

## Business Letter

Students learn how to write and structure a professional letter. They will learn what the standard layout of a letter is and be able to create their own letters for a specific purpose. They will understand that the language used to write professional letters is different from the way they speak or interact with peers.

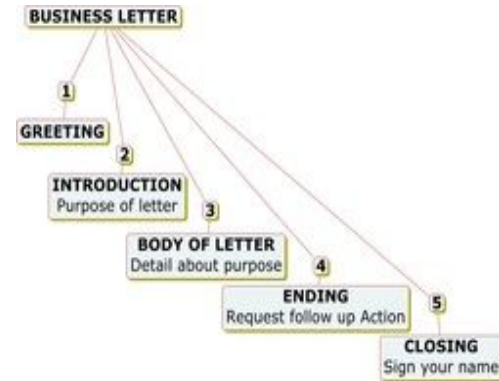
## Business Presentation

Students will select a Business to research and present information to a professional audience. They will use their analysis and ICT skills to build a structure and professional presentation. This will include graphs and tables which editable within their presentation.



## Email & Netiquette

Students will learn how to communicate professionally with one another using Email. They will learn the difference between CC, BCC and know how to use these appropriately. They will also learn netiquette and how to respond with professionalism and politeness when writing online.



## KS3 ICT & Business Med SOW: Business Writing

Lesson	Topic	Lesson type	Suggested activities	Classroom resources
1	Letter	Practical/Theoretical	<ul style="list-style-type: none"> <li>● <b>Do Now:</b> Keywords and Match Task</li> <li>● <b>Starter:</b> Identify the professionally written letter from A and B</li> <li>● <b>Task 1:</b> Identify the different parts of a Letter.</li> <li>● <b>Task 2:</b> Students to create a draft letter for a purpose.</li> <li>● <b>Plenary:</b> Share feedback on the group activity. Summarise lesson and use Q&amp;A to establish learners' understanding. E.g spinner, blooms etc</li> </ul> <p>Sen/Ext: Students to write more or less based on their ability</p>	<p>Example letters</p> <p><a href="http://auspost.com.au/education/letterwriting/students/multimedia-fun.html">http://auspost.com.au/education/letterwriting/students/multimedia-fun.html</a></p>
2	Letter		<ul style="list-style-type: none"> <li>● <b>Do Now:</b> Label the structure of the letter</li> <li>● <b>Starter:</b> Use the Do now to check that their letter is structure correctly</li> <li>● <b>Task 1/2:</b> Students to write professional letters for a purpose and submit for teacher feedback and levelling.</li> <li>● <b>Plenary:</b> Share feedback on the group activity. Summarise lesson and use Q&amp;A to establish learners' understanding. E.g spinner, blooms etc</li> </ul> <p>Sen/Ext: Students to write more or less based on their ability</p> <p>High ability: Professional typing skills</p>	<p>Example letters</p> <p><a href="https://www.typingclub.com/en/signup/">https://www.typingclub.com/en/signup/</a></p>

## KS3 ICT & Business Med SOW: Business Writing

Lesson	Topic	Lesson type	Suggested activities	Classroom resources
3 - 4	Business Presentation	Theoretical	<ul style="list-style-type: none"> <li>● <b>Do Now:</b> Create a List of Businesses or match business with logo</li> <li>● <b>Starter:</b> Students put business into categories eg IT,fashion,food,etc</li> <li>● <b>Task 1:</b> Students examine an example business presentation and review the good and bad points.</li> <li>● <b>Task 2:</b> Students set up their own business presentation template and choose a business to research.</li> <li>● <b>Plenary:</b> Share feedback on the group activity. Summarise lesson and use Q&amp;A to establish learners' understanding. E.g spinner, blooms etc</li> </ul> <p>Sen/Ext: Students to write more or less instructions based on their ability</p>	
5 -6	Business Presentation	Theoretical	<ul style="list-style-type: none"> <li>● <b>Do Now:</b> Keyword matching or wordsearch</li> <li>● <b>Starter:</b> SPot the difference between a good and poor presentation</li> <li>● <b>Task 1:</b> Students work on the business presentation by researching the required information.</li> <li>● <b>Task 2:</b> Students should be shown how insert a table and editable chart.</li> <li>● <b>Plenary:</b> Share feedback on the group activity. Summarise lesson and use Q&amp;A to establish learners' understanding. E.g spinner, blooms etc</li> </ul> <p>Sen/Ext: Use more or less symbols and complexity of flowchart</p>	

## KS3 ICT & Business Med SOW: Business Writing

Lesson	Topic	Lesson type	Suggested activities	Classroom resources
7 - 8	Email and Netiquette	Practical	<ul style="list-style-type: none"><li>● <b>Do Now:</b> Keyword Match</li><li>● <b>Starter:</b> Students see different styles of writing and label their intended purpose e.g blog to a friend, email to a teacher etc.</li><li>● <b>Task 1:</b> Students are shown netiquette standards by the teacher.</li><li>● <b>Task 2:</b> Students are required to work in pairs to send emails to one another using the template provided.</li><li>● <b>Plenary:</b> Share feedback on the group activity. Summarise lesson and use Q&amp;A to establish learners' understanding. E.g spinner, blooms etc</li></ul> <p>Sen/Ext: Students to use more/less complex scripting techniques teacher to provide worksheet</p>	