

Developing Scotland's Young Workforce

Communication

Discussion

Use email, blogs and word process documents

Practise letter formatting & proofreading

Practise business letters

Contextual and role play learning

Work on class programs, discussing problem solving tasks.

Questioning

Present information in a variety of formats including powerpoint, publishing, word processing, spreadsheets, graphics and database reports

Listening to presentations and demonstrations

Reading online work tools

Collaboration

Discussion of topics

Work on whole class programs, discussing problem solving tasks.

Help organise during class

Review and make suggestions on other pupils' websites and presentations.

Role play and contextual learning

S5

National 4 Admin & IT
National 3 Computing
Science
National 3 Admin & IT
National 2 ICT
National 1
Office Angels

S4

National 4 Admin & IT
National 3 Computing
Science
National 3 Admin & IT
National 2 ICT
National 1

S3

Graphics - Editing
Images - Tables -
Spreadsheet formulae -
Creating - sorting -
searching - reporting -
creating forms in
databases -
Presentations with
animations and
transitions- Publishing -
Programs - Comparison

S2

Graphics - Camera -
Tables - Spreadsheet
formulae - Creating
databases -
Creating Presentations
- Publishing - Programs
- Internet Safety

S1

Keyboard - Graphics -
Camera - Word
Processing -
Spreadsheet -
Database -
Presentation -
Publishing -
Programming -
Internet Safety -
Comic Life

Primary School

Confidence

Correct level for pupil.

(Differentiated materials, activities, expectation, and assessment.)

Progressive challenges

Meaningful praise

Allow pupils to choose their learning timetable.

Opportunities to showcase their achievements.

Work as a class to problem solve

Appropriate support

Creative activities

Creativity

Room poster

Christmas, Mothers Day cards etc.
Create own Tuck Shop spreadsheet

Camera skills

Presentations for Halloween etc

Publisher to produce Class News

Class and individual pupil comic production.