

Lesson	Objectives	Main Activities	Differentiation	Notes
1	To know how to use the internet to search for relevant information	<p>Explain the project is to produce a variety of documents to support a holiday business. Over the next few weeks they will create a poster, powerpoint, spreadsheet and information leaflet.</p> <p>During lesson one they will research current holiday destinations and pick a suitable location for their project</p> <p>Students will log websites used and state what information they got from the site. A table will be provided to log the information</p>	<p>All will find a holiday destination by researching on the internet and log the websites used</p> <p>Most will give a reason for the choice of destination and log several websites</p> <p>Some will explain why the websites chosen were appropriate to the task</p>	
2	To know how to create a document that is suitable for purpose and audience	<p>Students are going to produce a poster to advertise the new holiday destination. The poster will consider target audience.</p> <p>Use template provided to explain who they will target and why</p> <p>Select images from the internet to add to the poster</p> <p>Make a note of where the images are found</p>	<p>All will create a poster that is relevant to the target audience and purpose</p> <p>Most will be able to explain why the poster is suitable for the target audience and purpose</p> <p>Some will explain why the elements of the poster are suitable for the target audience and purpose</p>	
3	To create a powerpoint presentation that is suitable for purpose and audience	<p>Students will create a presentation that can be used to tell people more about their chosen destination. They should include slide about the following:</p> <ul style="list-style-type: none"> <li>• Where the place is</li> <li>• Climate throughout the year</li> <li>• Language spoken</li> <li>• Typical food</li> <li>• Local traditions</li> <li>• Things to see and do</li> </ul>	<p>All will create a basic outline stating what will be on the presentation</p> <p>Most will start to create the powerpoint and have produced at least two slides</p> <p>Some will have added pictures and edited the slides</p>	

		They will plan the presentation using a template provided to say what will be included in each slide, fonts/colours used, and pictures they will include		
4	To edit and improve a powerpoint presentation	<p>This lesson will be a follow on from lesson three and will involve refining the powerpoint and ensuring they have met the criteria</p> <p>Students will finish creating the powerpoint and may be at a stage where they can add transitions and animations to the presentation</p>	<p>All will have created five slides that are appropriate for the task</p> <p>Most will have included relevant picture and text for the audience and purpose</p> <p>Some will have added links and animations to the slides to improve the presentation</p>	
5	To create a spreadsheet in order to log information	<p>Students will create a spreadsheet that can be used to log the cost of a holiday in their chosen destination.</p> <p>The teacher will demonstrate the basics and provide an outline if required</p> <p>Key terms such as Cell, Row, Column, Formula and Cell Reference will be explained</p> <p>Students will create a basic spreadsheet to log information and make calculations</p> <p>Students will be shown how to create a simple chart using a spreadsheet that can be used in another document</p>	<p>All will create a simple spreadsheet and know how to input basic information</p> <p>Most will add a simple formula to the spreadsheet that can calculate totals</p> <p>Some will be able to format the spreadsheet and make it look like other documents within the project</p>	
6	To create an informational leaflet	<p>Students will create an informational leaflet using Publisher that can be used to promote the new destination.</p> <p>They will use the information from other tasks to create this including a chart to show the local temperatures</p>		

Evaluation/Next steps: