ICT JHS 2 TERM TWO (2)
LESSON PLAN

PREPARED BY: INFORMATION TECHNOLOGY FOUNDATION (ITF)

SCHOOL: .................................................................

FORM: ..................................................
# WEEKLY FORECAST FOR ICT JHS 2 TERM 2 TOPICS

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<td></td>
<td>Reopening, registration, cleaning and revision of past questions</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, Laptop, and Mobile phone etc.</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td></td>
<td>Using Internet to Communicate (Netiquettes)</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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</tr>
<tr>
<td>3rd</td>
<td></td>
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<tr>
<td>4th</td>
<td></td>
<td>The Concept of Email</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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<tr>
<td>5th</td>
<td></td>
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<tr>
<td>10th</td>
<td></td>
<td>Word Processing Application II (Formatting Word Documents)</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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</tr>
<tr>
<td>12th</td>
<td></td>
<td>Practical Session</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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</tr>
<tr>
<td>13th</td>
<td></td>
<td>Revision of terms work</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
<td></td>
</tr>
<tr>
<td>14th</td>
<td></td>
<td>End of Term Exams</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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<tr>
<td>15th</td>
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<td>Exams/Vacation</td>
<td></td>
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</tbody>
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### ICT Lesson Plan Book for JHS 2 Term 2

**2nd Week Ending:**

**Subject:** Information & Communication Technology

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

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<thead>
<tr>
<th>Day/Duration</th>
<th>Topic/Sub-Topic/Aspect</th>
<th>Objectives/RPK</th>
<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
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<tbody>
<tr>
<td><strong>Topic:</strong> Using Internet to Communicate</td>
<td><strong>Objectives</strong> By the end of the lesson, pupils will be able to; 1. explain the term internet etiquettes 2. identify some internet etiquettes and observe them</td>
<td><strong>Introduction,</strong> Revise pupils RPK on formatting and editing.</td>
<td>1. A Computer set 2. Pupils Text book 3. Cell Phone</td>
<td><strong>Explanation to Internet Etiquettes</strong> Internet etiquettes are the set of moral values (rules and regulations) which govern the use of the internet.</td>
<td><strong>Examples of Netiquettes</strong>  • Do not spam (send unwanted messages to multiple recipients)  • Avoid visiting/watching pornographic websites  • Respect the views of others on the internet  • Do not shout (use capital letters only) on the internet  • Avoid using the internet for so long  • Respect the views of others on the internet.</td>
<td><strong>Evaluation</strong> Pupils to; 1. explain the term internet etiquettes 2. identify some internet etiquettes and observe them</td>
</tr>
</tbody>
</table>
**3rd Week Ending:**

**Subject:** Information & Communication Technology  

**Term:** 2nd Term  

**Class:** JHS 2  

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

<table>
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<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
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</thead>
</table>
|              | **Topic:** Using Internet to Communicate  
**Sub Topic:** ICT/Computer Lab. etiquettes | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. Explain the computer laboratory etiquettes  
2. Develop some computer laboratory etiquettes and observe them  
**RPK**  
Pupils have been taught netiquettes in previous lessons. | **Introduction.**  
Revise pupils RPK on formatting and editing.  
**Activities**  
1. Assist pupils to explain the term internet etiquettes  
2. Guide pupils in groups to develop computer laboratory etiquettes  
**Conclusion**  
Summarize lesson activities and engage pupils to recap key points from the lesson. | 1. A Computer set  
2. Pupils Text book  
3. Cell Phone  
**Explanation to ICT Lab Etiquettes**  
Computer laboratory etiquettes are the set of moral values (rules and regulations) which govern the use of the ICT centre/lab.  
**ICT Laboratory/Centre Rules**  
1. Do not send anything liquid or food to the ICT lab  
2. Do not use any PC at the centre without permission  
3. Avoid inserting removable storage devices in any PC at the centre  
4. Do not disturb the privacy of others or instructing them unnecessarily  
5. Do not make noise at the ICT centre  
6. Avoid playing games on any PC at the ICT centre  
7. Respect the views of others on the internet. | **Evaluation**  
Pupils to;  
1. Explain the computer laboratory etiquettes  
2. Develop some computer laboratory etiquettes  
**Remarks**  
Lesson successfully delivered. |
### ICT Lesson Plan Book for JHS 2 Term 2

