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**ENGLISH LANGUAGE PRIVATE SCHOOL, DUBAI**

**SCHOLASTIC SESSION: 2020-2021**

**SCHEME OF WORK FOR THE AUTUMN TERM (30th Aug; 2020 - 10th Dec; 2020)**

**Name of the Teacher: Mrs. Fazia Basharat Subject: ICT Year: 4 ABCDE**

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| ***Date*** | ***Week*** | ***Model of learning*** | ***Topic*** | ***Skills*** | ***Cross-curricular links*** | | | ***Specific learning objectives*** | ***Resources*** | ***Home learning/ Homework*** | ***Assessment Platform / Apps for AFL*** |
| **30th Aug., 2020**  **to**  **3rd Sept.,2020** | **1st Week** | **Distance Learning** | **Working with text: Are you hungry?**  **What do I already know?** | Understanding  Communication  Discussion  Creativity | English | | | **Students will be able to learn:**  How to open a new file?  How to open a file that already exists?  Important keys on the keyboard?  How to find your way around the toolbar?  How to save a file? | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities for opening a new file, opening a file that already exists, Important keys on the keyboard, how to find your way around the toolbar and how to save a file. | Customized ICT Apps / Google Forms |
| **4th & 5th September are Weekly Holidays** | | | | | | | | | | | |
| **6th Sept., 2020**  **to**  **10th Sept.,2020** | **2nd Week** | **Distance Learning** | **Working with text: Are you hungry?**  **Aligning Text** | Understanding  Communication  Discussion  Creativity | English | | | **Students will be able to learn:**  How to align text on page? | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities for aligning text on page. | Customized ICT Apps / Google Forms |
| **11th & 12th September are Weekly Holidays** | | | | | | | | | | | |
| **13th Sept., 2020**  **to**  **17th Sept.,2020** | **3rd Week** |  | **Working with text: Working with text: Are you hungry?**  **Cut, copy and paste!** | Understanding  Communication  Discussion  Creativity | English | | | **Students will be able to learn:**  How to cut, copy and text? | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities for the following tasks: cut, copy and text. | Customized ICT Apps / Google Forms |
| **18th & 19th September are Weekly Holidays** | | | | | | | | | | | |
| **20th Sept., 2020**  **to**  **24th Sept.,2020** | **4h Week** |  | **Cut, copy and paste!** | Understanding  Communication  Discussion  Creativity | | | English | **Students will be able to learn:**  Describe the term cut, copy and paste.  Operate MS Word to cut, copy and paste text. | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will study about the term cut, copy and paste. Also they will apply this command in MS Word. | Customized ICT Apps / Google Forms |
| **25th & 26th September are Weekly Holidays** | | | | | | | | | | | |
| **27th Sept., 2020**  **to**  **1st Oct.,2020** | **5th Week** |  | **Working with text: Are you hungry?**  **Find and replace** | Understanding  Communication  Discussion  Creativity | | English | | **Students will be able to learn:**  How to find words in a document | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities for finding words in a document. | Customized ICT Apps / Google Forms |
| **2nd & 3rd October are Weekly Holidays** | | | | | | | | | | | |
| **4th Oct.,2020**  **To**  **8th Oct.,2020** | **6th Week** |  | **Working with text: Are you hungry?**  **Find and replace** | Understanding  Communication  Discussion  Creativity | | English | | **Students will be able to learn:**  How to replace words in a document? | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities for finding words in a document and also  replacing words in a document. | Customized ICT Apps / Google Forms |
| **9th & 10th October are Weekly Holidays** | | | | | | | | | | | |
| **11th Oct.,2020**  **To**  **15th Oct.,2020** | **7th Week** |  | **Multimedia: Photos for our recipes**  **Inserting clipart** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  How to insert a photo shoot for a recipe page. | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities for inserting a picture in their document. | Customized ICT Apps / Google Forms |
| **16th & 17th October are Weekly Holidays** | | | | | | | | | | | |
