BUSINESS & COMPUTER SCIENCE/BUSINESS MANAGEMENT
Word Processing
Unit 6: Multimedia

Essential Understandings	▪ Communication in the 21st century is through multimedia (i.e., podcasts, electronic blogs, facebook, My Space, twitter, webpage, etc.).
Essential Questions	▪ When creating a presentation, what questions should one address? ▪ What information should be spoken and presented? ▪ Which media should one use? ▪ What design features are necessary to get and keep the audience's attention? ▪ Why is it important to practice before an oral presentation?
Essential Knowledge	▪ Effective presentation engages the audience, showcases knowledge, and respects time constraints. ▪ Different media is used for different purposes. ▪ The purpose of presentation software is to persuade, present, or inform.
Vocabulary	▪ Terms: o multimedia, print, blog, podcast, twitter, webpage, powerpoint, keynote
Essential Skills	▪ Select media that fits the communication (i.e., webpage to sell, podcast to express or advertise or inform, blog to discuss). ▪ Create presentations that hold the audience's attention. ▪ Use correct procedure to create a presentation. ▪ Use presentation software.

Related Maine Learning Results	Career and Education Development
	B. Learning About and Exploring Education and Career and Life Roles
	  B2. Skills for Individual/Personal Success in the 21st Century
	    Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals.
	    a. Literacy skills
	    c. Critical thinking skills
	    d. Information and communication technology (ICT) literacy
	    e. Interpersonal skills
	    f. Other academic skills and knowledge
	  B3. Education and Career Information
	    Students use previously acquired knowledge and skills to evaluate and utilize a variety of resources to articulate a plan and make decisions for post-secondary education, training, and career choices.

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Related Maine Learning Results	English Language Arts
	B. Writing
	  B1.Interconnected Elements
	    Students use a writing process to develop an appropriate genre, exhibiting an explicit organizational structure, perspective, and style to communicate with target audiences for specific purposes.
	    a. Create legible final drafts.

Sample Lessons And Activities	▪ Create a multimedia presentation (i.e., podcast, powerpoint, keynote, etc).
Sample Classroom Assessment Methods	▪ Quizzes ▪ Tests ▪ Observations ▪ Projects

Sample Resources	▪ Materials:
	  o Presentation software
	  o Teacher Created Materials