

Sound and Audio Integration

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U3.2

Outcome M4.U3.3

WHAT THIS LESSON DOES

In this session students explore the effective use of sound in presentations for VET contexts. They learn when narration benefits the format, how to record and integrate voiceovers, manage levels with royalty-free music, and apply copyright practices.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Add narration or voiceover where the format benefits
- Manage audio levels and, where useful, quiet royalty-free music under voice
- Apply copyright-aware music practice

BEFORE THE BELL

- Prepare a sample presentation deck with suitable content for voiceover demonstration
- Lock one mandatory insert path for the room (desktop PowerPoint only, or all audio via Drive + Google Slides), write that single line on the board, and verify exact UI labels on the school build
- Prefer a school mic app that saves straight to Downloads; confirm the allowed phone-to-device transfer route only as backup, or ban phones
- Place one royalty-free sample track on the class drive for stretch work and the loud-vs-quiet demo only
- Print the one-page crib of the four key terms as default support
- Confirm mics work; lock one school insert path (desktop PowerPoint or Drive + Slides), write it on the board, and verify UI labels on the room build; stage school mic app to Downloads if possible; prepare one short royalty-free sample track on the class drive for optional stretch only; open a demo slide deck for the live demo
- Print or project the one-page four-term crib as default support; no extra prep beyond the intro demo track
- Demo deck with one blank content slide; lock one insert path on the board; school mic app to Downloads preferred; sample royalty-free track on class drive for stretch demo and IP only; headsets if the room is noisy; plan silent script beat then 2-3 minute record/transfer rotation
- Know and enforce the school's one supported insert path for PowerPoint or Slides; know the allowed phone-to-device transfer route
- Circulate; approve royalty-free sources for stretch only; spot-check one playthrough and the sm2/ filename per student if time allows
- Optional 60-second pair share

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
18 min	activity	Step-by-step task
4 min	content	Common issues
18 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model the full core path on the classroom screen before students begin: script, clean take, upload, insert on the locked path only, On Click, play
- In the demo, play one clip with music too loud and one with music under the voice; name the eyes-closed rule so the music objective is visible before stretch IP
- Silent whole-class script beat first, then 2-3 minute quiet-corner record/transfer rotation; hold the room at the Part A / Part B break
- Circulate during independent practice to check the sm2/ filename and audio balance
- Lead a whole-class discussion on copyright choices after the activity
- Accept well-reasoned decisions to use silence instead of audio

WHAT TO WATCH FOR

- Attempting to insert audio without first uploading the file to Drive or OneDrive
- Recording on a phone with no transfer plan into the school device
- Allowing background music to overpower the voiceover
- Selecting commercial music tracks without a licence
- Saving an Untitled file instead of the format 1 deck (or sm2_audio_practice) in sm2/

DIFFERENTIATION

- Support: Offer a script template for students needing help with writing narration
- Support: Allow peer pairing for script review before recording
- Support: Accept the practice file path if format 1 is not ready, equal to format 1 today
- Support: Silence stem in the IP card for weaker writers
- Extension: Add a royalty-free music bed under the voice, or narrate a second section
- Extension: CapCut captions matching the voiceover for sound-off viewing