**4th Week Ending:**

**Subject:** Information & Communication Technology

**Term:** 2nd Term

**Class:** JHS 2

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

<table>
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<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
|              | **Topic:** Using Internet to Communicate |  **Objectives**  
By the end of the lesson, pupils will be able to;  
1. explain the concept of email  
2. state the importance of email  
3. mention the advantages of email over sms/phone communication |  **Introduction.**  
Revise pupils RPK using questions and answers | 1. A set of computers with internet access  
2. Pupils Text book  
3. A Smart Cell Phone |  **Explanation of Email**  
Email stands for electronic mail (message) which is sent over the internet. |  
Evaluation  
Pupils to;  
1. explain the concept of email  
2. state the importance of email  
3. mention the advantages of email over sms/phone communication |
|              | **Sub Topic:** The concept of Email |  **Activities**  
1. Lead pupils in a class discussion to explain the meaning of email  
2. Assist pupils to state the importance of email  
3. Guide pupils to mention the advantages of email over sms/phone communication |  **Importance of Email**  
1. for communication  
2. for sending and receiving information e.g. data, text, files, digital photos, audio & video files etc. |  
Remarks  
Lesson successfully delivered. |  
**Advantages of Email**  
1. it is less expensive in terms of communication  
2. it is more private  
3. email is universal and can be accessed in any part of the world |
## ICT Lesson Plan Book for JHS 2 Term 2

**5th Week Ending:**

**Subject:** Information & Communication Technology

**Term:** 2nd Term

**Class:** JHS 2

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

<table>
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<tr>
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<tbody>
<tr>
<td></td>
<td><strong>Topic:</strong> Using Internet to Communicate <strong>Sub Topic:</strong> Creating and Logging into email account</td>
<td><strong>Objectives</strong>&lt;br&gt;By the end of the lesson, pupils will be able to;&lt;br&gt;1. create new emails&lt;br&gt;2. log into an email account</td>
<td><strong>Introduction.</strong> Revise pupils RPK using questions and answers&lt;br&gt;<strong>Activities</strong>&lt;br&gt;1. Guide pupils to create new emails&lt;br&gt;2. Assist pupils to log into an email account</td>
<td><strong>1. A set of computers with internet access</strong>&lt;br&gt;<strong>2. Pupils Text book</strong>&lt;br&gt;<strong>3. A Smart Cell Phone</strong></td>
<td><strong>Creating an Email Account</strong>&lt;br&gt;1. launch the web browser&lt;br&gt;2. Type the address of the service provider in the address bar and press enter on keyboard to load it. E.g. <a href="http://www.gmail.com">www.gmail.com</a> <a href="http://www.yahoo.com">www.yahoo.com</a>&lt;br&gt;3. click on the new user or sign up option&lt;br&gt;4. enter/type the required information in the various fields appropriately&lt;br&gt;5. type the desired email address or select a pre-suggested one&lt;br&gt;6. enter the desired password and re-enter it to confirm&lt;br&gt;Etc.</td>
<td><strong>Evaluation</strong>&lt;br&gt;Pupils to;&lt;br&gt;1. state the steps to create new emails&lt;br&gt;2. give the steps to log into an email account</td>
</tr>
<tr>
<td></td>
<td><strong>RPK</strong>&lt;br&gt;Pupils have treated the concept of Internet and www in previous lessons in JHS1</td>
<td><strong>Conclusion</strong>&lt;br&gt;Summarize lesson activities and engage pupils to recap key points from the lesson.</td>
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### ICT Lesson Plan Book for JHS 2 Term 2.

