Business & Computer Science

Brunswick School Department Word Processing Multimedia

Essential Understandings	 Communication in the 21st century is through multimedia (i.e., podcasts, electronic blogs, facebook, My Space, twitter, webpage, etc.).
Essential Questions	 When creating a presentation, what questions should one address? What information should be spoken and presented? Which media should one use? What design features are necessary to get and keep the audience's attention? Why is it important to practice before an oral presentation?
Essential Knowledge	 Effective presentation engages the audience, showcases knowledge, and respects time constraints. Different media is used for different purposes. The purpose of presentation software is to persuade, present, or inform.
Vocabulary	 Terms: multimedia, print, blog, podcast, twitter, webpage, powerpoint, keynote
Essential Skills	 Select media that fits the communication (i.e., webpage to sell, podcast to express or advertise or inform, blog to discuss). Create presentations that hold the audience's attention. Use correct procedure to create a presentation. Use presentation software.
Related Maine Learning Results	Career and Education Development B. Learning About and Exploring Education and Career and Life Roles B2.Skills for Individual/Personal Success in the 21 st Century Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals. a. Literacy skills c. Critical thinking skills d. Information and communication technology (ICT) literacy e. Interpersonal skills f. Other academic skills and knowledge B3.Education and Career Information Students use previously acquired knowledge and skills to evaluate and utilize a variety of resources to articulate a plan and make decisions for post-secondary education, training, and career choices.

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	English Language Arts
	B. Writing
Related	B1.Interconnected Elements
Maine Learning	Students use a writing process to develop an appropriate
Results	genre, exhibiting an explicit organizational structure,
	perspective, and style to communicate with target audiences for
	specific purposes.
	a. Create legible final drafts.
Sample	
Lessons	Create a multimedia presentation (i.e., podcast, powerpoint,
And	keynote, etc).
Activities	
Sample	Quizzes
Classroom	■ Tests
Assessment	 Observations
Methods	■ Projects
Sample	■ <u>Materials</u> :
Resources	 Presentation software
	 Teacher Created Materials