

Lesson Plan: Classroom Management Institute

Directions: Click in the grey area and type appropriate information. When completed save onto desktop and send as an attachment to ehonol@sisd.net by October 20. Send a few days earlier if you need copies made for your presentation on October 20 (4:30-& 7:30 Region 19)

LESSON BASICS

Class Level: **Beginners**

Topic: Graphical representation of data.

Class Length: 3 Hrs-(23 students)

Date: 10/18/06

Lesson Objective: Create a chart in MS Excel to document typing speed/quality.

Enabling Skills: Computer literate in at least one Microsoft Office' application.

Language Skill Proficiency Focus
L S W R

Benchmarks:
 Not available for standard:
 "Use Math to Solve Problems and Communicate"

Materials and Equipment: Overhead Projector, Personal Computer and Printer. Notebook and pencil.

ACTIVITY PLAN

Warm up/Review: Warm up activity (10 Minutes): Teacher asks students to describe different types of information and different communication technology available to effectively communicate each of the different types of information.

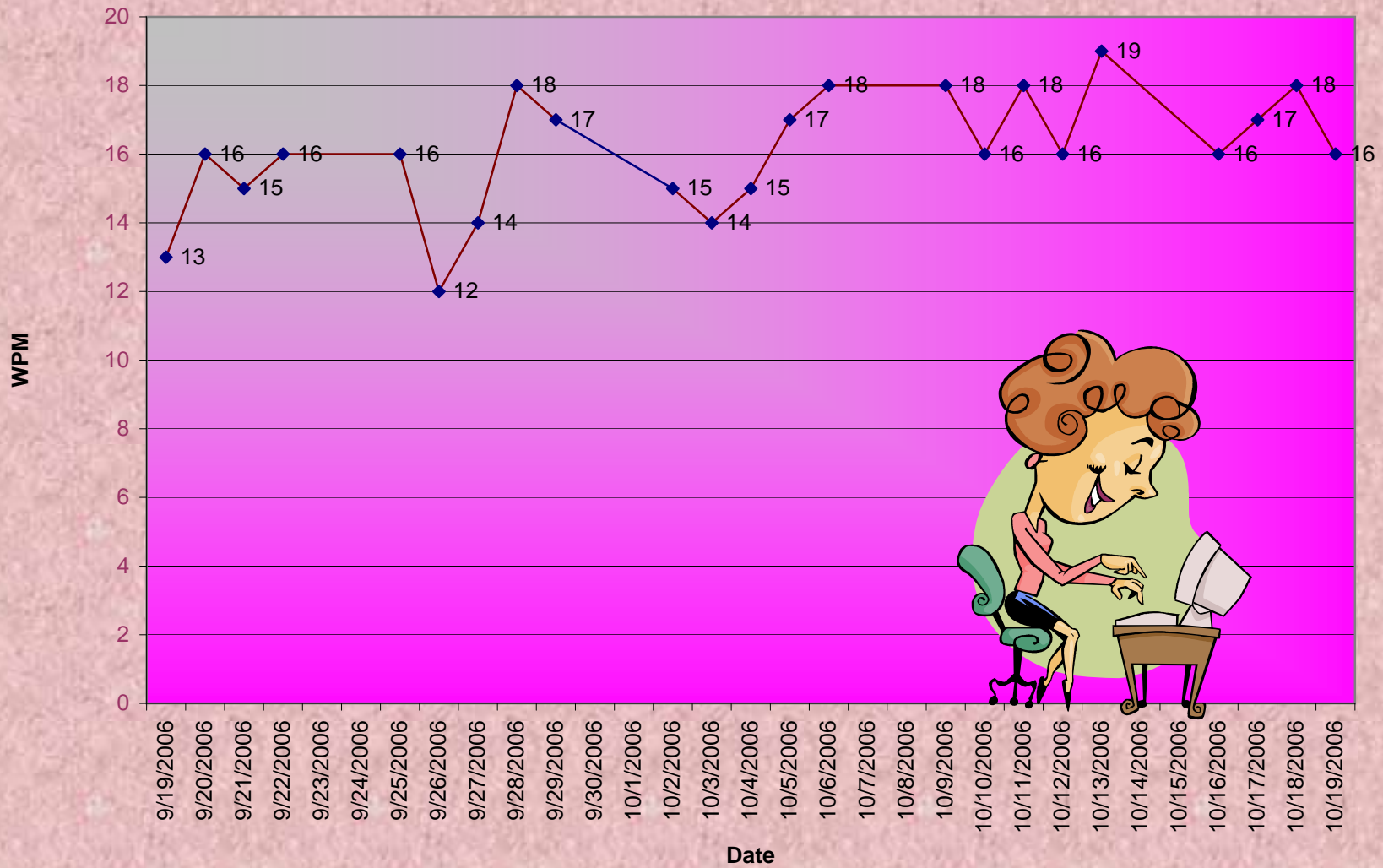
Introduction: Introduction activity (15 minutes): Use information and communications technology. Teacher states the objective: "Lesson Objective: to create a chart in MS Excel that shows typing progress over time."

