

KA2 Workshop: Graphical Data Representation and Interpretation

60 minutes

ICT Specialism 3: Spreadsheets

Outcome M3.U2.2

WHAT THIS LESSON DOES

Turn your real project numbers into at least two different charts, write plain-English interpretations under each one, and export a clean named PDF for your portfolio. Complete Module 3 Key Assignment 2 and the Module 3 reflection.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M3.U2.2	Generate and interpret charts, graphs and data tables appropriate to the data, to effectively communicate information from a spreadsheet.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Represent project data with at least two different charts
- Write clear interpretations a non-technical reader can understand
- Bank Specialism Module 3 Key Assignment 2 and complete Module 3 reflection

BEFORE THE BELL

- Confirm KA1 files the previous class where possible.
- Print the KA verification checklist for reference.
- Print or project the common issues table.
- Optional but strongly recommended: place a starter sm3_ka2_worked_example with sales data (and optionally chart 1) already entered in each student's sm3 folder.
- Have a dual-table teacher-approved fallback dataset ready (Table A: 4+ series values for column/line; Table B: 3+ category shares for pie) for students without KA1 numbers. Do not issue three loose cells.
- Have the SEC SM3 KA2 wording, a sample bankable chart workbook, and a dual-table fallback dataset (4+ series values + 3+ category shares) ready. Confirm KA1 files the class before if possible.
- Project one finished sample chart for the oral four-part tick-through.
- Open a blank spreadsheet (or starter worked example) on the classroom screen for the live first-chart demo.
- Have one anonymised or volunteer project snippet ready for the two-minute map-the-pattern bridge, plus a dual-table fallback card.
- Prepare a quick sign-off list for SM3 KA1, SM3 KA2, and the Module 3 reflection; keep a dual-table fallback card and a catch-up slot free for reflection polish and formal dual verification.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
15 min	activity	Step-by-step task
4 min	content	Common issues
20 min	activity	Portfolio Build
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Demonstrate the first chart live, including the four-part interpretation, before students attempt the second.
- Call out the non-adjacent column select (A1:A7 and C1:C7 together); invite hands up if both columns are not highlighted.
- Before Portfolio Build, map the pattern once on real or anonymised project data and leave sentence frames on the board.
- Circulate for chart variety and interpretation clarity; rename any Untitled PDFs on the spot.
- Conduct a short share-back on useful decisions, not decoration.
- Charts + named PDF stay in-class non-negotiables. Reflection polish and formal dual KA sign-off can use a supervised catch-up slot. Do not set bankable KA2 as homework.

WHAT TO WATCH FOR

- Chart plots the wrong columns: select only labels and the value column needed.
- Both charts the same type: force contrast (trend/comparison + composition).
- Vague interpretations: demand trend, biggest, smallest, decision.
- Random PDF names: insist on sm3_ka2_charts.pdf.
- Fallback too thin: three isolated numbers cannot support two chart types, require dual tables.

DIFFERENTIATION

- Support: starter worked-example file; dual-table mini dataset; Priority 1 only today.
- Extension: third chart type plus one comparison sentence in the same workbook.
- Peer support: early finishers help classmates tighten four-part write-ups.