

Lesson Plan

Date	
Period	
Class	Year 7
Lesson	Lesson 2.

Context of the lesson Where this fits into the “Big Picture”	Students are going to improve their familiarity with using a DTP package by creating a school booklet which can be given to year 6 students before they arrive in. During this unit, students will focus on layout and suitability for audience.	
MLO for this lesson. What will pupils know/understand by the end of the lesson (teacher)	<p><i>Know:</i> How to insert images and text into their front page.</p> <p><i>Understand:</i> Why it is important to change the page guidelines</p> <p><i>Be able to:</i> Set up an 8 page booklet</p>	
MLO for this lesson. What will pupils know/understand by the end of the lesson (students)	<p><i>All:</i> Will include a title on their front cover and an image</p> <p><i>Most:</i> Will have made some effort to ensure that the design of their front page is suitable for their audience.</p> <p><i>Some:</i> Will complete their front page. They will have made good use of white space and used good design skills e.g. rotated an image, overlaid a couple of images etc.</p>	
Teacher input/Activities. What the pupils should undertake with approximate timings.	<p>Greet and settle students.</p> <p>Starter Follow the instructions on the ‘lesson 2 starter’ sheet.</p> <p>Teacher led discussion Ask students to remind you about what they did last lesson. Draw out information about creating a well designed leaflet. Get students to find the plans that they drew up last lesson (and completed for homework)</p> <p>Teacher demonstration Show students how to set up a booklet, perhaps use folded paper to help explain how the different page tabs equate to the front, back and inner pages. Show students how to change the page guideline margins and explain the purpose of doing this.</p> <p>Student task Students should log on, set up their booklet and amend their page guidelines using the help sheets if they can’t remember how to do something.</p> <p>Teacher demonstration Demonstrate to students how to insert text and pictures by using the text frame and picture frame tools.</p> <p>Student task Students should begin to set up their front page. Provide assistance as required.</p>	<p>10 mins</p> <p>5 mins</p> <p>5 mins</p> <p>10 mins</p> <p>5 mins</p> <p>20 mins</p>
Review/Summary At least 5 minutes before end.	In pairs, ask students to discuss how they could make use of DTP and leaflets in other subjects.	5mins

Extension work	Find out how to: <ul style="list-style-type: none"> • make objects e.g. photographs go behind or in front of other objects • flip an image using Publisher • insert page numbers
Homework	Students should complete the content for their front page.
Materials required	Lesson 2 starter.doc Setting up a booklet guide Setting up larger page guidelines School images and school logo available for students to use from the shared drive

You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:

- Adapt or build on this work
- Save this resource to a school network or VLE
- Republish this resource on the internet

A subscription will enable you to access an editable version and save it on your protected network or VLE