Using a representative sample (one week' data) from the students data source, teacher and students create a line graph using paper and pencil.

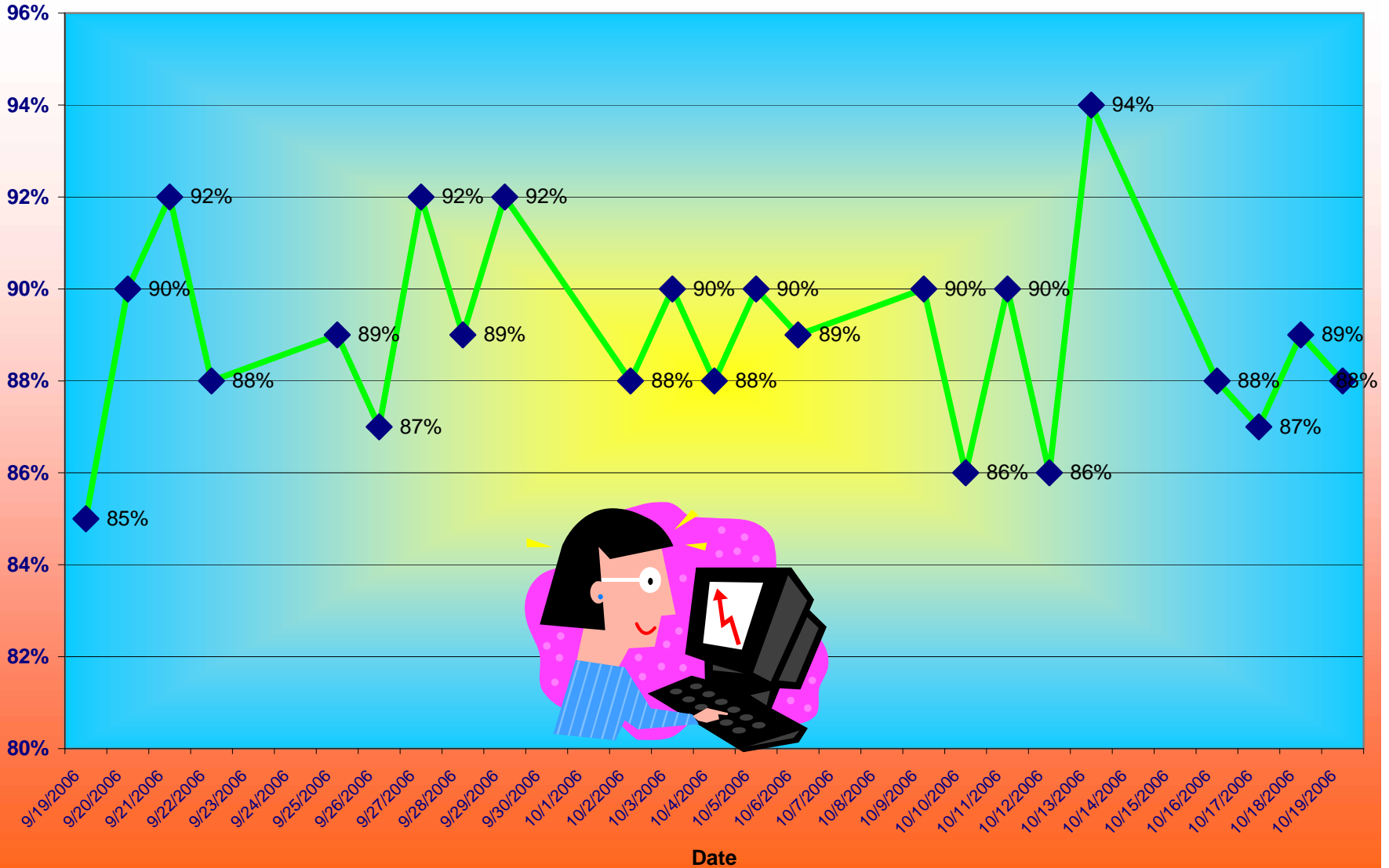
Presentation	Guided Practice	Communicative Practice	Evaluation
<p>Presentation activity (20 minutes):</p> <p>Using a multimedia projector, the teacher demonstrates step by step the process of creating a line graph based on data from their speed/quality typing log report.</p> <p>Step 1 Open an Excel spreadsheet and entry speed and quality data from the typing log control to the spreadsheet.</p> <p>Step 2 Select the range of cells with dates and speed data.</p> <p>Step 3 Select a line graph template from the chart wizard templates menu.</p> <p>Step 4 Complete all 4 steps in the Chart Wizard dialog box.</p>	<p>Practice activities: (60 - 75 minutes)</p> <p>Guided by the teacher, students create their own chart at their working station by performing Steps 1 through 5 specified in the Presentation section of this lesson plan.</p> <p>Students save and print their document.</p>	<p>Vocabulary: Students will use vocabulary related to creating graphs and format commands used in MS Excel.</p> <p>Life Skills (Content):</p> <p>Standard: "Communicate results using mathematical representations, including graphs, charts, tables and algebraic models"</p> <p>Use information and communications technology.</p> <p>Students will learn that the most effective way to present statistical information is using a graphical representation of data.</p>	<p>Evaluation Activity: Checklist.</p> <p>Students performance will be evaluated against a list of the components specifically related to the lesson' objective: Create a chart in MS Excel to document typing speed/quality.</p>

