

LESSON 54

Sound and Audio Integration

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U3.2

Outcome M4.U3.3

WHAT THIS LESSON DOES

In this session students explore the effective use of sound in presentations for VET contexts. They learn when narration benefits the format, how to record and integrate voiceovers, manage levels with royalty-free music, and apply copyright practices.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U3.2	Identify key features of best practice in presentation to engage an audience and apply these features.
M4.U3.3	Debate, consider and understand ethical and legal issues such as creative rights, ownership and plagiarism on the internet.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Add narration or voiceover where the format benefits
- Manage audio levels and, where useful, quiet royalty-free music under voice
- Apply copyright-aware music practice

BEFORE THE BELL

- Settle on one insert path for the whole room (desktop PowerPoint only, or all audio via Drive and Google Slides), write that single line on the board, and check the exact button labels on the school build by inserting an audio file yourself first
- Prefer a school mic app that saves straight to Downloads; confirm the allowed phone-to-device transfer route only as a backup, or ban phones
- Place one royalty-free sample track on the class drive for stretch work and for the loud-versus-quiet demonstration
- Print the one-page crib of the four key terms for every student
- Print or write up a three-line script frame for students who freeze at a blank page, for example: what I am building, what this slide shows, and the one number that matters
- Confirm mics work; lock one school insert path (desktop PowerPoint or Drive + Slides), write it on the board, and verify UI labels on the room build; stage school mic app to Downloads if possible; prepare one short royalty-free sample track on the class drive for optional stretch only; open a demo slide deck for the live demo
- Print or project the one-page four-term crib as default support; no extra prep beyond the intro demo track
- Demo deck with one blank content slide; lock one insert path on the board; school mic app to Downloads preferred; sample royalty-free track on class drive for stretch demo and IP only; headsets if the room is noisy; plan silent script beat then 2-3 minute record/transfer rotation
- Know and enforce the school's one supported insert path for PowerPoint or Slides; know the allowed phone-to-device transfer route
- Circulate; approve royalty-free sources for stretch only; spot-check one playthrough and the sm2/ filename per student if time allows
- Optional 60-second pair share

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Model the whole core path on the classroom screen before students begin: script, clean take, upload, insert on the one agreed path, On Click, play
- In that same demonstration, play one clip with the music too loud and one with it under the voice, and name the eyes-closed rule, so students hear balanced levels before anyone attempts music in independent practice
- Have the whole class write scripts in silence first, then call students in groups of two or three to the quiet corner to record and transfer, and hold the room at the break between Part A and Part B
- Circulate during independent practice to check the filename in sm2/ and the balance between voice and music
- Lead a whole-class discussion on copyright choices after the activity
- Accept well-reasoned decisions to use silence instead of audio

WHAT TO WATCH FOR

- Attempting to insert audio without first uploading the file to Drive or OneDrive
- Recording on a phone with no plan for getting the file onto the school device
- Allowing background music to overpower the voiceover
- Selecting commercial music tracks without a licence
- Saving an Untitled file instead of the format 1 deck, or sm2_audio_practice, in sm2/

DIFFERENTIATION

- Support: give the three-line script frame to students who cannot start writing narration
- Support: allow peer pairing for script review before recording
- Support: accept the practice file if format 1 is not ready, since it counts equally today
- Support: point weaker writers to the silence stem in the independent practice card
- Extension: add a royalty-free music bed under the voice, or narrate a second section
- Extension: CapCut captions matching the voiceover for sound-off viewing