

Preparation For the Project:

(from English Lang. Curriculum Guide A16- 17)

1. Identify the Students' Level

2. Choose a Theme / Topic, e.g.

- **Food** < **School**
- **Nature** < **Myself and My Family**
- **Animals** < **Chinese & Western Festivals**
- **Jobs** < **etc.**
- **Transportation**

3. Find Related Module(s)/
Unit(s) in Textbooks

4. Identify the Learning
Targets

- Knowledge Strand
- Interpersonal Strand
- Experience Strand

5. Identify Learning Objectives

- Text types
- Vocabulary
- Language items & communicative functions
- Language skills
- Language development strategies

6. Generic Skills

- Communication Skills
- Collaboration Skills
- Creativity
- Critical Thinking

7. Values & Attitudes

- Responsibility
- Open-mindedness
- Cooperativeness
- etc.

8. Time Allocation

- Number of lessons
- Learners' time outside class required to prepare & present the project

9. Resources

- Textbooks, Newspapers
- Web resources, Multimedia resources
- Pamphlets, Posters, etc.

10. Parties Involved & Their Roles

- **Parents**
- **Community members**
 - Nurses
 - Doctors
 - Police
 - Public Librarians
 - etc.
- **School head & other teachers**
- **Guest speaker(s)**

11. Products

- An oral presentation
- A written report
- A booklet
- A pamphlet
- A debate
- An exhibition
- Web materials
- A short play or role-play
- A variety show
- A 3-D model
- A video tape / An audio tape
- A newspaper
- A party
- etc.

Design A Lesson Plan

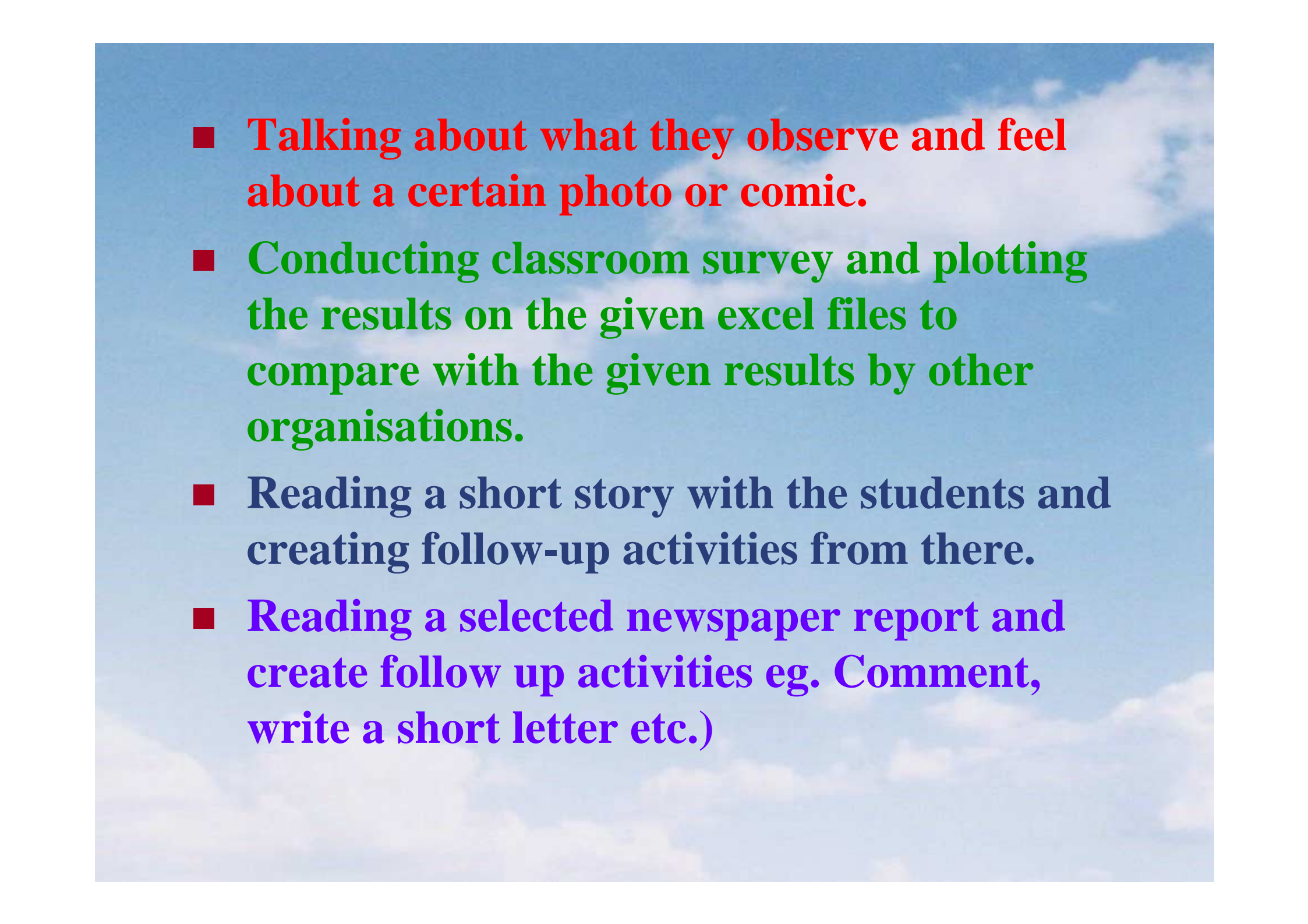
- *includes activities that:*
 - **match your learning objectives**
 - **are stimulating and motivating for students**
 - **support the learning process (i.e. helps students' learning)**
 - **are age appropriate**
- *determine the subjects covered*
- *determine the use of I.T.*

