

## Scoring Guides

### Item 1: Spreadsheet Setup for Fresh Foods Ltd

#### Task Summary:

Set up a spreadsheet to analyze monthly sales and expenses, compute totals, and visualize data.

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited/Score	Score
Spreadsheet Structure	<ul style="list-style-type: none"> <li>- Properly organized table with appropriate columns and rows.</li> <li>- Partially organized table with minor errors.</li> <li>- Disorganized or incomplete table.</li> <li>- No table provided.</li> </ul>	04 03 02 01 00
Accurate Calculations	<ul style="list-style-type: none"> <li>- All calculations (total annual sales, average monthly sales, expenses) are accurate.</li> <li>- Most calculations are accurate with minor errors.</li> <li>- Some calculations are incorrect or missing.</li> <li>- No calculations provided.</li> </ul>	06 05 03 00
Expense Breakdown	<ul style="list-style-type: none"> <li>- Expenses (raw materials, labor, transportation, marketing) computed accurately.</li> <li>- Most expenses computed correctly with minor errors.</li> <li>- Some expense computations missing or incorrect.</li> <li>- No expense breakdown provided.</li> </ul>	05 04 02 00
Profit Percentage	<ul style="list-style-type: none"> <li>- Monthly profit percentage computed accurately.</li> <li>- Partial computation with some errors.</li> <li>- Minimal or no computation of profit</li> </ul>	04 03 02 00

	percentage. - No profit percentage provided.	
Graph Representation	- Graph visually represents monthly profits accurately and is well-labeled. - Graph represents data but lacks proper labeling. - Graph poorly constructed or missing key elements. - No graph provided.	05 04 02 00
Impact of Sales Increase	- Accurately computes the 15% sales increase for next year. - Partially computes the increase with minor errors. - Minimal or no computation of sales increase. - No computation provided.	04 03 02 00
Print Preparation	- Spreadsheet and graph are print-ready with clear formatting. - Partially prepared for printing with minor formatting issues. - Requires significant adjustments for printing. - Not print-ready.	02 01 00

**Total Maximum Score: 30 Points**

## Item 2: Presentation on Plastic Waste

### Task Summary:

Prepare a seven-slide presentation on the impact of plastic waste, including visuals, a chart, and practical solutions.

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited/Score	Score
Slide Organization	- All 7 slides are included and well-structured (title, introduction, main points, and conclusion).	05 04

	<ul style="list-style-type: none"> <li>- Most slides are well-structured but with minor omissions.</li> <li>- Some slides missing or poorly organized.</li> <li>- No proper slide organization.</li> </ul>	0200
Content Accuracy	<ul style="list-style-type: none"> <li>- Information on plastic waste, dangers, solutions, and resources is accurate and complete.</li> <li>- Mostly accurate but lacks detail in some areas.</li> <li>- Limited or incomplete information provided.</li> <li>- No relevant content provided.</li> </ul>	06050300
Use of Visuals	<ul style="list-style-type: none"> <li>- Includes relevant photos, charts, and icons effectively.</li> <li>- Some visuals included but lacks relevance or impact.</li> <li>- Minimal or no visuals used.</li> <li>- No visuals provided.</li> </ul>	05040200
Practical Solutions	<ul style="list-style-type: none"> <li>- Provides actionable, practical tips for reducing plastic waste.</li> <li>- Tips included but lack depth or specificity.</li> <li>- Minimal or no practical tips provided.</li> <li>- No solutions offered.</li> </ul>	04030200
Chart Presentation	<ul style="list-style-type: none"> <li>- Chart showing plastic waste statistics is accurate and well-labeled.</li> <li>- Chart presented but lacks proper labeling or clarity.</li> <li>- Minimal or no chart provided.</li> <li>- No chart included.</li> </ul>	05040200
Slide Design	<ul style="list-style-type: none"> <li>- Consistent theme, readable fonts, and balanced layout.</li> <li>- Design partially consistent with minor issues.</li> <li>- Inconsistent or poorly designed slides.</li> <li>- No proper design considerations.</li> </ul>	03020100

Handout Preparation	- Handouts are print-ready with proper formatting and layout.	02
	- Handouts prepared but with minor formatting issues.	01
	- Requires significant adjustments for printing.	00
	- No handouts provided.	

**Total Maximum Score: 30 Points**

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### **Summary of Scoring**

- **Item 1 (Spreadsheet Task): 30 Points**
- **Item 2 (Presentation Task): 30 Points**

## ITEM 2 Step-by-Step Guide to Prepare the Presentation

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### 1. Plan the Presentation Slides

#### Slide 1: Title Slide

- **Content:**
  - Title: "The Impact of Plastic Waste on the Environment"
  - Subtitle: "Understanding the Dangers and Solutions to Plastic Pollution"
  - Your name and date.
- **Design:**
  - Use a visually appealing background image (e.g., a polluted area with plastic waste).

#### Slide 2: Introduction to Plastic Waste

- **Content:**
  - Brief definition of plastic waste.
  - Highlight its non-biodegradable nature.
  - Mention the global and local context (e.g., plastic pollution in Uganda).
- **Image:** A photo from the school showing areas affected by plastic waste.

#### Slide 3: Dangers of Plastic Waste

- **Content:**
  - Environmental impacts:
    - Soil and water pollution.
    - Threats to wildlife.
  - Human health impacts:
    - Chemicals released from plastic.

- **Image:** Downloaded image of wildlife affected by plastic waste (e.g., a bird trapped in plastic).

