

Technology-enhanced Learning - Activity Plan

Name: *Claudia Maritshane*

Grade / Course: *Grade 10 (Centring)*

Length of Activity: *50 minutes*

Lesson Summary:

Students will learn how to use “Word Art” in Microsoft Word and how to create and type a restaurant menu

Lesson Objective:

To provide students with the facilities to

- use “Word Art” and Clip Art” to create letterheads
- create advanced menus in centred form on a blank A4 paper
- arrange the dishes on the menu in the correct sequence

Resources/Technology – Teacher

Interactive Whiteboard

Online Resources

- <https://www.youtube.com/watch?v=jM3p0qLLoeg>

learners handouts

- https://www.musthavemenus.com/menu/nextgen/new-menu-editor.do?theme=modern_restaurant_menu-theme&size=letter&wizard=true&user-choice=true

Resources/Technology – Students

Computer Lab

Internet

Projector

Online Resources

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- <https://www.youtube.com/watch?v=SR4iJVl-elg>
- <https://www.youtube.com/watch?v=o8hj198FG9I>

Intended Curriculum Learning Outcomes

- Students will produce a completed menu using MS word tools to create a letterhead
- Students will apply appropriate formatting features to enhance the menu and type it with accuracy

Instructional Activities

Teacher will ask the learners if they know the name of the document they receive at a restaurant to place orders. They must recall and name what they saw on the said document (e.g name of company, dishes and prices etc). Teacher will write them on the board. Students will view the online example of an restaurant menu on the projector and also watch a video on how to create letterheads with “Word Art”.(15 minutes)

Students will receive a handout with the information to be typed. Students will be taken through the rules (formatting features) on how to create a menu (margins, font style, font type, line spacing, MS Word tool and the correct arrangement of the dishes). The learners will log into their computers and open a blank MS word document. The teacher will give formatting instructions and check if all the learners carried it out. The learners will use the “Word Art” feature to create a letterhead by typing the name of the company (company name as on the handout). The learners will type the given information of the menu under teachers instructions and monitoring. After completing the task, students will proofread the menu before printing it. The teacher will mark the activity and give feed back to the learners the next day/period.(35 minutes)

Learner Assessment

Students will demonstrate how to create an attractive menu.