**6th Week Ending:** Term: 2nd Term

**Subject:** Information & Communication Technology

**Class:** JHS 2

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

<table>
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<tr>
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<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
|              | **Topic:** Word Processing Application II  
**Sub Topic:** Editing word processing document | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. select text and give the steps to do so  
2. copy and/or cut and paste text or full documents in the same or new document  
3. Re-save an edited document | **Introduction.**  
Revise pupils RPK using questions and answers  
**Activities**  
1. Pupils to do lessons in specific learning areas using ICT e.g. use Word Processing to learn Synonyms and Antonyms in English  
2. Discuss the advantages of using ICT tools in teaching and learning with pupils in class. | 1. A set of computers at the ICT centre  
2. Pupils Text book | **Selecting text in word documents.**  
• Place the muse cursor at the beginning of the target text  
• click and drag through to the rest of the text before releasing the mouse button to select the text  
**Copying/cutting and pasting text/documents**  
• Select the target text/document  
• Right-click on the selected text/document to open a pop-menu  
• select the copy or cut option  
• Right-click on the new location to open a pop-menu  
• select the paste option to complete the process  
**Re-saving an edited document**  
• Click on the save icon/button on the standard tool bar OR  
• Click on file to open a drop menu  
• Click on save option to complete the process | **Evaluation**  
Pupils to  
1. give the steps to select text in word documents  
2. state how to copy or cut text  
3. Re-save an edited document  
**Remarks**  
Lesson not successfully delivered due to broad and involving nature of topic |
# ICT Lesson Plan Book for JHS 2 Term 2.

**7th Week Ending**

**Subject:** Information & Communication Technology  
**Term:** 2nd Term  
**Class:** JHS 2

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

<table>
<thead>
<tr>
<th>Day/Duration</th>
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<th>Objectives/RPK</th>
<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
| **Topic:** Word Processing Application II  
**Sub Topic:** Editing word processing document | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. select text and give the steps to do so  
2. copy and/or cut and paste text or full documents in the same or new document  
3. Re-save an edited document  
**RPK**  
Pupils have been taught editing in their previous lessons in JHS1. | | | | | For details of this lesson, please refer to notes for 6th week. Hence the 6th week notes will be completely taught this 7th week due to the reason given/stated in the remarks of 6th week notes. |

**Remarks**  
Lesson successfully delivered.
## ICT Lesson Plan Book for JHS 2 Term 2.

### 8th Week Ending:

**Subject:** Information & Communication Technology  
**Class:** JHS 2

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

<table>
<thead>
<tr>
<th>Day/Duration</th>
<th>Topic/Sub-Topic/Aspect</th>
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<th>Teacher-Learner Activities</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
| **Topic:** Word Processing Application II  
**Sub Topic:** Formatting text in word processing document | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. create and save a new word document with a name  
2. format a word processing document using bullets and numbers  
3. align text appropriately  
**RPK**  
Pupils have been taught the steps to launch MS word in previous lessons. | **Introduction.**  
Revise pupils RPK using questions and answers  
**Activities**  
1. Assist pupils to create a new word document  
2. Guide pupils to format the new word document using bullets and numbers  
3. Guide pupils to open an existing document and use the text alignment icons of the formatting tool bar to format it.  
**Conclusion**  
Summarize lesson activities and engage pupils to recap key points from the lesson. | **Creating a new word document.**  
- launch the MS word application  
- type the required information  
- click on file on the menu bar to open a drop-menu  
- select ‘Save As’ option from the drop menu  
- type the desired file name in the name box and choose the save location from the left pane  
- select Ok in the ‘Save As’ dialogue box to complete the process  
**Formatting Documents using bullets and numbers**  
- Select the target text  
- Click on the bullets or numbers button on the formatting tool bar to apply  
- de-select the text etc.  
**Aligning text in word Documents**  
- Select the target text  
- Click on the desired alignment tool button on the formatting tool bar to apply  
- de-select the text etc. | 1. A set of computers at the ICT centre  
2. Pupils Text book | Pupils to  
1. give the steps to create and save a new word document with a name  
2. format the newly created word document using bullets and numbers  
3. state how to align text in a word document | Lesson not successfully delivered due to broad and involving nature of topic
# ICT Lesson Plan Book for JHS 2 Term 2.

