

	<b>memo</b>
Objectives	Students will: <ul style="list-style-type: none"> <li>·Repeat Imperative and Time</li> <li>·Learn how to use Task.fm</li> <li>·Learn what memo is and how to write it.</li> <li>·Create a week-memo for the teacher using Task.fm.</li> </ul>
Learning Environment	The class will use mobile phones or computers with internet access in the computer lab.
Types of Students	The students will be in high school, 1-year students
Standards	N/A
Materials	Computers in computer lab with internet access, mobile phones.
Procedures	<ol style="list-style-type: none"> <li>1. The students will repeat grammar of Imperative (commands) and Time (pm, am etc).</li> <li>2. The students will learn how to use Task.fm with the help of their teacher.</li> <li>3. Then, they will act as secretaries and the teacher will be their boss. The boss has a busy time-table for the next week, all the things are written on the screens of computers. The task of the students is to organize the time-table in a proper way. In pairs they will write memos.</li> <li>4. After they have created their memos, they send them to the teacher's computer or mobile phone to remind, using task.fm.</li> <li>5. When everybody has done it, the teacher reads, discusses memos with the class and evaluates it.</li> </ol>
Application	Using Task.fm, the students will study how to write , send and use memos; they will study to remind some things to themselves or to other people.
Evaluation	The students will be evaluated based on the following: <ul style="list-style-type: none"> <li>• Creativeness – 20 points</li> <li>• Work in pairs – 10 points</li> <li>• Grammar-20 points</li> </ul> 50 points