# UNIT 5- Portfolio Assignment

## Advising Mrs Khumalo on how to introduce MS Word into her teaching

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| PART 1- Question 1 |
| Imagine that Mrs Khumalo teaches the same subjects as you. Using the space provided below give Mrs Khumalo some general suggestions on how to use MS Word in her classroom. |
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| **Mark allocation: TBD** |
| Question 2 |
| For this question, you will be required to speak to your colleagues in your subject area at school for some additional ideas on how you can use MS Word in the classroom. |
| In preparation for your discussions, write down the questions you will ask your colleagues: |
| Write down the ideas and suggestions from you and your colleagues at school on how to use MS Word in your teaching: |
| **Mark allocation: TBD** |
| PART 2 |
| The final part of this portfolio assessment is for you to give some careful thought as to how you will be using the new skills you have gained in MS Word in your own subject area. As evidence, you will be asked to submit a lesson plan where you used MS Word to either prepare a lesson or showing how MS Word was used by the learners.  You will submit your lesson plan online on the following page: |
| **Mark allocation: TBD** |