

Choosing the Right Digital Format: Final Decision

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U3.3

WHAT THIS LESSON DOES

Students lock two different digital formats for Key Assignment 1 on one Something Real topic. Format 1 must work in the VET interview; Format 2 serves a second audience. They save sm2_two_format_plan with purpose-audience justifications so they are not rebuilding halfway through the module.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U3.3	Evaluate the advantages and disadvantages of different digital formats for different purposes.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Lock two different digital formats for KA1 on the same or related topic
- Ensure at least one format is usable for the VET interview
- Justify each format against purpose and audience

BEFORE THE BELL

- Decide how you will show the finished Aoife plan: it is printed in full on the Step-by-step task step, so projecting that step is enough. If you would rather have a document on the board, open worksheet sm2_two_format_plan_sample full-screen, and optionally place a read-only copy in Project_Portfolio/09_specialism/sm2 for student comparison
- Optional: place support sm2_two_format_plan_template in the same sm2 folder
- Write board format pairs (interview vs second audience) and 4-5 starter Format 1/Format 2 pairs for common LCA Something Real themes
- Arrange classroom for easy circulation during activities
- Have the finished Aoife sample (worksheet sm2_two_format_plan_sample) open on the classroom screen. Write board format pairs (interview vs second audience). Students need their Project Portfolio open and earlier Module 2 notes if they have them.
- Aoife sketch and board contrast ready on screen before students sit. Full finished sample (sm2_two_format_plan_sample) ready for Step 3. Optional one-page Format 1/Format 2 handout for IP only.
- Open sm2_two_format_plan_sample on the classroom screen before the guided task. Optional read-only copy in sm2. Students signed into OneDrive or Google Drive with Project_Portfolio available. Support template ready in sm2 if needed.
- Board ready with 4-5 starter format pairs and the sentence stem "This format fits because...". Plan a one-pass topic lock before IP.
- Confirm every student has a unique Something Real topic before they type. Starter format pairs already on the board. Support template available in sm2.

Choosing the Right Digital Format: Final Decision

HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
12 min	activity	Step-by-step task
5 min	content	Common issues
22 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Lead with the board contrast (two decks fail; deck plus different medium passes) before any long reading
- Model structure only in the guided task (about eight student actions); keep Aoife's finished plan on screen; read the three Decision check sentences aloud from it
- Run a mandatory topic-lock pass, then a 2-minute whole-class purpose/audience shout-out before Independent Practice
- Three minutes before Independent Practice ends, take a whole-class look at Format type lines only, then do door spot-checks on Decision check blocks
- Hold one standard throughout: short labels for type/purpose/audience; full sentences for why, walk-away, connect, Decision check

WHAT TO WATCH FOR

- Students select two versions of the same format instead of different ones; redirect to distinct media types
- Choosing social media for Format 1; stress the need for exportable files suitable for interview
- Copying bare yes/no Decision check answers from habit; insist on full sentences matching the sample read aloud
- Incorrect folder structure; remind to start from Project_Portfolio/09_specialism/sm2
- Starting the independent work without a locked Something Real topic; turn those students back to the topic-lock pass before they open a file

DIFFERENTIATION

- Support: Give sm2_two_format_plan_template (headings and empty labelled bullets already in place); student renames to sm2_two_format_plan when done
- Support: Point students at the board starter pairs and the stem "This format fits because..." (also on the Independent Practice card)
- Extension: Ask early finishers to add a risk note to Format 1
- Support: Allow paired discussion for justification writing