

Content: Filling In the Structure

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U2.2

WHAT THIS LESSON DOES

In this lesson you populate your locked presentation structure with purpose-driven content such as text, images, and data. You then remove any elements that do not serve the overall purpose before saving an updated version.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.2	Investigate image editing software.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Only add text, images, and data after the structure is locked
- Cut anything that does not help the VET interviewer
- Turn your format 1 skeleton into a content-complete v2 file

BEFORE THE BELL

- Prepare a worked example such as the Coastal Crafts sample for demonstration purposes (label DEMO ONLY).
- Have a one-page title list ready for any student missing their v1 structure file.
- Note who is on non-slide format 1 and which v2 filename they will bank (sm2_vet_script_v2, sm2_vet_infographic_v2, sm2_vet_storyboard_v2, sm2_vet_canva_v2).
- Ensure any printed reference tables from the key concepts section are available if needed.
- Students need their format 1 structure file (e.g. sm2_vet_presentation_v1.pptx or equivalent non-slide skeleton) in Project_Portfolio/09_specialism/sm2/. Have a one-page title list ready for anyone missing v1. Confirm classroom access to PowerPoint for the web or Google Slides (or the agreed format 1 tool).
- Project the three DEMO ONLY Coastal Crafts bullets while students still have titles-only files open. Have the sample deck ready for the live fill in the next step.
- Have a titles-only sample deck ready to demo fill-in. Students need sm2_vet_presentation_v1.pptx (or equivalent format 1 skeleton) in Project_Portfolio/09_specialism/sm2/. Know who is on non-slide tools and which v2 filename they will use.
- No prep needed beyond knowing where students' sm2 files live and which non-slide v2 names are in use.
- Confirm each student has a format 1 structure file and a named v2 before the block starts. Note who is on non-slide tools and which v2 filename they are banking for KA evidence.
- No prep needed.

Content: Filling In the Structure

HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
8 min	activity	Step-by-step task
4 min	content	Common issues
28 min	activity	Portfolio build
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Gate the class at the start: every student opens v1 (or rebuilds titles-only) before content fill.
- Model two sample slides live with DEMO ONLY labelling, then release students to open v2 and fill their first section only.
- Call a one-minute stop-and-check halfway through Portfolio build using the Common issues stalls.
- Circulate to verify project-specific content, cut-line evidence in notes or a Cuts box, and stable v2 filenames.
- Keep the reflection oral with two volunteers sharing answers to encourage purpose-filter language.

WHAT TO WATCH FOR

- Students attempt to redesign the structure instead of adding content, remind them the structure is already locked.
- Students paste Coastal Crafts demo lines, redirect to their Something Real project immediately.
- Students include content because it sounds impressive rather than serving the VET audience, apply the purpose filter strictly.
- Students invent precise prices or insert decorative stock, allow labelled estimates and process/proof images only.

DIFFERENTIATION

- Support: Provide a step-by-step checklist for filling sections and cutting content; allow dictation to a partner then typing.
- Support: Pair less confident students with a peer during Portfolio build.
- Extension: Challenge students to add speaker notes under two slides with the exact sentence they would say, then cut one more line the notes cover.