Introduce an Education Resources Net where digital Photos, Comics, Statistical Figures, Short Stories, News rewrites and Lesson Plans relevant to "Moral and Civic Education" can be found

<http://resources.emb.gov.hk/mce> (English)

Possible English learning activities from this site:

- **Creating captions for Photos**
- **Creating dialogues for Cartoons**
- **Covering photos or comics and letting the class figure out the content of the graphics by means of talking aloud or group discussions.**

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- **Talking about what they observe and feel about a certain photo or comic.**
 - **Conducting classroom survey and plotting the results on the given excel files to compare with the given results by other organisations.**
 - **Reading a short story with the students and creating follow-up activities from there.**
 - **Reading a selected newspaper report and create follow up activities eg. Comment, write a short letter etc.)**

Presenting the Final Product

Depending on students' levels:

- **Presenting text** : editing text in Microsoft Word, including basic functions such as spell and grammar check, word count, track changes, merge documents, etc.
- **Presenting pictures and photos**: draw and colour in Word file, download pictures and copy them into files (with permission), & transfer photos from digital camera

- **Presenting table** : insert tables in Word files or use Excel files
- **Presenting statistics** : use Excel file to create bar chart, pie chart, etc.
- **Using PowerPoint for presentation**

Evaluation

💣 *Teacher's Assessment*

💣 *Peer Assessment*

💣 *Self Assessment*



Some tips for using IT in teaching

1. Know the software:

Before you use a piece of software in an lesson, sit down at the computer, pretend you are a student, and work through everything you want the students to do. This is a great confidence builder!



2. Anticipate problems:

When you are planning to use the multimedia lab for the first time, go in there and make a full lesson plan with an eye on the layout of the room and on the software on the screen in front of you.



3. Retain control:

Keep roaming around the lab. There's bound to be one student who is lost, who is working on the wrong activity or who has found a way of getting onto the internet!

4. Meaningful usage:

Don't use the computer just for the sake of it. Decide when an ICT activity is really useful.



