

**Suva Sangam College**  
**Year 12: Office Technology**

**WEEK:1**

**DATE: 05/07/2021-09/07/2021**

STRAND	12.2 Computer Concepts and Skills
SUB STRAND	12.2.2 Uses of Internet
CONTENT LEARNING OUTCOME	Demonstrate understanding of the basic elements of email and discuss procedures of sending and receiving email messages.
REFERENCE FROM TEXT BOOK	PAGE:50-53

**Achievement indicator:**

- a) Create an email account.
- b) Send and receive emails.

**Chapter 5: Uses of Internet**

**Define the term Internet?**

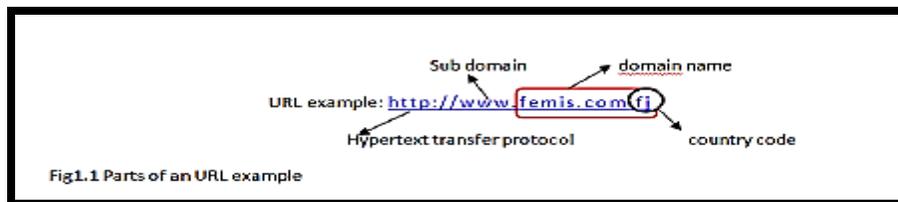
- An **internet** is a system that connects together computers all over the world through people can share information and communicate from anywhere with an **Internet** connection

**What is WWW?**

- A **web browser** (commonly referred to as a browser) is a piece of software on your computer that lets you visit web pages and use web applications.

**What is a URL?**

- A **uniform resource locator (URL)** (also called a web address) is a reference to a resource that specifies the location of the resource on a computer network and a mechanism for retrieving it.



**What is a Search Engine?**

- A web **search engine** is a software system that is designed to search for information on the World Wide Web.

**What is Gmail?**

- '**Google mail**' or '**Gmail**' is a web-based email account in which emails are stored on the internet rather than on your computer.

**ACTIVITIES**

1. List some browsers
2. Discuss some search engines
3. Identify parts of an email

**Achievement indicator:**

- c) Create an email account.

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**WEEK:2**

**DATE: 12/07/2021 – 16/07/2021**

STRAND	12.2 Computer Concepts and Skills
SUB STRAND	12.2.2 Uses of Internet
CONTENT LEARNING OUTCOME	Demonstrate understanding of the basic elements of email and discuss procedures of sending and receiving email messages.
REFERENCE FROM TEXT BOOK	Page: 50-53

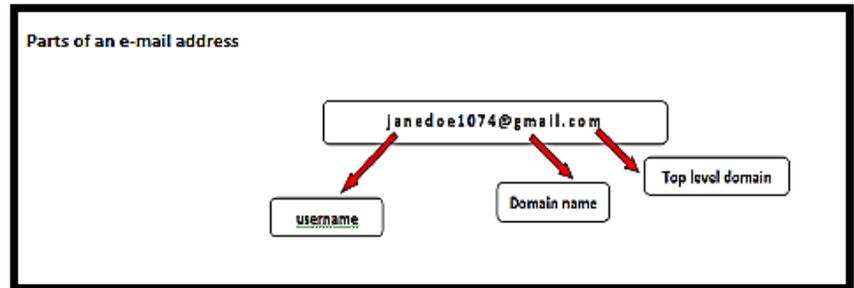
**Achievement indicator:**

- a) Create an email account.
- b) Send and receive emails.

**Chapter 5: Uses of Internet**

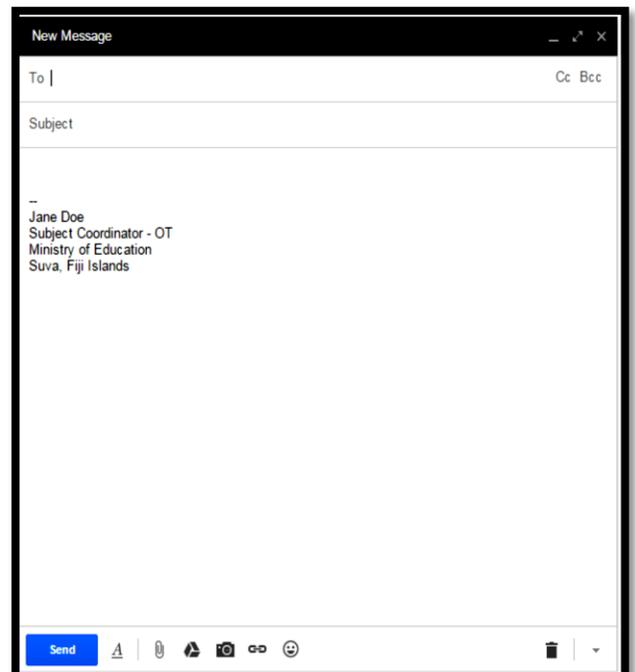
**Steps to Creating your account**

- i. Open the Gmail website
- ii. Come up with a username.
- iii. Complete the CAPTCHA.
- iv. Choose your country of residence
- v. Agree to the privacy policy
- vi. Click Finish or OK.



**Compose and send an email.**

- i. Click the red "COMPOSE" button in the upper-left corner of the Gmail window
- ii. Enter the recipient into the "To" field.
- iii. You can add a "Cc" line, which sends a copy to the recipients you list, as well as a "Bcc" line, which sends copies to the recipients you list but hides their names from the regular recipients.
- iv. Enter the subject of your email in the "Subject" field.
- v. Type the body of the email into the large field underneath "Subject".
- vi. Click the blue Send button to send the email to the recipients.



**ACTIVITY**

1. Use the steps above to create an email account of your choice (Gmail or Yahoo Account).
2. Send an email to your teacher stating that you have created and complete the steps given.

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**WEEK :3**

**DATE: 19/07/2021 – 23/07/2021**

STRAND	12.2 Computer Concepts and Skills
SUB STRAND	12.2.2 Uses of Internet
CONTENT LEARNING OUTCOME	Demonstrate understanding of the basic elements of email and discuss procedures of sending and receiving email messages.
REFERENCE FROM TEXT BOOK	Page: 50-53

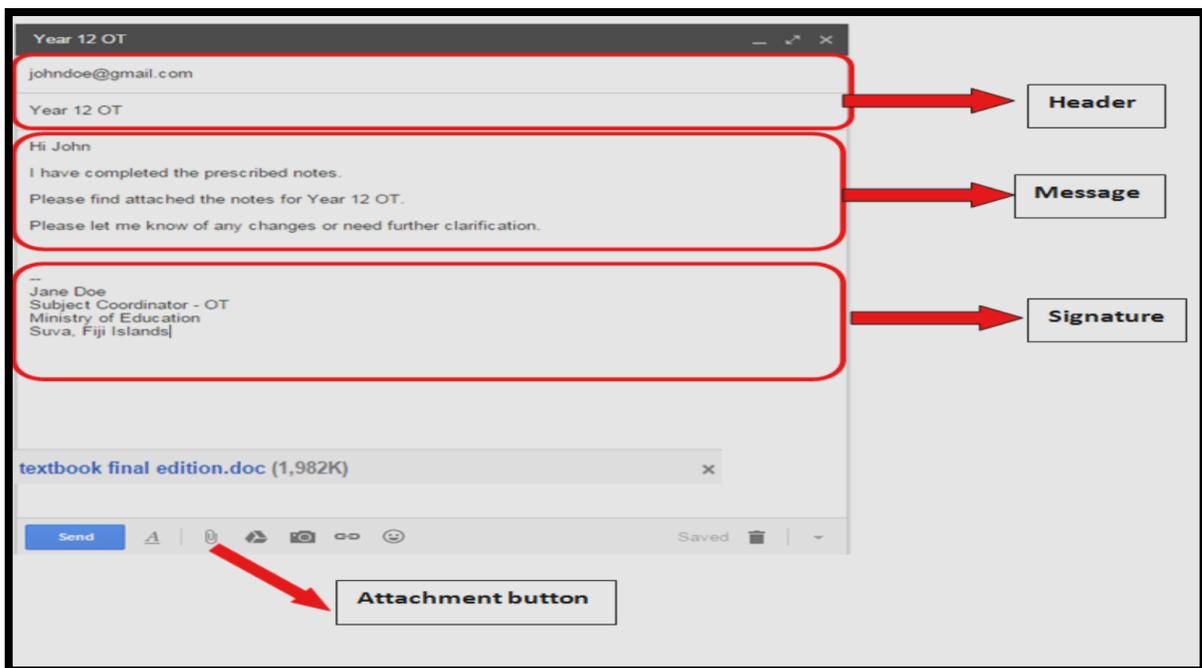
**Achievement indicator:**

- a) Send and receive emails.

**Chapter 5: Uses of Internet**

**Send an attachment.**

- i. You can attach files up to 25 MB in size to your emails. Gmail supports sending any file type.
- ii. You can either drag the file directly onto the email you are composing, or you can click the ***Paperclip button*** and browse for the file on your computer.
- iii. You can attach multiple files to one email, as long as the total size does not exceed 25 MB.
- iv. If you want to send a lot of files at once, such as a photo album, compress them all into one archive file to save space and make things easier for your recipient(s).



