**Lesson Plan**

Subject: Technology

Student Teacher: Kevin Murphy

Grade: 8 School: Chester Community Charter School

Cooperating Teacher: Kelly Ryan

1. **Objectives**:
   1. **General**. Students are introduced to the capabilities of word processing applications (MS Word) and familiarized with the way people use word processing software. The students will learn various formatting, styling, and layout options available with MS Word including use of graphics and images. They will understand the great potential of being skilled with MS Word to be able to communicate effectively in an academic or non-academic setting.
   2. **Specific**. Students will be able to use MS Word to create a flyer advertising a job that they could do for neighbors to earn money after completing the first flyer to exact specifications (following instructions and demonstrating mastery of all prior covered aspects of MS Word).
2. **Content**
   1. Using prior learned skills in MS Word to create a flyer.
   2. Follow instructions exactly to create sample flyer.
   3. Use creativity to create a flyer on their own with a theme provided by the teacher (job skill to promote to neighbors).
   4. **Standards**
      1. Analyze and evaluate the effectiveness of a graphic object designed and produced to communicate an idea or solution to a problem. (Creating a flyer to convey a message)
      2. Apply the appropriate method of communications technology to communicate a thought. (Use of MS Word to communicate a thought)
      3. Explain and demonstrate basic computer operations and concepts. Know specialized computer applications used in the community. (Developing familiarity with MS Word – most commonly used word processing application)
      4. Apply intermediate skills in utilizing word processing [, database and spreadsheet software]. (Demonstrating skills in word processing by creating flyers – one by the numbers and one “freestyle”)
      5. Apply basic online research techniques to solve a specific problem. (Finding images to use for the group common flyer and the individual flyer)
3. **Materials**
   1. SRA Tech Knowledge by MaryJo Fantge Milburn
   2. Web site with sample of flyer (adapted from this url)
   3. Overhead projector linked to my desktop PC
   4. White board with dry erase markers
   5. Computers networked to a printer for each individual student
4. **Procedure**
   1. **Introductory Activities**. I will pass out sample flyers of school events (upcoming dance, PTA meeting, etc.) as well as flyers found on campus at Immaculata (advertising trips or school organizations). We will determine the key message of each flyer and then discuss the effectiveness of each flyer conveying this message and critique its overall design.
   2. **Developmental Activities**.
      1. Display directions for sample flyer on the overhead, read through key highlights of the task and pass out detailed instructions to those who would like it (addresses those with vision problems or who need more time to digest the assignment).
      2. Instruct students to create a flyer exactly according to the directions provided/displayed. Let them know that after they demonstrate they can make one exactly to these specifications, we will each make one on our own.
      3. After successful completion of “common flyer” (with the theme being a cause the school supports – upcoming coat drive for the community), students will continue working on their own flyer with the theme provided of soliciting a job utilizing their individual skills (i.e. babysitting, house-sitting, lawn mowing, dog walking, pet sitting, leaf raking, etc.).
   3. **Concluding Activities**. Review the highest quality flyers with the class and discuss what makes each effective. Ask students to offer a positive comment and a constructive feedback comment by giving both a particular strength of the flyer and an opportunity for improvement to make it even better. Discuss how important a well-designed flyer is to communicate quickly a message for an individual or group – like a well-made commercial on television. Remind them of all of the best and worst flyers discussed during the opening of the lesson.
   4. **Evaluative activities**. For the common flyer the assessment is based on following directions exactly and demonstrating the MS Word skills necessary to create the flyer to the exact specifications (all skills learned during earlier lessons). The “freestyle” flyer will be graded according to a rubric provided to the class which shows that the students have an understanding of the important functions in MS Word necessary to make a flyer document and convey a message effectively in this format.
   5. **Enrichment activities**. Suggest that students think about how they can leverage the skills they are working on in this class to make compelling and visually interesting flyers for the organizations they are a part of outside the classroom such as dance clubs, sports teams, and social gatherings. Stress the importance of communicating effectively with a well-designed attractive document at all times.