

KA2 Workshop Part 1: Building the Researched Report

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.2

Outcome M1.U3.3

WHAT THIS LESSON DOES

Plan and draft a short research report for your KA2 assignment. Link your topic to another LCA module and the Something Real project. Follow a model shell to start a structured first draft with headings, sources and one table.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.2	Work with a word processing document, apply different formats and insert tables and images.
M1.U3.3	Search effectively for information on the internet by using key words, quotation marks for exact phrases and advanced search options.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Choose a research topic linked to another LCA module and the Something Real project
- Plan a short report with introduction, two body sections and conclusion
- Use ethical research habits including cited sources and AI disclosure where used
- Draft 04_ka2_research_report with headings, sources started and one table or image

BEFORE THE BELL

- Confirm every student can open Project Portfolio in the browser (OneDrive or Drive).
- Plan a 60-second whole-class create of 04_research_report for anyone missing it.
- Project 3 two-line topic exemplars and 2-3 safe starter sites by topic family (citizensinformation.ie, fsai.ie / safefood.net, gov.ie).
- Optional: headings-only shell template for support students.
- Have sticky notes or a quick capture method for the warm-up two-anchor lines.
- Students need cloud access, their Project Portfolio, and a word processor. Project 3 two-line topic exemplars and 2-3 safe starter sites (e.g. citizensinformation.ie, fsai.ie, gov.ie). Plan a 60-second whole-class create of 04_research_report. Sticky notes or a quick doc line for warm-up capture.
- Have 2-3 safe starter sites per common topic family ready to project. Tick sheet or thumbs-up routine for rapid lock.
- Word processor access (Word Online or Google Docs) via cloud storage. Students should have their Project Portfolio. Optional: headings-only template for support students. Be ready to create 04_research_report with anyone still missing it.
- Students need their locked topic, any earlier search notes, starter sites projected by topic family, and word processor access in cloud storage. Prepare one 2-minute live demo: open starter page → source line → one body sentence.

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HOW THE LESSON RUNS

6 min	introduction	Introduction
6 min	content	Key concepts
3 min	content	Lock your KA2 topic
14 min	activity	Build the report shell from Sam's plan
3 min	content	Common issues
20 min	activity	Independent practice
3 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Lead with today's job in one sentence; the warm-up uses projected exemplars plus the folder click-along.
- Teach key concepts live from Sam's skeleton plus one intro and source snippet; leave the table on screen as reference.
- Lock two anchors before the shell; use thumbs-up or a tick sheet, not a full verbal clear of 12-18 students.
- Pace the shell as a teacher-led click-along with paste stations; support students may use a headings-only template.
- Keep model file 04_ka2_research_report_model separate from KA file 04_ka2_research_report.
- Before independent practice: 2-minute demo opening a starter site, writing a source line, then one body sentence in own words.
- Independent practice scaffold: clone structure, replace title and anchors, write Body 1 from one starter page; Body 2 and conclusion may stay brief today.
- Table alone meets the graphic requirement today; leave image hunting to the Part 2 polish.
- Common issues stays on screen; call out only topic paralysis and editing-the-model before draft time.
- Keep the full 20 minutes for the draft block, and if time slips shorten Reflection first, since the draft is the evidence students need for Part 2.
- Close with the 60-second filename check as you walk behind the chairs.

WHAT TO WATCH FOR

- Topic only fits Something Real: rename the angle to link another module such as Maths Apps or English and Communications.
- Student overwrites the model file: stop and create a new 04_ka2_research_report.
- Empty headings with no body sentences: require at least one real body section before Part 2.
- Fewer than three sources today: acceptable if structure and anchors are solid; schedule a source top-up before the next workshop. Finished KA2 still needs three named sources.
- Three sources pasted as one paragraph: insist on one source per line.

DIFFERENTIATION

- Support: pre-structured headings-only template; paired topic brainstorm for two minutes only.
- Support: dictate or scribe the two-anchor sentences, then the student types body sentences from one starter page.
- Extension: third source line, caption under the table, or a rights-cleared image.