**9th Week Ending:**

**Term:** 2\(^{nd}\) Term

**Subject:** Information & Communication Technology

**Class:** JHS 2

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

<table>
<thead>
<tr>
<th>Day/Duration</th>
<th>Topic/Sub-Topic/Aspect</th>
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<th>Evaluation &amp; Remarks</th>
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<tbody>
<tr>
<td></td>
<td><strong>Topic:</strong> Word Processing Application II</td>
<td><strong>Objectives</strong></td>
<td>by the end of the lesson, pupils will be able to;</td>
<td></td>
<td></td>
<td>For details of this lesson, please refer to notes for 8(^{th}) week. Hence the 8(^{th}) week notes will be completely taught this 9(^{th}) week due to the reason given/stated in the remarks of 8(^{th}) week notes.</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Topic:</strong> Formatting text in word processing document</td>
<td><strong>1. create and save a new word document with a name</strong></td>
<td></td>
<td></td>
<td></td>
<td>Remarks</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2. format a word processing document using bullets and numbers</strong></td>
<td></td>
<td></td>
<td></td>
<td>Lesson successfully delivered</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>3. align text appropriately</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>RPK</strong></td>
<td>Pupils have been taught the steps to launch MS Word in previous lessons,</td>
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</table>
**10th Week Ending:**

**Subject:** Information & Communication Technology

**Term:** 2nd Term

**Class:** JHS 2

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

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<thead>
<tr>
<th>Day/Duration</th>
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<tbody>
<tr>
<td></td>
<td><strong>Topic:</strong> Word Processing Application II</td>
<td><strong>Objectives</strong> By the end of the lesson, pupils will be able to; 1. type on double line spacing 2. save a file in a folder</td>
<td><strong>Introduction.</strong> Revise pupils RPK using questions and answers <strong>Activities</strong> 1. Guide pupils to type in double line spacing 2. Assist pupils to save a file in a folder</td>
<td><strong>Typing on double line spacing,</strong> 1. A set of computers at the ICT centre 2. Pupils Text book <strong>Saving a file in a folder</strong> 1. Click on file to open a drop-menu 2. Select ‘Save As’ option from the drop menu 3. Choose the desired folder as the save location 4. Type the desired name in the file name box 5. Click on save/Ok or press enter on keyboard</td>
<td><strong>Evaluation</strong> Pupils to 1. type text in double line spacing and give the steps 2. save a file in a folder <strong>Remarks</strong> Lesson not successfully delivered due to Practical and involving nature of topic</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Topic:</strong> Formatting text in word processing document</td>
<td><strong>RPK</strong> Pupils have been taught how to format text using some formatting tools in previous lessons</td>
<td><strong>Conclusion</strong> Summarize lesson activities and engage pupils to recap key points from the lesson.</td>
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### 11<sup>th</sup> Week Ending:

#### Subject: Information & Communication Technology

#### Class: JHS 2


<table>
<thead>
<tr>
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<th>Topic/Sub-Topic/Aspect</th>
<th>Objectives/RPK</th>
<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
|              | **Topic:** Word Processing Application II  
**Sub Topic:** Formatting text in word processing document | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. type on double line spacing  
2. save a file in a folder  
**RPK**  
Pupils have been taught how to format text using some formatting tools in previous lessons | | | | **For details of this lesson, please refer to notes for 10<sup>th</sup> week. Hence the 10<sup>th</sup> week notes will be completely taught this 11<sup>th</sup> week due to the reason given/stated in the remarks of 10<sup>th</sup> week notes.** |

