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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?** | UnderstandingCommunicationDiscussionCreativity | 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? | LaptopProjector International Oxford ComputingMS TeamsMS 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**  | UnderstandingCommunicationDiscussionCreativity | English | **Students will be able to learn:**How to align text on page? | LaptopProjector International Oxford ComputingMS TeamsMS 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!** | UnderstandingCommunicationDiscussionCreativity | English | **Students will be able to learn:**How to cut, copy and text? | LaptopProjector International Oxford ComputingMS TeamsMS 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!** | UnderstandingCommunicationDiscussionCreativity | English | **Students will be able to learn:**Describe the term cut, copy and paste.Operate MS Word to cut, copy and paste text. | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | English | **Students will be able to learn:**How to find words in a document | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | English | **Students will be able to learn:**How to replace words in a document? | LaptopProjector International Oxford ComputingMS TeamsMS Word | Students will do the practical performance and written activities for finding words in a document and alsoreplacing 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **Students will be able to learn:**How to insert a photo shoot for a recipe page.  | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **Students will be able to learn:****How to format clipart?** | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **Students will be able to learn:****How to format clipart?** | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **Students will be able to learn:****How to use wrap text?** | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **Students will be able to learn:****How to use wrap text?** | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **Students will be able to learn:****How to insert shapes and create their own shape.** | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **Students will be able to learn:**Apply their typing skills in MS Word | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **Students will be able to learn:**Apply their typing skills in MS Word | LaptopProjector International Oxford ComputingMS TeamsMS 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** | UnderstandingCommunicationDiscussionCreativity | EnglishArt | **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.***