

GRADE 10 ICT TERM 3 LESSON PLANS - KLB EXCELLING

Grade 10 ICT LESSON PLAN: Week 1, Lesson 1

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

WEEK 1: LESSON 1

Strand:

Productivity Tools

Sub Strand:

Desktop Publishing - Importance and Categories of DTP Tools; Opening Publisher and Creating Publications

Specific Learning Outcomes:

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

- Define desktop publishing and desktop publishing (DTP) tools.
- Identify categories of DTP tools (open-source and proprietary) and factors for selection.
- Relate DTP to creating professional publications such as magazines and brochures.

Key Inquiry Question(s):

- Why is desktop publishing important in creating professional publications?

Core Competencies, Values, and PCIs:

Core Competencies	Values	PCIs
Digital Literacy	Responsibility	Effective Communication
Critical Thinking and Problem Solving	Respect	Decision Making
Communication and Collaboration	Integrity	Information Literacy

Learning Resources:

- Excelling ICT Learner's Book pg. 144, 147
- Digital devices (Computers/Laptops)
- Desktop Publishing software (Microsoft Publisher / Scribus)
- Sample printed publications (brochures, flyers, newsletters)

Organization of Learning:

Introduction (5 minutes):

- Display sample commercial publications (flyers, brochures, magazines) to the class.
- Engage learners in a quick brainstorm on how these documents differ from standard typed text documents and state the lesson objectives.

Lesson Development (25 minutes):

- **Step 1:** Direct instruction on the definition of Desktop Publishing (DTP) and distinguishing DTP software from standard word processing software.
- **Step 2:** Guide learners in groups to research and categorize DTP tools into Open Source (e.g., Scribus) and Non-Open Source/Proprietary (e.g., Microsoft Publisher, Adobe InDesign), evaluating selection criteria such as cost, ease of use, and hardware requirements.
- **Step 3:** Demonstrate the process of launching Microsoft Publisher, exploring built-in publication types/templates, and creating a blank publication.
- **Step 4:** Learners practice opening Microsoft Publisher on their digital devices, selecting a publication layout, and exploring the default interface components in pairs.

Conclusion (10 minutes):

- Conduct a formative oral review on the categories of DTP applications and key selection factors.
- Summarize the core advantages of DTP in producing professional communication materials.

Extended Activities:

- Identify two local businesses or institutions and list three types of publications they use for public communication and marketing.

Teacher Self-Evaluation:

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