



مدرسة القديسة مريم الكاثوليكية الثانوية - دبي
ST. MARY'S CATHOLIC HIGH SCHOOL, DUBAI

Lesson Plan(Theory)

YEAR 11 – ICT (Week 4)-2021-2022

Subject	ICT
Class/ Section	Year 11(A-F)
Week	19 th -23 rd September
Work send to students by	Google classroom
Total number of lessons per week	2
Unit/Topic	Unit 3: Operating Online Topic : Chapter 11- Online Services
Key vocabulary	E-commerce, secure payment ,product catalogue, basket, e-ticket
Lessons 1,2 –Live Zoom lesson along with face to face instruction for students present on a particular day Work will be assigned in Google classroom which will be matched to the student's ability.	<u>Specific Learning objectives</u> <ul style="list-style-type: none">• Understand the effect of online services on our lives <u>Specific Intended Learning Outcomes</u> Student will be able to; <ul style="list-style-type: none">• Describe the impact of online services on our lives -Online shopping• Describe the impact of online services on our lives -Booking systems
Tasks	Worksheet1 on Online services



مدرسة القديسة مريم الكاثوليكية الثانوية - دبي
ST. MARY'S CATHOLIC HIGH SCHOOL, DUBAI

Lesson Plan(Practical)

YEAR 11 – ICT (Week 4)-2021-2022

Subject	ICT
Class/ Section	Year 11(A-F)
Week	19 th -23 rd September
Work send to students by	Google classroom
Total number of lessons per week	2
Unit/Topic	Microsoft Word Revision
Key vocabulary	Mail merge, salutation, complimentary close ,data source, main document, fit for purpose
Lessons 1,2 –Live Zoom/GC lesson along with face to face instruction for students present on a particular day Work will be assigned in Google classroom which will be matched to the student's ability.	<u>Specific Learning objectives</u> <ul style="list-style-type: none">• To be able to write letter using Mail Merge feature of Word <u>Specific Intended Learning Outcomes</u> Student will be able to; <ul style="list-style-type: none">• To use Mail Merge to write letters<ul style="list-style-type: none">- Use of data source- Merge the data source with the main document to get personalized letters
Tasks	Activity on Mail Merge and corresponding data files will be assigned in Google classroom

**Assessment Criteria/
Essential questions**

Essential Question that are according to the Pearson Edexcel specification

IGCSE May 2018, Paper2: Activity 5 – Using Word Processing Software (WP) -Task WP1 Mail merge

Assessment objectives expected by the board with respect to the above question is listed below.

AO1: Demonstrate knowledge and understanding of Mail Merge
AO2: Apply knowledge, understanding & skills to produce letter using Mail Merge

Resources

1. EDEXCEL IGCSE ICT (9-1) student book page 236
2. ICT PRACTICAL WORKBOOK
3. Mail Merge Activity worksheet