

Finish Your Proposal and Letter (KA1 Checkpoint)

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.3

Outcome M1.U2.1

Outcome M1.U2.4

WHAT THIS LESSON DOES

Students refine their proposal and formal letter by editing language and layout with fresh eyes. They export named printable PDF versions and self-check against KA1 criteria so evidence is ready for teacher verification.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.3	Proof and edit a document before printing.
M1.U2.1	Create documents and understand how and where to save them.
M1.U2.4	Identify files and folders and recognise common file types. Understand what a file and folder is and know where files, folders and programmes are normally stored.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Re-read your proposal and letter with fresh eyes and improve the wording and layout
- Confirm both documents were created, stored, edited and are printable
- Self-check KA1 evidence against the SEC criteria checklist
- Prepare finished ICT1 KA1 evidence for your teacher to verify

BEFORE THE BELL

- Confirm every student has 03_proposal_draft and 03_letter in Project Portfolio/03_documents, and have bare minimum starters ready for anyone missing a file.
- Have SEC ICT1 KA1 wording ready for verification conversations.
- Agree a visible ready-for-check signal and diary a catch-up slot this week for anyone not verified before the bell.
- School default: no separate 03_ka1_selfcheck file; use in-doc change notes or live point-to-edit proof.
- Confirm students have 03_proposal_draft and 03_letter in Project Portfolio/03_documents. Prepare backup starters. Have SEC ICT1 KA1 wording ready. Plan a short catch-up slot this week for anyone not verified before the bell.
- Be ready to pace the KA1 criteria table live rather than as silent reading.
- Have a sample proposal ready for a 60-second language + layout model. Circulate for mini-checks as proposal PDFs appear.
- Be ready to model one weak letter opening → clear purpose/ask line before Portfolio Build.
- Rolling 2-minute verify queue with a ready signal. No separate 03_ka1_selfcheck file; use in-doc change notes. Diary a catch-up slot for anyone not verified before the bell.
- Note which students still need KA1 catch-up before Unit 3. Pre-assign shoulder partners if using the extension pair option.

Finish Your Proposal and Letter (KA1 Checkpoint)

HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
12 min	activity	Guided edit: finish the proposal
3 min	content	Common issues
25 min	activity	Portfolio Build: letter, self-check, verify
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model one sentence rewrite and one always-works layout fix before the guided proposal pass.
- Talk the KA1 criteria table through row by row rather than leaving students to read a dense table in silence.
- Mini-check folders during proposal PDF export; run a rolling 2-minute verify queue in Portfolio Build.
- Before Portfolio Build, show a weak letter opening turned into a clear purpose and ask, and point at the structure labels.
- Keep verification in class; schedule named catch-up rather than defaulting to homework.
- Pre-assign shoulder partners only if you use the extension pair option.

WHAT TO WATCH FOR

- Font-only edits; require at least one real language change and one layout fix per document.
- PDFs left in Downloads with browser default names; require 03_proposal_draft.pdf and 03_letter.pdf in 03_documents.
- Documents lack a clear recipient or purpose; prompt these during the letter pass.

DIFFERENTIATION

- Support: sentence starters for tightening language; allow quiet underline instead of read-aloud.
- Support: minimum leave-ready outcome (one language edit, one layout fix, named PDF, checklist started).
- Extension: cut 20-40 words and run shoulder-partner or solo reader test, then re-export that PDF only.
- Waiting queue: re-open PDFs or cut 20 words so nobody idles.