**Remarks**
Lesson successfully delivered
## ICT Lesson Plan Book for JHS 2 Term 2.

12th Week Ending: Term: 2nd Term  
Subject: Information & Communication Technology Class: JHS 2  

### Objectives/RPK

**Topic:** Practicals  
**Sub Topic:** Practicing on selected topics treated

By the end of the lesson, pupils will be able to:

1. Observe the ICT/Computer laboratory rules and regulations as well as Internet Etiquettes
2. Use the physical computer to carry out given tasks on selected topics by following appropriate steps

**RPK**  
Pupils have treated most of the selected topics in previous lessons

### Teacher-Learner Activities

**Introduction.** Revise pupils RPK on most of the practical topics treated

**Activities**  
1. Pupils to observe the ICT/Computer lab and Internet Etiquettes.  
2. Assist pupils to apply appropriate steps to perform given tasks on selected practical oriented topics treated.

**Conclusion**  
Summarize lesson activities and engage pupils to recap key points from the lesson.

### Teaching Learning Materials

1. A set of Computers at the ICT lab.  
2. Pupils Text book

### Core Points

**ICT Laboratory/Centre Rules**  
1. Do not send anything liquid or food to the ICT lab  
2. Do not use any PC at the centre without permission  
3. Avoid inserting removable storage devices in any PC at the centre  
4. Do not disturb the privacy of others or instructing them unnecessarily  
5. Do not make noise at the ICT centre  
6. Avoid playing games on any PC at the ICT centre

**Using the PC to perform given Tasks**  
E.g. Navigating through Icons, launch applications and use the standard and formatting tool bar features appropriately, create and log into email accounts, edit, format and save word documents etc.

### Evaluation & Remarks

**Evaluation**  
Pupils to

1. State and observe the ICT/Computer laboratory rules and regulations as well as Internet Etiquettes  
2. use the physical computer to carry out given tasks on selected topics by following appropriate steps

**Remarks**  
Lesson successfully delivered.
# ICT Lesson Plan Book for JHS 2 Term 2

**13th Week Ending:**

**Subject:** Information & Communication Technology

**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

## Day/Duration | Topic/Sub-Topic/Aspect | Objectives/RPK | Teacher-Learner Activities | Teaching Learning Materials | Core Points | Evaluation & Remarks
---|---|---|---|---|---|---

### Topic: Revision of Terms Topics

#### Sub Topic: All topics treated for first term

**Objectives**
- By the end of the lesson, pupils will be able to:
  1. Revise all the topics treated for the term
  2. Apply the knowledge acquired from all the topics treated in their end of term exams
  3. Identify the structure of questions for their end of term examination

**RPK**
- Pupils have been taught all topics for the term

**Activities**
- **Introduction.** Revise pupils RPK on topics treated during the term through questions and answers.
- **Activities**
  1. Assist pupils to mention and state all the topics treated during the term.
  2. Ask pupils some relevant questions in relation to topics treated for the term.
  3. Explain the nature and structure of questions for the end of term exams to pupils.

**Conclusion**
- Summarize lesson activities and engage pupils to recap key points from the lesson.

**Topics Treated for the Term**
- Using Internet to Communicate & Word Processing Application II.

**The Structure of Questions**
- The paper is divided into two sections – 1 & 2. Paper 2 is first which is divided into two parts - I & II. Part I is only one question which practical and compulsory whiles Part II is essay and made of 5 questions which pupils are expected to answer 3 out of the 5. Paper 1 is made of 40 objective questions where options A-D are available for pupils to select the most suitable possible answer to each question.

**Evaluation & Remarks**
- Pupils to
  1. Mention all topics treated for the term.
  2. Demonstrate some level of confidence towards applying the knowledge acquired from the topics treated in their exams in their exams.

**Remarks**
- Lesson successfully delivered.