiar with website navigation.

#### ***How long is the course?***

The course length may vary, but will usually be 4 weeks

#### ***What will the course involve?***

This course will give you the basic skills that are required to send and receive emails. You will set up an internet based email account and learn how to send, receive, reply and forward emails. You will also look at issues of unwanted emails and how to manage them.

#### ***How will I be learning?***

Each session will consist of mainly practical work on a computer or laptop. Your tutor will monitor your progress by carrying out an assessment at the start of the course. During the course your progress will be checked using a variety of techniques which may include: observation, informal quizzes, setting tasks, group discussion, question and answer sessions and peer assessment. You will have time during the course in which to discuss your progress with your tutor.

#### ***What equipment will I need?***

Pen and paper for note taking. If you already have an internet based email account, you may be able to use it, but you must discuss this with your tutor at the first session.

***How will I know if I am making progress?***

Your tutor will help you to build a portfolio which will contain examples of the work you have done and the skills you have mastered. At the end of the course your achievement will be reviewed with your tutor.

***What course work will I be expected to complete?***

You will complete tasks each session that are relevant to the skills you are learning.

***What can I expect to learn from this course?***

1. Identify three key safe practices when using emails
2. Access an online email account
3. Read, write and send emails
4. Reply to and forward emails you have been sent
5. Delete unwanted emails

***Will I need to cover anything in addition to the course fee?***

There are no additional costs

***What other training programmes and progression opportunities are there?***

You should be able to progress onto Computers for Beginners stage 2.

If you require in-depth advice on progression opportunities or guidance on career choices please contact our Information Advice and Guidance Officers on 0845 600 1331. For general information about other courses, contact us on the same number or check out the website [www.lancashire.gov.uk/adultlearning](http://www.lancashire.gov.uk/adultlearning)