<p>Step 5 Format components of the chart by applying special effects from the format menu.</p> <p>Students observe on the screen how all previous 5 steps of the Chart Wizard dialog box and the format menu commands are completed, listen to the explanation of each item and after a</p> <p>COMPREHENSION CHECK by the instructor students will follow instructions to create their own chart during the Guided Practice section of this lesson plan.</p> <p>This strategy is designed to target students with visual, auditory and kinesthetic learning styles.</p> <p>Comprehension Check: The teacher will perform a final comprehensive check of the necessary steps to create and format a line chart by asking students to describe the components of the chart and commands to format the chart.</p>		<p>Major Skills:</p> <p>Listening Speaking Reading Writing</p>	
<p>Application: Application activities: (60 minutes) Students will work in their individual computer station to create a line chart from their typing quality data.</p>			

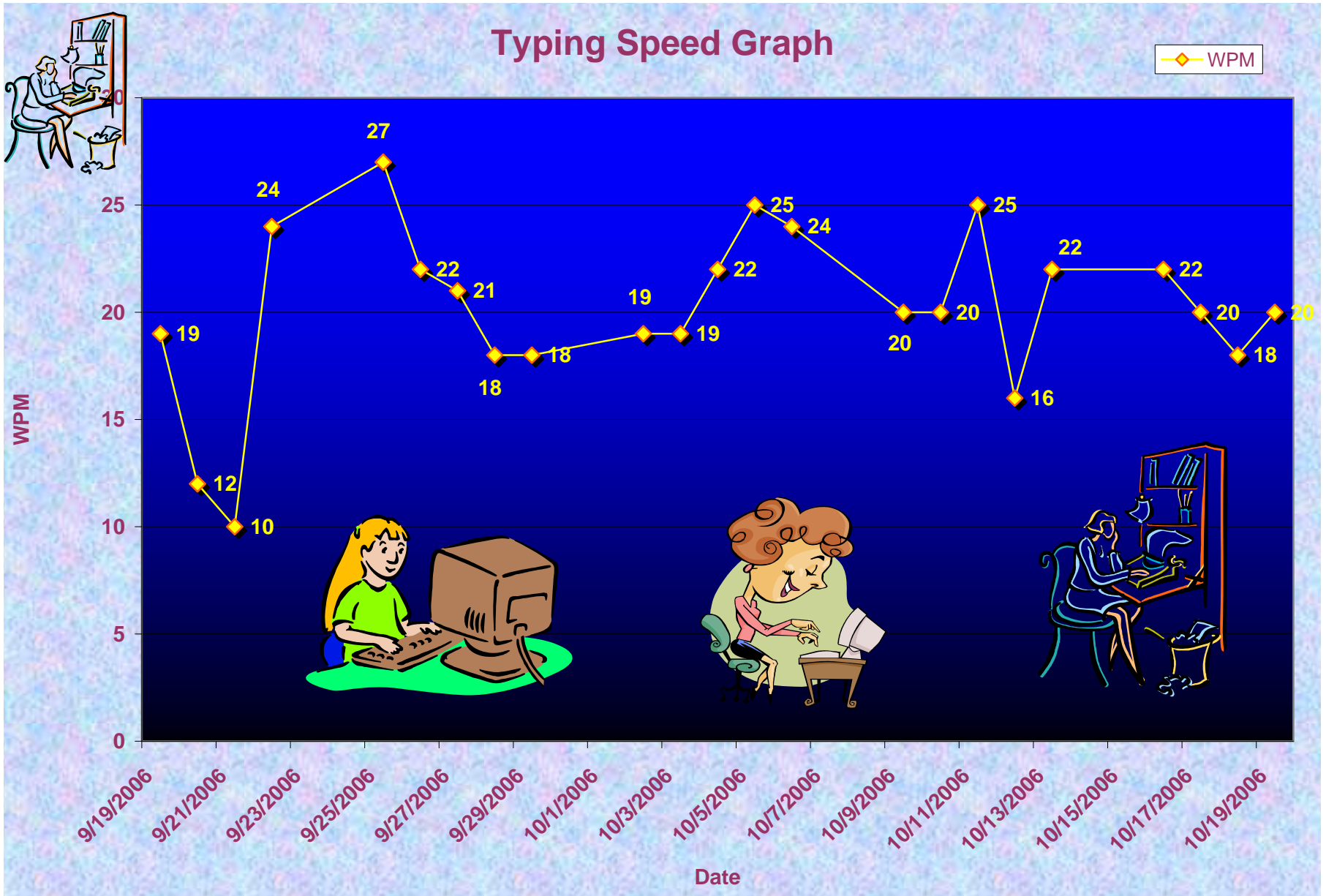
Typing Speed Graph



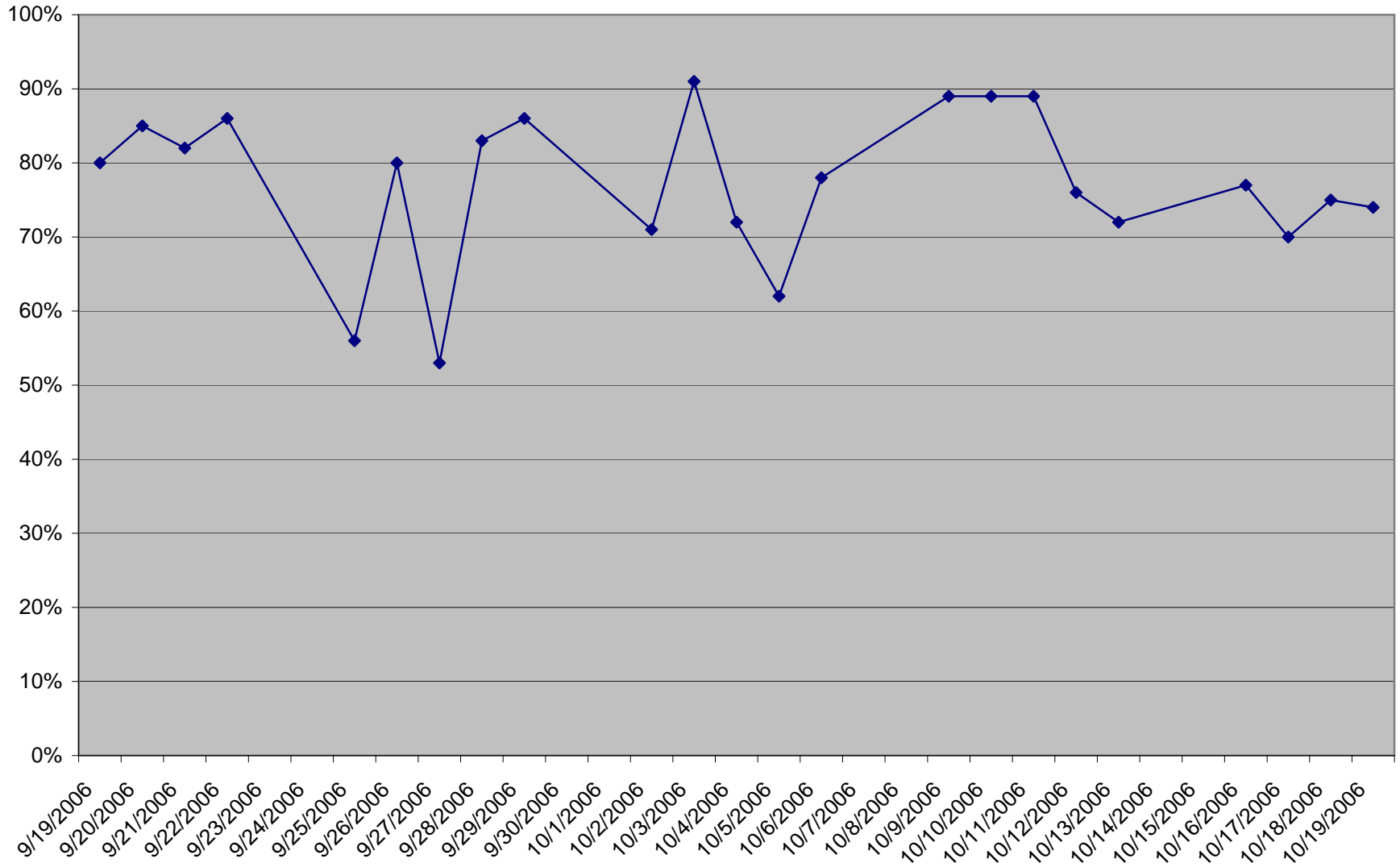
TYPING ACCURACY GRAPH



DATE	WPM	ACCURACY
9/19/2006	13	85%
9/20/2006	16	90%
9/21/2006	15	92%
9/22/2006	16	88%
9/25/2006	16	89%
9/26/2006	12	87%
9/27/2006	14	92%
9/28/2006	18	89%
9/29/2006	17	92%
10/2/2006	15	88%
10/3/2006	14	90%
10/4/2006	15	88%
10/5/2006	17	90%
10/6/2006	18	89%
10/9/2006	18	90%
10/10/2006	16	86%
10/11/2006	18	90%
10/12/2006	16	86%
10/13/2006	19	94%
10/16/2006	16	88%
10/17/2006	17	87%
10/18/2006	18	89%
10/19/2006	16	88%
10/20/2006		
10/23/2006		
10/24/2006		
10/25/2006		
10/26/2006		
10/27/2006		
10/30/2006		
10/31/2006		



Accuracy



DATE	WPM	Accuracy
9/19/2006	19	80%
9/20/2006	12	85%
9/21/2006	10	82%
9/22/2006	24	86%
9/25/2006	27	56%
9/26/2006	22	80%
9/27/2006	21	53%
9/28/2006	18	83%
9/29/2006	18	86%
10/2/2006	19	71%
10/3/2006	19	91%
10/4/2006	22	72%
10/5/2006	25	62%
10/6/2006	24	78%
10/9/2006	20	89%
10/10/2006	20	89%
10/11/2006	25	89%
10/12/2006	16	76%
10/13/2006	22	72%
10/16/2006	22	77%
10/17/2006	20	70%
10/18/2006	18	75%
10/19/2006	20	74%
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