Lesson Plan

Date	
Period	
Class	
Lesson	Lesson 3 – Selecting suitable colours and backgrounds

Context of the lesson Where this fits into the "Big Picture"	In this unit, pupils will plan and create presentations about endangered animals. Pupils will explore the concept of 'fitness for purpose' when using images, text, colour and sound to enhance their presentation. They will consider how to match and adapt their presentation to a given audience and purpose. Finally, they will evaluate the suitability of their work for different audiences and purposes.	
MLO for this lesson. What will pupils know/understand by the end of the lesson	*Know:* The difference between Serif and Sans serif fonts *Understand:*. How poor choice of style, size and amount of text can detract from a meaningful presentation *Be able to:* Choose appropriate fonts, styles, size and colour to ensure suitability for purpose and audience	
Teacher input/Activities. What the pupils should undertake with approximate timings.	*Greet and settle students. Take register* *Starter* Whilst students are arriving hand out a copy of 'lesson3 starter.doc' either to individual students or to pairs. Students should work quietly through the starter activity whilst you are taking the register. Go through the answers with the class. *Teacher led discussion: Using different colours and text in a presentation* Show students 'presentation 3'. Ask them just to watch, not to make any comments, but to think about what they are seeing. Show students 'presentation 4', going through one slide at a time, and discussing what is wrong with each slide. Lead a whole-class discussion about the effectiveness of the presentation. • Discuss why colour is used in a presentation, for example, to attract the attention of the audience, to highlight key points, to illustrate, to make it more interesting. • Ask pupils to consider what size the text needs to be so that the audience can read if from where they are viewing. • Explain that the amount of text maybe limited, because of the slide size and for clarity • Explain that it is important not to have too many slides, to avoid losing the audience's interest. • Explain the difference between serif and sans serif fonts and reach an agreement on which is the easiest to read on a screen. *Individual activity: Developing the presentation through fonts and colour* Students should open their presentation. They should choose appropriate • Fonts • Styles	5 mins 10 mins 10 mins

- Case
- Colour
- Size

They should not be adding images or backgrounds at this stage.

Students should access the video tutorials to try to find out how to do things for themselves before asking for help:
http://www.teach-ict.com/software/ppt/powerpoint.htm

Teacher led discussion: Using different colours and text in a presentation
Stop the students from working and gather them around to listen.

Show students 'presentation 5'. Ask them just to watch, not to make any comments, but to think about what they are seeing.

Show students the presentation again going through one slide at a time, and discussing what is wrong with the backgrounds that have been chosen.

Individual activity: Developing the presentation through fonts and colour
Students should open their presentation.

They should choose appropriate backgrounds for their slides.

Students should access the video tutorials to try to find out how to do things for themselves before asking for help:
http://www.teach-ict.com/software/ppt/powerpoint.htm

		10 mins
		10 mins

Review/ Summary At least 5 minutes before end.	Let students have a go at a couple of quizzes for this unit from the teach-ict site	5 mins
Extension work	Students working at levels 3-4 usually have little difficulty changing colours and fonts. However, they may not base their selection on the needs of the presentation or their audience. They may need more guidance on the fitness for purpose of their selections.

Students working at higher levels could be introduced to more technical detail, for example more complex manipulation of colours and fonts using the customised colour palette or fill effects.

Further extension work: Action buttons and hyperlinks | |
| **Homework** | Complete font styles, colours and backgrounds.
Do not add images at this stage. | |
| **Materials required** | Lesson3starter.pdf
Endangered Animals Presentation 3
Endangered Animals Presentation 4
Endangered Animals Presentation 5
Headphones | |

You may:
- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:
- Save this resource to a school network or VLE
- Adapt or build on this work

A subscription will enable you to access an editable version and save it on your protected network or VLE