**ACTIVITY**

1. Send an email to your teacher stating that you have created and complete the steps given and also try to send an attachment.

**Suva Sangam College**  
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**WEEK :4**

**DATE: 26/07/2021 – 30/07/2021**

STRAND	12.2 Computer Concepts and Skills
SUB STRAND	12.2.3 Word Processing
CONTENT LEARNING OUTCOME	Apply good keyboarding skills to type letters, memorandum, display work, reports and meeting documents.
REFERENCE FROM TEXT BOOK	Page: 54-64

**Achievement indicator:**

- a) Use MS Word to type letters, memos, display work and reports.

**Chapter 6 : Word Processing**

What is MS Word?

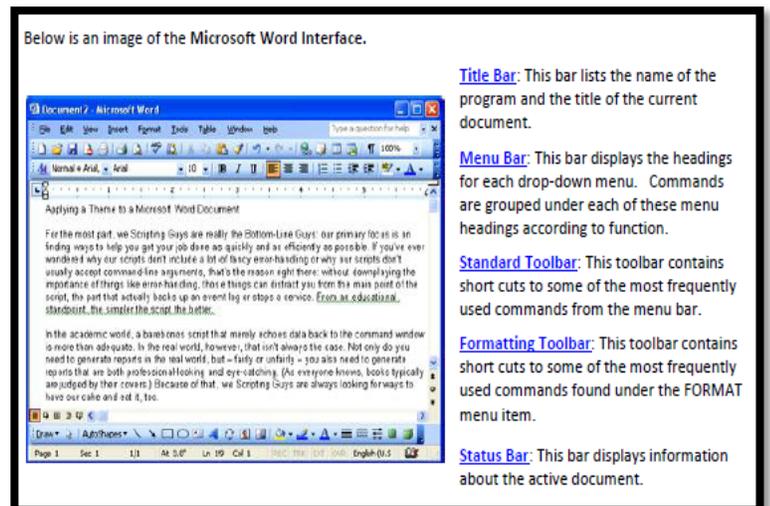
- **Microsoft Word** is a word processing program that allows for the creation of both simple and sophisticated documents.

**Toolbar** often provides quick access to functions that are commonly performed within the program.

**Draft and present written information**

Guidelines to improve your *business letter writing*.

- Writing any document involves four stages:
  1. Thinking and planning
  2. Capturing ideas on paper or on screen
  3. Organising the shape and structure
  4. Editing, revising and proofreading



**Letter composition – a checklist (Letter Construction)**

1. Plan your letter.
2. Use the correct layout.
3. Write from the reader's point of view.
4. Make the first sentence count.
5. Make your sentences and paragraphs as short as possible.
6. Write courteously.
7. Use a positive approach.
8. Use correct grammar and spelling.
9. Make sure that the information you quote is as accurate as possible.
10. Use constructive endings to your letters.

**Activity**

1. Draft an application letter (looking for a job) and send it through email to your teacher for marking. (NB: Teachers Email Address: [mleweni36@gmail.com](mailto:mleweni36@gmail.com))

**Suva Sangam College**  
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**WEEK:5**

**DATE: 02/08/2021-06/08/2021**

STRAND	12.2 Computer Concepts and Skills
SUB STRAND	12.2.3 Word Processing
CONTENT LEARNING OUTCOME	Apply good keyboarding skills to type letters, memorandum, display work, reports and meeting documents.
REFERENCE FROM TEXT BOOK	Page: 54-64

**Achievement indicator:**

- a) Identify the structures of writing a letter.

**Chapter 6: Word Processing**

**Letter structures**

***Steps in transmitting 'bad news'.***

1. **First paragraph** should start with a neutral comment, indicating some form of agreement.
2. **Second paragraph** should present an explanation in a positive manner.
3. **Third paragraph** should state clearly the bad news.
4. **Next paragraph** should offer an alternative solution.
5. **Last paragraph** should end the letter on a positive note.

**Steps for effective 'persuasive' or sales letters – the AIDA principle**

**A** – The first paragraph should attract the reader's **attention**.

**I** – The second paragraph should stimulate the reader's **interest**.

**D** – The next paragraph should develop a **desire** within the reader to do what you want them to do.

**A** – The last paragraph should encourage the reader to take specific **action** you want them to take.

You can **also attract attention and interest** by using:

- graphics and illustrations and
- different fonts and colours.

**Steps in transmitting 'good news' and neutral letters**

1. Begin the first paragraph with the good news
2. Provide the details of the good news in the second paragraph
3. Close on a friendly note.

**Activity**

1. Construct two letters (good news and a bad news) letter using the structures given.