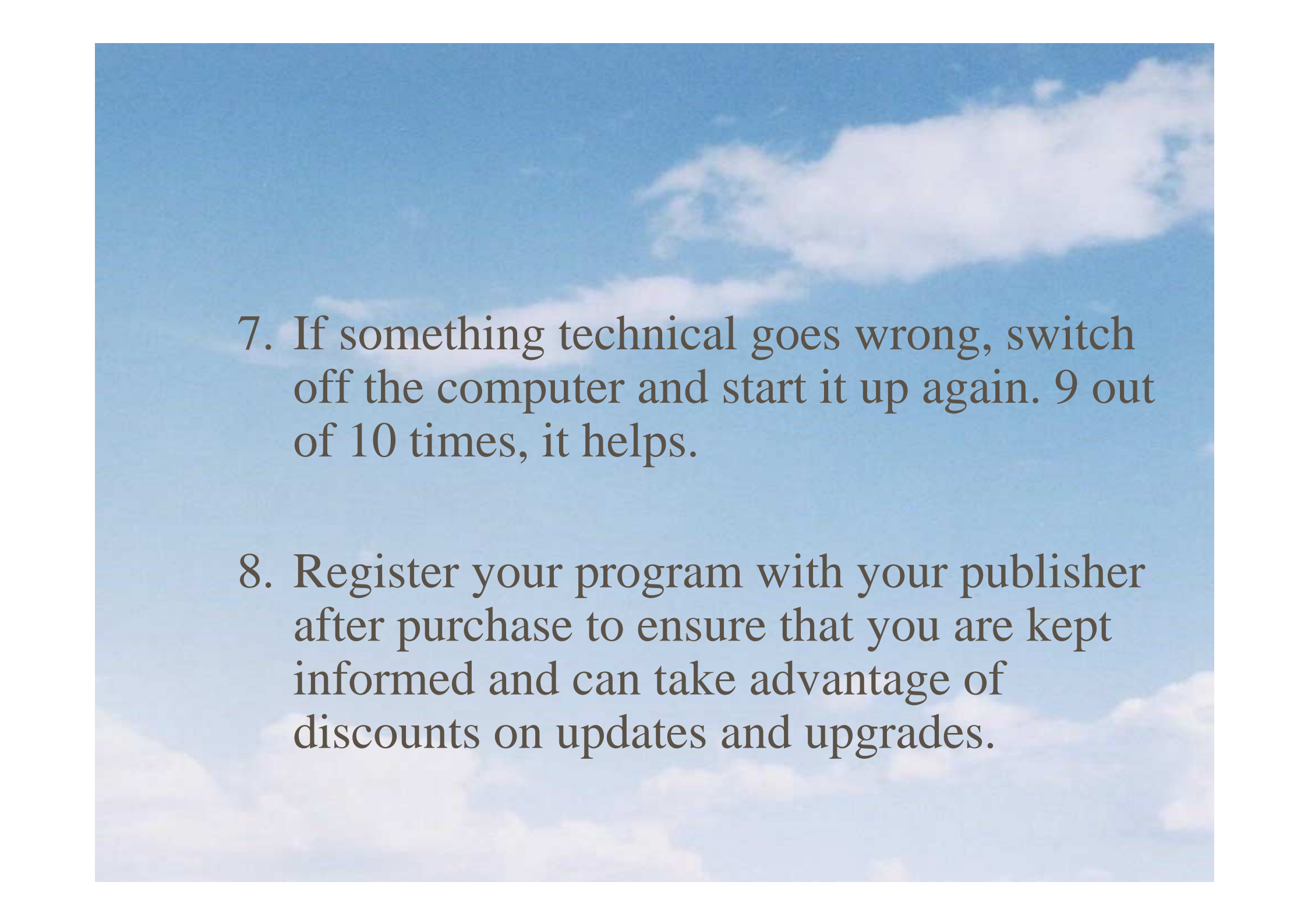
5. Try using HELP:

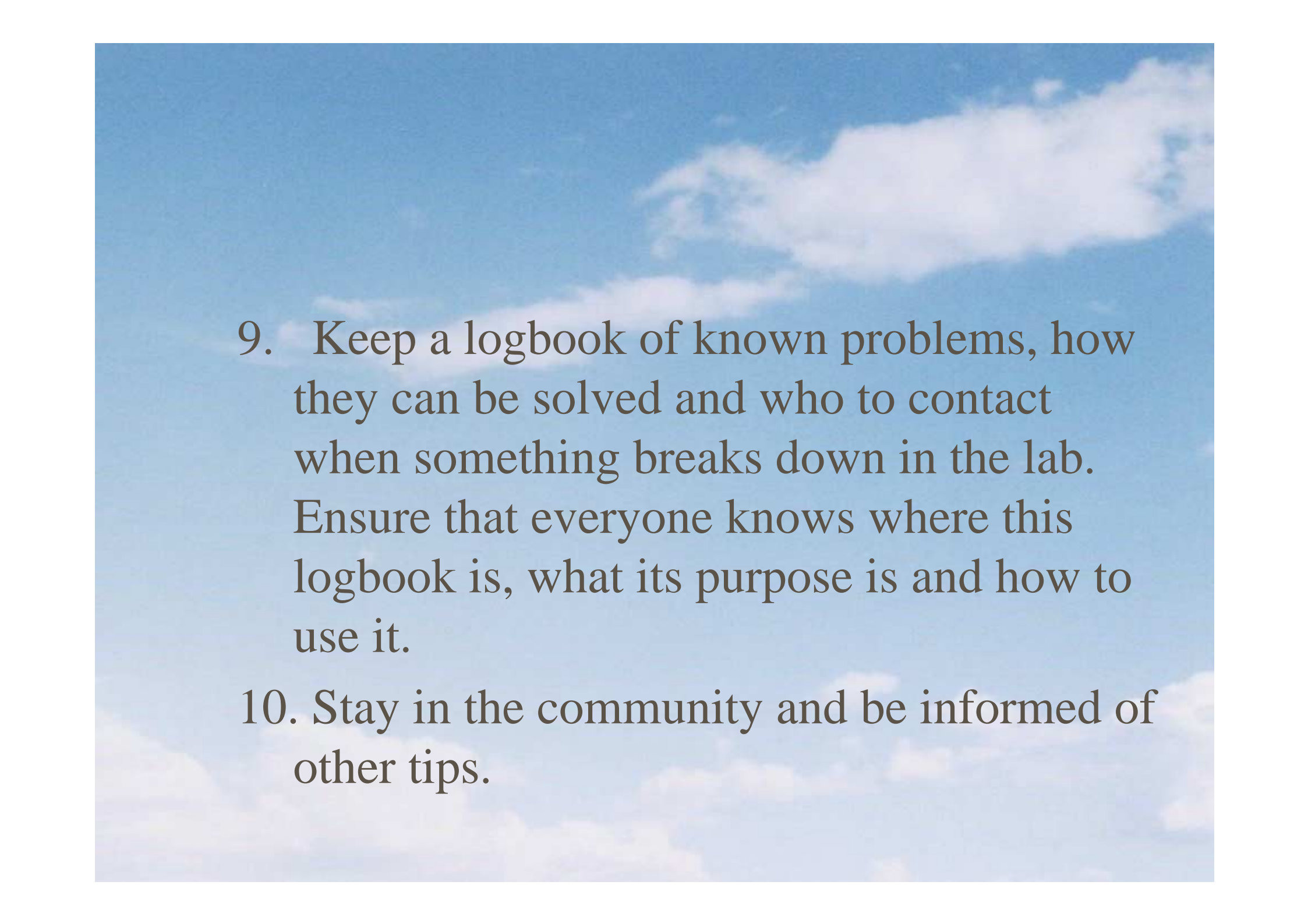
Many software packages have excellent help, try clicking on it when you are stuck.



6. Use monitoring utility

Make sure your school have programs available to filter out sites with objectionable content. This will prevent embarrassment and distress in the class.

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7. If something technical goes wrong, switch off the computer and start it up again. 9 out of 10 times, it helps.
 8. Register your program with your publisher after purchase to ensure that you are kept informed and can take advantage of discounts on updates and upgrades.



9. Keep a logbook of known problems, how they can be solved and who to contact when something breaks down in the lab. Ensure that everyone knows where this logbook is, what its purpose is and how to use it.

10. Stay in the community and be informed of other tips.