

Lesson Objectives: eCommunity Week 4: ICT Key Skills Syllabus Cross References

This is a sample of how of this weeks Blog Project workshop "maps" to the Standards in the syllabus. It is meant to give you a general idea of how the skills line up against those required by your Key Skills qualifications and is not exhaustive.

Blogging Goals	Key Skills ICT	Key Skills Communications
<p>Research topics on Internet, or books and papers, find blogs and websites on similar topics. Use Annotator and Diigo to markup the text you plan to use. Consider possible bias of sources -- how can you judge the website?</p>	<ul style="list-style-type: none"> • find different types of information from ICT sources, • find different types of information from non ICT sources (eg written notes, price lists, diagrams) • select information relevant to your purpose 	<ul style="list-style-type: none"> • Read and obtain information • identify the main points and ideas in different types of document • Obtain information from images • Judge the relevance of information and the amount of detail to include for your purpose
<p>Add initial posts and content using the providing editing and formatting tools. Use post preview and the template agreed with your group.</p>	<ul style="list-style-type: none"> • use layouts and techniques to suit different purposes • enter information, eg: copy and paste text, import images • develop information in the form of text and images 	<ul style="list-style-type: none"> • use different formats for presenting information, • Use relevant images to help the reader understand your main points
<p>Use the draft and "review" functions to proofread and get assistance from others on editing your posts. Use online dictionary or choice if you need spelling help.</p>	<ul style="list-style-type: none"> • organise the presentation by moving, copying deleting or inserting information • make sure information is accurate and clear (eg ask others, proof read, use a spell checker, highlight information to improve its clarity). • know how to get help when dealing with errors • send and receive email. 	<ul style="list-style-type: none"> • proof-read and where necessary, re-draft your documents • Ensure your meaning is clear. • Find out the meanings of words and phrases you do not understand • Ask others when you are unclear about what you have read.