

KA1 Workshop Part 2: Polish Format 2

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U2.2

WHAT THIS LESSON DOES

In this workshop you finalise the second presentation format for your Something Real project. Apply a polish checklist to make it publication ready and different from format one. Both formats should then be ready for teacher verification.

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

- Finalise the second digital presentation format
- Bank Specialism Module 2 Key Assignment 1 with two different formats
- Confirm both formats meet best-practice techniques from the module

BEFORE THE BELL

- Run a pre-class draft roll-call: know each student's format 2 type and whether a draft exists
- Check that the fallback templates are still in place in sm2 (blank Canva one-pager link and short vertical explainer outline), since the door task sends anyone without a format 2 draft straight to them
- Prepare a non-student sample presentation for the demonstration, with one planned hierarchy fix and one accessibility fix, plus 30-second verbal anchors for video and audio if those media are in the room
- Have the bankable checklist, visible verification queue order, and written next-step slip pad ready
- Pre-class draft roll-call list of every student's format 2 type and file status; fallback templates already copied into sm2 (blank Canva one-pager link and short explainer outline); SM2 KA1 bankable checklist and visible verification order; projector ready for one quick polish demo; next-step slip pad ready before Portfolio Build
- Optional: one weak vs one strong format 2 example on screen (strip personal student data)
- Print the five-item must-do polish checklist for desks before step 4
- Sample format 2 for live polish demo with one planned hierarchy fix and one accessibility fix, plus 30-second verbal anchors for video and audio if those media are in the room; printed five-item must-do checklists on desks; list of students' declared format 2 types from earlier in the module
- KA1 verification checklist, class tracking sheet, visible queue order, and written next-step slip pad ready before this block starts
- Update KA tracker after class

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
3 min	content	Common issues
15 min	activity	Polish workshop: format 2 content pass
25 min	activity	Portfolio Build: teacher check
2 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Cap the polish demonstration at 4 minutes, project the five must-dos, and name the hierarchy and accessibility moves for slides and Canva, for video and for audio, so every student has something to copy on their own medium
- End the polish block at the mid-checkpoint of purpose, hierarchy and access basics, and an export started, keeping the final export naming and sign-off for Portfolio Build
- Circulate during the workshop and go to the video and audio students first, because their export paths fail most often; deal with any file location problems early, since those cost more time than cosmetic fixes
- Use batch verification: students pin both files open, you walk row order with a 30-40 second checklist pass, and only problem files need a second stop
- Run reflection only for students already bankable

WHAT TO WATCH FOR

- Format 2 is too similar to format 1 - change the medium or rebuild the opening
- Difficulty locating files - direct students to check their sm2 folder immediately
- Over-focusing on cosmetics before confirming distinct formats - prioritise structure differences
- Publication file saved in a nested sub-folder - bankable copy must sit directly in sm2
- Canva/video/audio students stall on rename or upload - point them at the numbered Publication paths for their medium

DIFFERENTIATION

- Support: Printed five-item must-do polish checklist on desks at the start of the polish workshop
- Support: Allow extra time for file organisation before starting the polish pass
- Extension (after sign-off only): handover note or honest one-line AI disclosure if AI helped with wording or layout