#### **Slide 4: Plastic Waste Statistics in Uganda**

- **Content:**
  - Key data points on plastic production and pollution over the past five years.
  - Show trends in waste generation and recycling efforts.
- **Chart:**
  - Insert a bar or line chart displaying plastic waste statistics over the years.
  - Example data:
    - 2018: 10,000 tons.
    - 2019: 12,500 tons.
    - 2020: 14,000 tons.
    - 2021: 15,500 tons.
    - 2022: 17,000 tons.

#### **Slide 5: Practical Tips to Reduce Plastic Waste**

- **Content:**
  - Reduce:
    - Use reusable bags, bottles, and containers.
  - Reuse:
    - Repurpose plastic items for home or school projects.
  - Recycle:
    - Participate in recycling drives or set up a collection point at school.
- **Image:** Picture of a recycling bin or reusable products.

#### **Slide 6: Resources for Further Learning**

- **Content:**
  - Websites:
    - [www.earthday.org](http://www.earthday.org)
    - [www.unep.org/plastics](http://www.unep.org/plastics)
  - Local organizations:
    - Uganda Plastic Recycling Industries
  - Books and documentaries:
    - "The Plastic Problem" by Lonely Whale.
- **Image:** A simple icon (e.g., a book or a globe).

## Slide 7: Call to Action

- **Content:**
  - Encourage classmates to take small steps, like saying no to single-use plastics.
  - Announce any planned activities by the Environment Club (e.g., a cleanup drive).
- **Design:**
  - Motivational image of a clean environment or students engaged in cleanup activities.

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## 2. Create the Presentation in PowerPoint

1. **Design Theme:**
  - Choose a clean and professional design template (e.g., green or blue tones to align with the environmental theme).
2. **Insert Content:**
  - Add the planned text and visuals to each slide.
  - Use bullet points for clarity and brevity.

### 3. Add the Chart:

- Go to **Insert > Chart** and select a bar or line chart.
- Input the data (plastic waste statistics) into the Excel sheet linked to the chart.

### 4. Incorporate Images:

- Insert school photos and downloaded images into the slides using **Insert > Picture**.
- Resize and align them for a balanced layout.

### 5. Animations and Transitions:

- Use subtle animations to highlight key points.
  - Apply consistent transitions (e.g., "Fade") between slides.
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## 3. Prepare Handouts for Printing

### 1. Format Handouts:

- Go to **File > Print > Handouts**.
- Select "3 Slides Per Page" to include room for notes.

### 2. Design for Clarity:

- Ensure all slides are legible when printed.
- Use high-contrast colors for text and visuals.

### 3. Preview and Print:

- Check the print preview to ensure all slides fit properly.
  - Print the handouts on A4 paper for distribution.
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## Detailed Approach for Spreadsheet Tasks

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### Setting Up the Spreadsheet

#### 1. Sheet Structure:

Month	Sales (UGX)	Raw Materials (35%)	Labor (20%)	Transportation (10%)	Marketing (5%)	Total Expenses	Profit	Profit %	Sales with 15% Increase
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									

### Steps for Each Task

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#### a) Calculate Total Annual Sales

- **Formula:** Use the SUM function to calculate the total annual sales in a new row below the data.

Example:

- Cell B14: =SUM(B2:B13)
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#### b) Find the Average Monthly Sales

- **Formula:** Use the AVERAGE function to find the average monthly sales in another row below the total.

Example:

- Cell B15: =AVERAGE(B2:B13)
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### c) Compute Monthly Expenses

For each month, calculate expenses using percentages of sales:

- **Raw Materials:**  $=B2 * 35\%$
- **Labor:**  $=B2 * 20\%$
- **Transportation:**  $=B2 * 10\%$
- **Marketing:**  $=B2 * 5\%$

Example for January:

- Cell C2:  $=B2 * 0.35$
- Cell D2:  $=B2 * 0.20$
- Cell E2:  $=B2 * 0.10$
- Cell F2:  $=B2 * 0.05$

Copy these formulas down for all months.

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### d) Calculate Total Monthly Expenses

- **Formula:** Sum the monthly expenses for raw materials, labor, transportation, and marketing.

Example for January:

- Cell G2:  $=C2+D2+E2+F2$

Copy this formula down for all months.

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### e) Determine the Profit Percentage After Expenses

#### 1. Profit Calculation:

- Subtract total expenses from sales:  $=B2 - G2$
- Example for January:
  - Cell H2:  $=B2 - G2$

#### 2. Profit Percentage:

- Divide profit by sales and convert to percentage:  $(\text{Profit} / \text{Sales}) * 100$

- Example for January:
  - Cell I2:  $= (H2 / B2) * 100$

Copy these formulas down for all months.

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#### **f) Show the Impact of a 15% Increase in Sales Next Year**

##### **1. Increased Sales Calculation:**

- Multiply current sales by 1.15:  $= B2 * 1.15$
- Example for January:
  - Cell J2:  $= B2 * 1.15$

Copy this formula down for all months.

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#### **g) Represent Monthly Profits Graphically**

##### **1. Chart Creation:**

- Highlight the Month column (A2) and the Profit column (H2).
- Insert a chart: Go to **Insert > Chart** and select a **Line Chart** or **Bar Chart**.
- Add titles and labels:
  - Chart Title: "Monthly Profits"
  - X-Axis: "Month"
  - Y-Axis: "Profit (Currency)"

##### **2. Printing Preparation:**

- Set the print area to include the entire table and the chart.
  - Go to **Page Layout > Print Area > Set Print Area**.
  - Adjust the page orientation to **Landscape**.
  - Check print preview to ensure all data and the chart fit neatly on one page.
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