



EXCEL LESSON PLAN

COLORADO CONTENT STANDARD ADDRESSED:

Standard number 4.0 Reading and Writing

LESSON OBJECTIVE:

To address Colorado Content Standards, students will:

1. Demonstrate their knowledge in using a spreadsheet by entering their scores from the self-assessment test. The spreadsheet will calculate their scores, which will indicate their current listening ability.

ORGANIZATION FRAMEWORK:

The spreadsheet will be the second lesson in the integrated unit. After the students finish the self-assessment in the first unit they will learn through guided practice how to use a spreadsheet and calculate their scores. Following calculation, the students and the teacher will evaluate the students' scores. In the third unit students will learn through the use of a PowerPoint presentation how to improve their listening skills.

TIMELINE:

The spreadsheet is the second lesson in the integrated unit. It will involve one fifty-minute class period for the teacher to demonstrate how to use a spreadsheet, for the students to enter and calculate their scores, and to evaluate the scores. A summary of the lesson timeline is shown below:

- Tie to Last Lesson Plan and Lesson Introduction – 5 minutes
- Teacher demonstration of Spreadsheet – 10 minutes
- Students input data into Spreadsheet – 15 minutes
- Evaluation and discussion of Scoring Index – 25 minutes
- Review and Questions – 5 minutes

TECHNOLOGIES/MATERIALS:

- (20) Computers with Microsoft office 2000 located around the outside of the room
- (1) Computer and PowerPoint projector to demonstrate how to use the spreadsheet
- (1) Printer
- (1) Screen

STUDENT ROLE:

Students will demonstrate their knowledge of spreadsheets by inputting their self-assessment scores into the template spreadsheet. The spreadsheet will calculate their scores. The students will also make a determination of their listening skill level by evaluating the scores calculated by the spreadsheet.

TEACHERS ROLE:

By projecting computer instruction on a screen through Direct Teaching the teacher will demonstrate step by step how to input the students' raw scores into the spreadsheets. Through questioning and individual instruction the teacher will verify the students have entered their data correctly into the spreadsheet. After the spreadsheets have been completed the teacher will explain how the scores correlate to the students' current level of listening skills.

Scoring:	110-120	Superior
	99-109	Above Average
	88-98	Average
	77-87	Fair

EVALUATION:

The Teacher will collect the spreadsheets to check for understanding and accuracy. The spreadsheets must be one hundred percent accurate in order to correctly evaluate the listening skill level of the students.