

LESSON 9

Working with Others, Collaboration, Feedback & Email

60 minutes

Presenting & Pitching

WHAT THIS LESSON DOES

Swap your pitch deck with a peer, exchange constructive feedback using comments, and practise composing a professional email with an attachment. Learn to accept, decline, and act on feedback before your live pitch.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Share a document with appropriate permissions and collaborate using comments and suggestions.
- Provide peer feedback that balances recognition with specific, actionable suggestions.
- Evaluate and act on feedback selectively, accepting or declining changes with clear reasoning.
- Compose professional emails with clear subject lines and properly sized attachments.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
3 min	content	Key Concepts, Collaboration
9 min	activity	Step-by-step, Share a Deck and Add a Comment
3 min	content	Common Issues
2 min	content	Key Concepts, Email
6 min	activity	Step-by-step, Compose a Clear Email with an Attachment
25 min	activity	Independent Practice, Feedback Round
4 min	content	Reflection
3 min	summary	Lesson Summary