

GRADE 10 ICT TERM 2 LESSON PLANS

Grade 10 ICT LESSON PLAN: Week 1, Lesson 1

SCHOOL	LEVEL	LEARNING AREA	DATE	TIME	ROLL
..... ...	Grade 10	ICT			

WEEK 1: LESSON 1

Strand:

2.0 Productivity Tools

Sub Strand:

2.1 Word Processing

Specific Learning Outcomes:

By the end of the lesson, the learner should be able to:

Explain the meaning and importance of word processing tools.

Key Inquiry Question(s):

Why are word processing tools important in document creation?

Core Competencies, Values, and PCIs:

Core Competencies	Values	PCIs
Communication and Collaboration	Responsibility	Life Skills
Digital Literacy	Integrity	Cyber Safety

Learning Resources:

Computers, projector, and word processing software.

Organization of Learning:

Introduction (5 minutes):

Ask learners how they currently write their assignments and letters.

Introduce the key inquiry question on why word processing tools are important in document creation.

Lesson Development (25 minutes):

Step 1: Define the term "word processing" clearly to the class.

Step 2: Facilitate a brainstorming session on the various uses of word processors.

Step 3: Discuss the role and advantages of these tools in modern offices and schools compared to handwritten documents.

Step 4: Use a projector to show examples of documents created using word processing software.

Conclusion (10 minutes):

Summarize the main points on the importance of word processing.

Ask learners to state one major advantage of using word processing software.

Extended Activities:

Identify three places in your community where word processing software is used daily.

Teacher Self-Evaluation:

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Grade 10 ICT LESSON PLAN: Week 1, Lesson 2

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WEEK 1: LESSON 2

Strand:

2.0 Productivity Tools