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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… |
| Importance of Reports & Referencing  Academic vs. Technical Reports  How to structure a report  How to reference correctly (images, books, websites etc.)  How to avoid plagiarism in quotes/paraphrasing | Viewing a Presentation (Power Point)    In class template making (individual with guidance)  In class referencing as a group (choose a book to quote)  Ask questions | Observation  Classroom walk around – observe and give feedback  Class interaction  Answering questions |
| **Notes, resources required, etc:**  Teacher computer, projector, whiteboard, student computers, Internet Access/Microsoft Word/Microsoft Power Point | | |