

LESSON 3

Write It Down, Documents That Get You Taken Seriously

60 minutes

Creating Documents

WHAT THIS LESSON DOES

Learn to create a professional one-page proposal using heading styles, formatting tools, and spell-check. You'll practise with a sample proposal, then write a real one for your Something Real project that adults will take seriously.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Create, save, and export documents from your Digital_Portfolio folder in both editable and PDF formats
- Apply heading styles, text formatting, and paragraph formatting intentionally to enhance readability and professionalism
- Use spell-check, grammar tools, and find-and-replace to refine documents before sharing
- Distinguish between when to share editable documents and when to send PDFs
- Develop a persuasive one-page proposal with a clear structure that engages adult readers

Write It Down, Documents That Get You Taken Seriously

HOW THE LESSON RUNS	
	Introduction
	Key Concepts
	Step-by-step Task
	Common Issues
	Portfolio Build, Write Your Proposal Draft
	Reflection
	Lesson Summary