

LESSON PLAN

Date: Time: Focus for Lesson:

Lesson Plan No: of

This lesson plan is linked to Activity No: in “ideas for integrating ICT” Vol 4

Learning Intentions:

New Vocabulary Resources:

Time	Teacher Action	Pupils' Action / Pupils' Learning
<i>Introduction to Lesson</i>		
<i>10 mins</i>	Ask children which places they have visited in London and give a short overview of the entire project, with the final outcome being a computer presentation to parents and governors.	Pupils to listen and respond as needed.
<i>Main part of Lesson:</i>		
<i>40 mins</i>	Scribe a list of possible questions and in consultation with pupils decide on 5 questions, which will be asked on the questionnaire. Explain that working in (mixed ability) pairs the pupils will word process a document to take home. Remind pupils they will need to leave spaces for the responses and will need to spell check it prior to saving and printing 3 copies. Teacher to assist and make suggestions to improve layout of documents as needed. Part way through session it may be necessary to demonstrate how to use the spell checker.	Pupils to brainstorm a list of possible questions and decide which to use. Working in pairs pupils word process and format their questionnaire consisting of the chosen questions. Documents to be spell checked and saved. Three copies will need to be printed.
<i>Plenary:</i>		
<i>10 mins</i>	Lead discussion on comparisons of the documents, looking at how layouts have varied.	Pupils to look at and compare finished documents. Can they explain their reasons for particular methods of presentation? Pupils to complete Computer Work diary sheet.

Homework opportunities: Questionnaires to be taken home by all pupils and filled in by an adult at home, then returned to school by next lesson.	Pupil Support:	Extension Activities:
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