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| **Course**: Microsoft Word Report Writing & Referencing | | |
| **Learning Outcome** (This lesson connects to what learning outcomes?): 1/2 Communication & Media Use | | |
| **Lesson Objectives**: Student will learn… | **Activity**: By performing the following activities… | **Assessment**: student competence in the task is shown by… |
| Introduction - Importance of Reports & Referencing as it relates to communication and media use.  Academic vs. Technical Reports differences in language.  How to structure a report, go through the body of a report and explain each step and what it should encompass  How to reference correctly (images, books, websites etc.), give examples and explanations, handout to take home.  How to avoid plagiarism in quotes/paraphrasing. | Viewing a Presentation (Power Point) and listening to a short lecture explaining how to write and report and reference correctly.    In class template making (individual with guidance)  In class referencing as a group (choose a book to quote)  Reviewing the handout given to students with a list of reference examples that they can take home.  Ask questions | Observation  Classroom walk around – observe and give feedback  Completing the tasks required.  Class interaction  Answering questions/Making a comment on what they learnt |
| **Notes, resources required, etc:**  Teacher computer, projector, whiteboard, student computers, Internet Access/Microsoft Word/Microsoft Power Point | | |