

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

BEFORE THE BELL

- Nothing to print or share: the sample proposal students copy is on their screen in step 3, and step 4 lists the common issues.
- Students need access to Word Online (via onedrive.com) or Google Docs (via drive.google.com), and the Digital_Portfolio folder they created earlier.
- Students need internet access and their cloud storage account.

Write It Down: Documents That Get You Taken Seriously

HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key Concepts
18 min	activity	Step-by-step Task
2 min	content	Common Issues
20 min	activity	Portfolio Build: Write Your Proposal Draft
5 min	content	Reflection
5 min	summary	Lesson Summary

TEACHING MOVES

- Run a whole-class checkpoint after the line-spacing step in the worked example (around 10 minutes in). This is the halfway mark and helps slower typists catch up before moving to spell-check and export.
- Model the find-and-replace function on screen; students often miss it in the menus and will benefit from seeing you open it step by step.
- During independent practice, circulate and listen for students who skip the 'why' paragraph. Prompt them: 'Why should someone care about this?' The 'why' transforms a description into a persuasive proposal.
- Keep the read-aloud reflection light and low-pressure. Emphasise that reading aloud catches sentences eyes skip over; some students will want to edit immediately, which is fine.

WHAT TO WATCH FOR

- Heading 1 is too large. Reassure students this is normal. Explain: select the title, change the font size in the toolbar, and the Heading 1 style stays applied but the size adjusts.
- Students apply bold instead of using a Heading style. Watch for this during the worked example and redirect them to the Styles menu so they understand the difference.
- The 'why' paragraph gets skipped or is too brief. During check-ins, ask students to read their 'why' paragraph aloud; if it feels weak, offer a sentence starter like 'This matters because...' or 'Students would benefit because...'

DIFFERENTIATION

- Support: Point students at the sentence starters in their task (This is a..., It matters because..., I'll do it by...) and let them use the worked example as a template, changing only the topic and details.
- Support: Pair students who finish the worked example early with those still typing; ask them to help check formatting (heading applied? line spacing adjusted?) rather than type for them.
- Extension: Ask faster writers to adjust their heading size, colours, or fonts to match a professional tone, then export both the .docx and PDF versions and explain which they would send to a real sponsor and why.