

LESSON 4

Make It Look Like You Meant It, Layout & Design

60 minutes

Creating Documents

WHAT THIS LESSON DOES

Learn practical design techniques to transform a proposal from homework into a professional document. You'll apply layout, headers, images, tables, and lists to make your work look intentional and serious.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Understand how page layout, typography, and visual hierarchy affect how seriously a document is received
- Apply margins, orientation, headers, footers, and page numbers to create a professional appearance
- Insert, resize, and position images to support written content without disrupting flow
- Use tables and lists strategically to improve readability and guide the reader's attention
- Assess design choices critically by comparing before and after versions

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HOW THE LESSON RUNS
Introduction
Key Concepts
Step-by-step Task, Redesign Your Proposal
Common Issues
Independent Practice, Polish and Finish
Reflection
Lesson Summary