

Lesson Plan - Holiday Cards

Goal: Students will use their technology skills to create and distribute their family's holiday cards.



TIME FRAME: 6 Class Periods

OBJECTIVE: Within 6 class periods, students will create and desktop publish their family's holiday card or letter and will create a database of their family's holiday card listing (containing at least 25 contacts) that can be used to create labels and a personalized message.

LEARNING STANDARDS:

Illinois Language Arts

3B: Compose well-organized and coherent writing for specific purposes and audiences

4A: Listen effectively in formal and informal situations

Illinois Occupational Skills Standards / Information Technology End User Applications Cluster:

Word Processing

Create Mail Merge Document

Create/Insert Graphics Object in Document

Database

Create Database Tables

Create Database Forms for Data Entry

Content & Workplace Skills:

Foundation Skills

Problem Solving, Creativity, Decision Making and Work Ethics

Basic Competencies

Computer Knowledge, Listening, Writing

DIRECTIONS:

Class Period 1

Preparation: Students should be instructed to bring the names and addresses for a database of 25 holiday card recipients.

The teacher should have several phone books which can be used by those students who do not bring the requested contact information.

Discussion: The teacher should lead a class discussion about the uses for the database and, therefore, the fields to be included.

Activity: Using a database program (such as Access), each student should be instructed to set up a database of the 25 holiday card recipients and begin to enter the data.

Class Period 2

Activity: Students should complete their data entry. Working in teams of two, they should proof, print and turn in their fact sheets. The names of both the database creator and the team member who assisted with proofing should be on the fact sheets.

Homework: Students should be instructed to interview their family to determine what type of holiday card or letter they would like including:

- ▶ Overall look of the correspondence
- ▶ General messages
- ▶ Level of personalization

Distribute the attached *Interview Form* for the students' use. The completed forms must be available for teacher review through the remainder of the project.

Class Periods 3-4

Activity: Students should design their holiday card or letter. The correspondence must include graphics, correct spelling and appropriate grammar.

Class Period 5

Activity: Using the database, students will create mailing labels and return labels. A diskette containing these labels should be turned in to the teacher at the end of the class.

Students should print at least one copy of their holiday correspondence and mailing labels.

Class Period 6

Activity: Students will present their work to the class and explain the following:

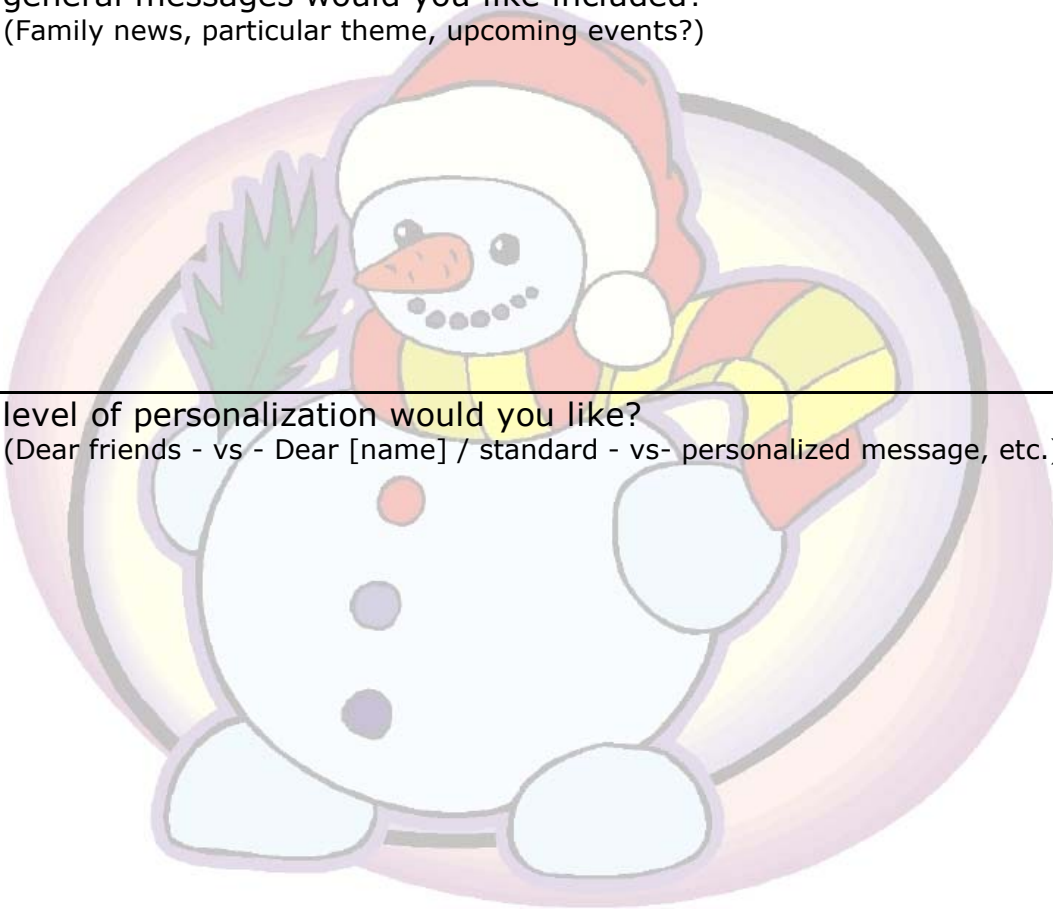
- ▶ How the correspondence meets the needs identified by their family during the interview
- ▶ What they found most difficult about the project
- ▶ How they'll use their new skills in the future

Interview Form

How would you like our family's holiday cards to look this year?
(For instance, do you want a card or a letter? What type of graphics do you envision?)

What general messages would you like included?
(Family news, particular theme, upcoming events?)

What level of personalization would you like?
(Dear friends - vs - Dear [name] / standard - vs- personalized message, etc.)



Student Name:

Teacher's Initials:
