**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 | - Properly organized table with appropriate columns and rows.  - Partially organized table with minor errors.  - Disorganized or incomplete table.  - No table provided. | 04  03  02  01  00 |
| Accurate Calculations | - All calculations (total annual sales, average monthly sales, expenses) are accurate.  - Most calculations are accurate with minor errors.  - Some calculations are incorrect or missing.  - No calculations provided. | 06  05  03  00 |
| Expense Breakdown | - Expenses (raw materials, labor, transportation, marketing) computed accurately.  - Most expenses computed correctly with minor errors.  - Some expense computations missing or incorrect.  - No expense breakdown provided. | 05  04  02  00 |
| Profit Percentage | - Monthly profit percentage computed accurately.  - Partial computation with some errors.  - Minimal or no computation of profit percentage.  - No profit percentage provided. | 04  03  02  00 |
| 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).  - Most slides are well-structured but with minor omissions.  - Some slides missing or poorly organized.  - No proper slide organization. | 05  04  02  00 |
| Content Accuracy | - Information on plastic waste, dangers, solutions, and resources is accurate and complete.  - Mostly accurate but lacks detail in some areas.  - Limited or incomplete information provided.  - No relevant content provided. | 06  05  03  00 |
| Use of Visuals | - Includes relevant photos, charts, and icons effectively.  - Some visuals included but lacks relevance or impact.  - Minimal or no visuals used.  - No visuals provided. | 05  04  02  00 |
| Practical Solutions | - Provides actionable, practical tips for reducing plastic waste.  - Tips included but lack depth or specificity.  - Minimal or no practical tips provided.  - No solutions offered. | 04  03  02  00 |
| Chart Presentation | - Chart showing plastic waste statistics is accurate and well-labeled.  - Chart presented but lacks proper labeling or clarity.  - Minimal or no chart provided.  - No chart included. | 05  04  02  00 |
| Slide Design | - Consistent theme, readable fonts, and balanced layout.  - Design partially consistent with minor issues.  - Inconsistent or poorly designed slides.  - No proper design considerations. | 03  02  01  00 |
| Handout Preparation | - Handouts are print-ready with proper formatting and layout.  - Handouts prepared but with minor formatting issues.  - Requires significant adjustments for printing.  - No handouts provided. | 02  01  00 |

**Total Maximum Score**: **30 Points**

**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**

**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.

**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.

**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.

**Detailed Approach for Spreadsheet Tasks**

**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**

**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)

**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)

**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.

**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.

**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: (Profit / Sales) \* 100
   * Example for January:
     + Cell I2: =(H2 / B2) \* 100

Copy these formulas down for all months.

**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.

**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.