| **18th Oct.,2020**  **To**  **19th Oct.,2020** | **8th Week** |  | **Multimedia: Photos for our recipes**  **Formatting clipart** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  **How to format clipart?** | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities for formatting a picture in their document. | Customized ICT Apps / Google Forms |
| ***20th October,2020-PARENT TEACHER MEETING*** | | | | | | | | | | | |
| ***21st & 22nd October-HALF TERM BREAK*** | | | | | | | | | | | |
| **23rd & 24th October are Weekly Holidays** | | | | | | | | | | | |
| **25th Oct.,2020**  **To**  **29th Oct.,2020** | **9th Week** |  | **Multimedia: Photos for our recipes**  **Formatting clipart** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  **How to format clipart?** | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities for formatting a picture in their document. | Customized ICT Apps / Google Forms |
| **30th & 31st October are Weekly Holidays** | | | | | | | | | | | |
| **1st Nov.,2020**  **To**  **5th Nav.,2020** | **10th Week** |  | **Multimedia: Photos for our recipes**  **Wrapping text around the image** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  **How to use wrap text?** | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities about wrapping text. | Customized ICT Apps / Google Forms |
| **6th & 7th November are Weekly Holidays** | | | | | | | | | | | |
| **8th Nov.,2020**  **To**  **12th Nov.,2020** | **11th Week** |  | **Multimedia: Photos for our recipes**  **Wrapping text around the image** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  **How to use wrap text?** | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will do the practical performance and written activities about wrapping text. | Customized ICT Apps / Google Forms |
| **13th & 14th November are Weekly Holidays** | | | | | | | | | | | |
| **15th Nov.,2020**  **To**  **19th Nov.,2020** | **12th Week** |  | **Multimedia: Photos for our recipes**  **Using shapes in MS Word** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  **How to insert shapes and create their own shape.** | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | **Students will do the practical performance and written activities for how to insert shpes in your page.** | Customized ICT Apps / Google Forms |
| **20th & 21st November are Weekly Holidays** | | | | | | | | | | | |
| **22nd Nov.,2020**  **To**  **26th Nov.,2020** | **13th Week** |  | **Multimedia: Photos for our recipes**  **Typing a poem with clipart** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  Apply their typing skills in MS Word | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will type a poem using previous knowledge about MS Word. | Customized ICT Apps / Google Forms |
| **27th & 28th are Weekly Holidays** | | | | | | | | | | | |
| **29th Nov.,2020**  **To**  **30th Nov.,2020** | **14th Week** |  | **Multimedia: Photos for our recipes**  **Typing a short story with pictures** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  Apply their typing skills in MS Word | Laptop  Projector  International Oxford Computing  MS Teams  MS Word | Students will type a short story using previous knowledge about MS Word. | Customized ICT Apps / Google Forms |
| ***1st December,2020- MARTYR’S DAY*** | | | | | | | | | | | |
| ***2nd & 3rd December-NATIONAL DAY*** | | | | | | | | | | | |
| **4th & 5th December are Weekly Holidays** | | | | | | | | | | | |
| **6th Dec., 2020**  **To**  **10th Dec., 2020** | **15th Week** |  | **Multimedia: Photos for our recipes**  **Typing a short story with pictures** | Understanding  Communication  Discussion  Creativity | | | English  Art | **Students will be able to learn:**  Apply their typing skills in MS Word |  | Students will type a short story using previous knowledge about MS Word. | Customized ICT Apps / Google Forms |
| **11th 12th December are Weekly Holidays** | | | | | | | | | | | |
| ***13th December,2020 to 31st December,2020-WINTER BREAK*** | | | | | | | | | | | |
| **3rd Jan., 2021**  **To**  **7th Jan.,2021** | **16th Week** | ***REVISION*** | | | | | | | | | |
| **8th & 9th January are Weekly Holidays** | | | | | | | | | | | |
| **10th Jan., 2021**  **To**  **14th Jan.,2021** | **17th Week** | ***REVISION*** | | | | | | | | | |
| ***MID-TERM ASSESSMENT (17th January, 2021 to 28th January,2021)*** | | | | | | | | | | | |
| ***PARENT TEACHER MEETING (12th February,2021)*** | | | | | | | | | | | |

***Moatasim Salah***

***Head of the Department.***