

You're Invited

Desirable Features: Working with Text

Task Description

This is a generic ICT task on Designing an Invitation at Levels 2 and 3.

In this task pupils are required to create and design an invitation using ICT, save their work and talk about their invitation. This could be an integral part of a topic that the class are currently working on.

This task also provides teacher with the opportunity to develop pupils' skills in literacy (Communication).

Requirements for UICT

This task focuses on the following aspects of UICT across the curriculum which have been highlighted in **bold**.

Explore

- access, select, interpret and research information from safe and reliable sources;
- investigate, make predictions and solve problems through interaction with digital tools.

Express

- **create, develop, present and publish ideas and information responsibly using a range of digital media and manipulate a range of assets to produce multimedia products.**

Exchange

- communicate safely and responsibly using a range of contemporary digital methods and tools, exchanging, sharing, collaborating and developing ideas digitally.

Evaluate

- **talk about, review and make improvements to work, reflecting on the process and outcome and consider the sources and resources used, including safety, reliability and acceptability.**

Exhibit

- **manage and present their stored work and showcase their learning across the curriculum, using ICT safely and responsibly.**

Please Note: For assessment purposes, only the 'E's that are covered at the level(s) stated on the task have been bolded.

Depending on how the task is approached, it may touch on elements of the unbolded 'E's, although not necessarily at the level(s) stated.

Task Code: 0050

Areas of Learning

Depending on the context chosen by the teacher, this task has the potential to support one or more of the following Areas of Learning:

The Arts	✓
Language and Literacy	✓
Mathematics and Numeracy	
Personal Development and Mutual Understanding	✓
Physical Education	
The World Around Us	✓

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Thinking Skills and Personal Capabilities

This assessment task also provides pupils with the opportunity to demonstrate one or more of the following aspects of Thinking Skills and Personal Capabilities:

Managing Information
Thinking, Problem-Solving and Decision-Making
Being Creative
Working with Others
Self-Management.

Prior Knowledge/Experience

Depending on the level at which they are working, pupils should have experience in some of the following:

- creating and editing text; and
- inserting images.

Resources

Word processing package, for example, Microsoft Word or Textease.

Managing the Task

Pupils should be given opportunities to:

Plan

Pupils will access an appropriate word processing package and graphics.

Do

Pupils will work individually to create and design the invitation; adding graphics appropriate to the type of event and saving their work.

Review

Pupils are encouraged to talk about and describe their invitation.

Assessing Pupils' Responses to the Task

The first column of the Assessment Criteria Grid sets, in bold, the Requirements for UICT that are covered in this task. Alongside this are the Levels of Progression (those related to the task are in bold) and the UICT Desirable Features for Working with Text at Levels 2 and 3. These Desirable Features have been produced as guidance for teachers to consider when observing a pupil and assigning a level to a piece of work. When coming to a holistic judgement of the

pupil's level of UICT competence, teachers should ensure that these Desirable Features are used in conjunction with the UICT Levels of Progression.

This task may provide opportunities for pupils to work collaboratively online (Exchange) and showcase work online (Exhibit). Teachers should include these, where possible, as set out in the Desirable Features.

Assessment Criteria Grid		
UICT Requirements	Level 2	Level 3
Explore <ul style="list-style-type: none"> access, select, interpret and research information from safe and reliable sources; investigate, make predictions and solve problems through interaction with digital tools. 	Pupils can: <ul style="list-style-type: none"> find, select and use information from a given digital source (explore); carry out a series of instructions using a digital device or environment (explore); 	Pupils can: <ul style="list-style-type: none"> research, select, edit and use information from given digital sources (explore); carry out and edit a series of instructions, make predictions and solve problems using a digital device or environment (explore);
Express <ul style="list-style-type: none"> create, develop, present and publish ideas and information responsibly using a range of digital media and manipulate a range of assets to produce multimedia products. 	<ul style="list-style-type: none"> create and edit text onscreen, combining images and/or sound (express); 	<ul style="list-style-type: none"> communicate and develop ideas by creating and editing text onscreen – combining this with an appropriate selection of images and/or sounds (express);
Exchange <ul style="list-style-type: none"> communicate safely and responsibly using a range of contemporary digital methods and tools, exchanging, sharing, collaborating and developing ideas digitally. 		<ul style="list-style-type: none"> understand that digital methods can be used to communicate and make a contribution to a supervised online activity (exchange);
Evaluate <ul style="list-style-type: none"> talk about, review and make improvements to work, reflecting on the process and outcome and consider the sources and resources used, including safety, reliability and acceptability. 	<ul style="list-style-type: none"> talk about how to improve their work (evaluate); and 	<ul style="list-style-type: none"> make modifications to improve their work (evaluate); and
Exhibit <ul style="list-style-type: none"> manage and present their stored work and showcase their learning across the curriculum, using ICT safely and responsibly. 	<ul style="list-style-type: none"> save their work (exhibit). 	<ul style="list-style-type: none"> save using file names and select work to showcase learning digitally (exhibit).

Assessment Criteria Grid

UICT Requirements	Desirable Features - Level 2 (Working with Text)	Desirable Features - Level 3 (Working with Text)
<p>Explore</p> <ul style="list-style-type: none"> access, select, interpret and research information from safe and reliable sources; investigate, make predictions and solve problems through interaction with digital tools. 	<p>Typically the pupil can:</p> <ul style="list-style-type: none"> control the mouse to navigate on screen (explore); create/combine text and available pictures (express); spell common and familiar words (express); use spaces in text (show evidence of word spacing) (express); use full stops and some capital letters (express); talk about how to improve their work (evaluate); and save work using icon (exhibit). 	<p>Typically the pupil can:</p> <ul style="list-style-type: none"> open a new (or existing) document (explore); create text and alter font size, style and colour (express); position an image appropriately (express); spell frequently used words correctly (express); display text appropriately, for example: using correct punctuation, word spacing (express); include title or subtitles if appropriate (express); work collaboratively online if appropriate (exchange); make changes to work if necessary (evaluate); save work and give it a suitable file name (exhibit); and save work to a specified location (exhibit).
<p>Express</p> <ul style="list-style-type: none"> create, develop, present and publish ideas and information responsibly using a range of digital media and manipulate a range of assets to produce multimedia products. 		
<p>Exchange</p> <ul style="list-style-type: none"> communicate safely and responsibly using a range of contemporary digital methods and tools, exchanging, sharing, collaborating and developing ideas digitally. 		
<p>Evaluate</p> <ul style="list-style-type: none"> talk about, review and make improvements to work, reflecting on the process and outcome and consider the sources and resources used, including safety, reliability and acceptability. 		
<p>Exhibit</p> <ul style="list-style-type: none"> manage and present their stored work and showcase their learning across the curriculum, using ICT safely and responsibly. 		

Pupils should demonstrate, when and where appropriate, knowledge and understanding of e-safety including acceptable online behaviour.

You're Invited

Your task is to create and design an invitation.

You will need to:

Decide on the type of invitation you want considering the following:

- the type of event;
- who is sending the invitation;
- the date of the event;
- the time of the event;
- the reply details.

Find some appropriate images to use in your invitation.

Create your invitation using text and images.

Show your invitation to a friend and discuss if any improvements can be made.

Save your invitation.

