**Flipped Classroom Lesson Plan**

**Teacher:** Lyndie Lyon

**Lesson Title:** Identifying the Purpose of Letterheads

**Subject Area(s):** Desktop Publishing I

**Grade Level:** 9th-12th

**Time Needed:** 50 minute class

**Based on MDE Business and Technology Framework**

**Learning Objectives** (including cognitive and behavioral objectives)

* ***To be able to identify and discuss desktop publishing terms***
* ***To be able to modify text fonts, size, leading, and alignment within a project***
* ***To be able to*** ***use text tools to create, insert, delete, replace, modify, and move text***
* ***To be able to use drawing tools to create lines, circles, ovals, rectangles, and shadowed boxes***

**Student Learning Resources at Home**

* Watch YouTube videos: How to Design you own letterhead in MS word, Letterhead-Create a Letterhead that Pops, American Psycho-Business Card Scene
* Review teachers PowerPoint

**Student Learning Activities at Home**

* Review Pre-Test—Make changes according to what you learned and discussed in class
* Review sample letterhead—Decide pros and cons of the designs
* Ask a business for a sample of letterhead

**Classroom Activities**

* Pre-Test
* Show examples and discuss needed elements
* Address design positives and negatives
* Practice activity from workbook

**Assessment**

* Observation of discussion participation
* Evaluate assignment using Daily Work Rubric
* Pre-check using Pre-Test

**Tentative Schedule**

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| **Day** | **Objective** | **Activity** | **Tools** |
| Monday | To be able to identify and create letterhead according to their purpose | Creating a Letterhead | PowerPoint  Workbook |
| Tuesday | To be able refine letter and word spacing | Kerning Game | Kerning Game  Workbook |
| Wednesday | To be able to modify text font, size, leading and design effects using WordArt for interesting text effects | Playing with MS word WordArt and Text Effects | Examples  Workbook |
| Thursday | To be able to identify and create business cards according to their purpose | Creating Business Cards | Examples  Workbook |
| Friday | Overall Review | Complete Activities | Examples  Workbook  YouTube |

Course site: <http://mslyondesktop1.weebly.com/>