

## 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	Template, open, double click, select, click and drag, print, save.	Resources: Word processor with prepared mixed alphabet templates, alphabet letter cards.
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Time	Teacher Action	Pupils' Action / Pupils' Learning
<i>Introduction to Lesson</i>		
<i>10 mins</i>	Revise with the pupils how to log on to the school system and then show how to open the prepared lower case template.	Pupils to log on and open lower case mixed letter template.
<i>Main part of Lesson:</i>		
<i>30 mins</i>	Hand out the alphabet letter cards to the pupils and discuss how to put them in the correct order. Explain that they are going to do the same on the computer and demonstrate how to use the mouse to select and drag the letters in the correct order. Aid pupils with saving work (start saving at beginning of lesson, explicitly explaining procedure – any changes can be resaved later by an adult using key strokes) Help pupils to print work.	Pupils to suggest ways to order the alphabet and actually do it, standing in line in the correct order.  Pupils to sort template letters into correct order and with help print and save.
<i>Plenary:</i>		
<i>10 mins</i>	Look at printouts and see how pupils have arranged the letters, are they from left to right, in ordered lines, in the correct order? Do they notice the colour pattern of the letters?	Pupils to look at and comment on their work. Chant the alphabet to check they are in the correct order.

Homework opportunities:	Pupil Support: Try to target any help with less able.	Extension Activities: Have second upper case mixed letter template and third upper and lower case template.
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