

Content: Filling In the Structure

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U2.2

WHAT THIS LESSON DOES

In this lesson you populate your locked presentation structure with purpose-driven content such as text, images, and data. You then remove any elements that do not serve the overall purpose before saving an updated version.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.2	Edit, format, proof and publish the information in a suitable medium.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Only add text, images, and data after the structure is locked
- Cut anything that does not help the VET interviewer
- Turn your format 1 skeleton into a content-complete v2 file

BEFORE THE BELL

- Prepare a worked example such as the Coastal Crafts sample for demonstration purposes and label it DEMO ONLY, including one proof slide with a labelled estimate and one process image that you can leave on screen for the rest of the lesson.
- Note in advance which students are working on a non-slide format 1 and which v2 filename each of them will bank (sm2_vet_script_v2, sm2_vet_infographic_v2, sm2_vet_storyboard_v2 or sm2_vet_canva_v2), so you are not deciding names while thirty students are building.
- Be ready to project the non-slide checklist from the step-by-step task, since most rooms will have both slide and non-slide students in them.
- Students need their format 1 structure file (e.g. sm2_vet_presentation_v1 or equivalent non-slide skeleton) in Project_Portfolio/09_specialism/sm2/. Have a one-page title list ready for anyone missing v1. Before Monday, note who is on slides vs Canva / script / storyboard / infographic and which v2 filename each will bank. Confirm classroom access to PowerPoint for the web or Google Slides (or the agreed format 1 tool).
- Project the three DEMO ONLY Coastal Crafts bullets while students still have titles-only files open. Have the sample deck ready for the live fill in the next step, including one proof slide with a labelled estimate and one process image to leave on screen.
- Have a titles-only sample deck ready to demo fill-in. Students need sm2_vet_presentation_v1 (or equivalent format 1 skeleton) in Project_Portfolio/09_specialism/sm2/. Before class, list who is on non-slide tools and which v2 filename each will use. Project the non-slide checklist for mixed rooms.
- No prep needed beyond knowing where students' sm2 files live and which non-slide v2 names are in use.
- Confirm each student has a format 1 structure file and a named v2 with first section filled before the long block. Note who is on non-slide tools and which v2 filename they are banking for KA evidence. Keep the DEMO ONLY proof slide visible.

Content: Filling In the Structure

HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
8 min	activity	Step-by-step task
2 min	content	Common issues
30 min	activity	Portfolio build
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Hold the class at the introduction until every student has their v1 structure open, or has rebuilt a titles-only file from the panel on that step, because content fill is meaningless without locked titles.
- Model two sample slides live and label them DEMO ONLY so nobody copies them. Show the image insert, the labelled number and one cut into speaker notes as things they watch now and carry out in Portfolio build, and leave that DEMO ONLY proof slide visible afterwards as something they can glance at while they work.
- In the guided slot, release students only to copy their file to v2 and fill their first section, since anyone who runs ahead to images and cuts tends to leave the middle sections empty.
- Open Portfolio build with two minutes of checking: v2 open, first section filled, no Coastal Crafts lines anywhere.
- Call a one-minute stop-and-check halfway through Portfolio build using the four problems from the Common issues table.
- Circulate to verify that the content is about their own project, that cut lines are visible in notes or a Cuts box, and that the v2 filenames are stable.
- Close with the three-tick exit checklist read aloud, and keep the reflection spoken with two volunteers.

WHAT TO WATCH FOR

- Students rename the open PowerPoint file instead of copying it in OneDrive, which destroys v1. Insist on Copy in the sm2 folder first.
- Students attempt the full image, data and cut path inside the 8-minute guided slot. Redirect them to their first section only.
- Students try to redesign the structure instead of adding content. Remind them the structure is already locked and today is filling under it.
- Students paste the Coastal Crafts demo lines into their own file. Send them back to their Something Real project straight away.
- Students invent precise prices or drop in decorative stock images. Allow labelled estimates, and stock only where it shows process or proof.

DIFFERENTIATION

- Support: Provide a step-by-step checklist for filling sections and cutting content, and allow students to dictate bullets to a partner before typing them.
- Support: Pair less confident students with a peer during Portfolio build.
- Extension: Challenge students to add speaker notes under two slides with the exact sentence they would say, then cut one more line that the notes now cover.