

ANNUAL PEDAGOGY PLAN



(2024-25)

Class: V







SUBJECT: ENGLISH

BOOKS

My New Canvas- Course Book-5 (Pearson) Cornerstone - Workbook-5 (Pearson)

Months No. of Working Days		Course Content Learning Outcome		Skill	Teaching method
March	22	Course Book - Alice and the Mouse, Echoing Green Grammar - Kinds of sentences, Parts of speech, Noun and its Kinds Number of Noun Writing Skill: Paragraph,	Comprehend the story Answer the factual and reference to the context questions. Understand the central theme of the poem and develop the skill of recitation. Write grammatically correct sentences using different parts of speech. Write well-structured paragraphs	Expression Listening Thinking Critically Identification and Application Creative writing	Brainstorming, Self-assessment. Use dictionary as a reference book for finding multiple meanings of a word. Take dictation of words, simple sentences.
April	22	Course book: Turning the Tide, A Christmas Wish Grammar: Adjectives and order of Adjectives, Preposition. Writing Skill: Application, Diary entry	Understand the role of celebrations and true spirit of festivals. Students will be able to Understand adjective and its order Recognize and use preposition Write application on various situations.	Inference, Expression Vocabulary Speaking and listening	Explanation and Discussion Dictionary work Extempore Multiple assessment

May	18	Course Book: Damon and Pythias, Children of India, Grammar: Conjunction, Interjection, One word for many Antonyms and Synonyms Writing Skill: Picture Composition	Students will be able to Answer factual and reference to the context questions. Comprehend the story and understand the challenges faced by children faced in remote area. Correctly identify conjunctions and Interjection. Observe the picture and write a paragraph on it.	Listening Thinking Critically Identification and Application Creative writing	Character Sketch Fictional Friends Discussion Speech on importance of Friendship
June	18	Course book: Game Addiction M.O.M in Orbit, Grammar: Idioms, Verb form Writing Skill: Letter writing	Students will be able to Understand the ill effects of addiction for video games. Comprehend the story and imagine themselves in a middle of a chilling adventure.	Inference, Expression Vocabulary Speaking listening Writing	Explanation and Discussion Language Ladder Multiple Assessment
July	18	Course book: The Other Side of Scientist, The Road Not Taken Grammar: Subject Verb Agreement Writing Skill: Story Writing	Students will be able to Understand that subject and verb agree in number and person.	Identification and Application Inference, Expression Vocabulary Speaking and listening	Brainstorming, Self-assessment. Use dictionary as a reference book for finding multiple meanings of a word. Take dictation of words, simple sentences.
August	24	Course book: The Cop and the Anthem	Students will be able to	Comprehension Vocabulary	Role Play, Diary entry Dictionary work

		Grammar: Tenses	Comprehend the story and understand the difference between need and want.	Speaking a listening	and Group Discussion Conversation
		Writing Skill: Dialogue	Understand the different types of Tenses and frame sentences correctly. Write a dialogue		
September	18	Course book: Adrift at Sea, Wandering Singers Grammar: Tenses continued Writing Skill: Notice	Students will be able to Answer factual and reference to the context questions. Understand the ideas contained in the poem. Write notice	_	Explanation and Discussion Self -assessment Extempore Newspaper activity and Brainstorm
October	20	Course book: Leonardo Da Vinci Joseph and the truth Stick. Grammar: Transformation of sentences Writing Skill: Paragraph writing, Leave Application	Answer factual and reference to the context questions. Comprehend the story and imagine the fun of having a lie detector	Inference, Expression Vocabulary Speaking listening	Brainstorming, Self-assessment. Use dictionary as a reference book for finding multiple meanings of a word. Take dictation of words, simple sentences.
November	22		REVISION		
December	13		FINAL TERM		

SUBJECT: HINDI

💠 नई आशाएं - हिंदी पाठमाला- 3 (पी.पी पब्लिकेशस)

महीने	कार्य दिवसों	विषयवस्तु	शिक्षण उद्देश्य	कौशल विधि	शिक्षण युक्तियाँ
	की संख्या				
		पाठ:1	• मानवता और	• कविता का सस्वर	• चित्र इकट्ठे करना
		भूल गया है क्यों इंसान (कविता)	भातृभाव की	वाचन	• निगमन विधि
		पाठ: 2 दानी पेड़ (कहानी)	भावना जागृत	• आशय स्पष्ट	• पोस्टर बनाना
		व्याकरण: विलोम शब्द, समानार्थी	करना	• कहानी पठन	
मार्च	22	ब्द	• जीवन मूल्यों	• तर्कपूर्ण चिंतन	
			परोपकारिता ,		
			प्यार वृक्ष की		
			उपयोगिता एवं		
			त्याग को बढ़ाना		
		पाठ: 3 बहुत बड़ा धनवान	• भावों को	• वाचन कौशल	• चर्चा विधि
अप्रैल		स्मरण)	समझकर	• अर्थबोध	• इंटरनेट से जानकारी
	22	पाठ: 4 वलिल्का (लेख)	घटना का	• श्रवण कौशल	प्राप्त करना
			निष्कर्ष		• चित्र एलबम में लगाना
		व्याकरण: संज्ञा , नुक्ता प्रयोग,	निकलना		
		अनुच्छेद लेखन	• पारिवारिक		
			स्नेह के		

			महत्व को		
			बताना		
		पाठ: 5 लहरों' का गीत (कविता)	• छात्रों को प्रकृति	• कविता वाचन	• कविता लिखना
			के महत्व को	• लेखन कौशल	• चित्र बनाना
		व्याकरण: पर्यायवाची शब्द,	समझाना		
मई	18	रचनात्मक लेखन	• निरंतर आगे		
			बढ़ने का प्रयास		
			करना		
		पाठः ६ सबसे सुंदर लड़की	• मित्रता का महत्व	• विश्लेष्ण चिंतन	• समुद्र से प्राप्त होने
		(कहानी)	• सूझ-बूझ से कार्य	• तार्किक चिंतन	वाली चीजों की सूची
जून	18	पाठ: 7 मैं आम हूँ (आत्मकथा)	करना		बनाना
		"	• भोजन और		• पेड़ों के पत्तों से तोरण
		व्याकरण: पर्यायवाची शब्द,	स्वास्थ्य के लिए		बनाना
		रचनात्मक लेखन	फलों की		
			उपयोगिता		
		पाठ: 8 बालक चन्द्रग्प्त (कहानी)	• हर परिस्थिति में	• श्रवण कौशल	• कहानी की पीपीटी या
		पाठ: 9 ओह और हाय (नाटक)	हर समस्या का	• तार्किक चिंतन	वीडियो दिखाना
जुलाई	18		समाधान कैसे	• प्रत्यास्म्रण	• नाटक को कहानी के
		व्याकरण: सर्वनाम, पत्र लेखन	करना		रूप में लिखना
			• परिश्रम का		• चुटकुले सुनना
			महत्व समझाना		

			• पशु- पक्षियों के	• श्रवण कौशल	• राष्ट्रीय उद्यानों के
		पाठ: 10 नंदिनी की डायरी से	प्रति लगाव की	• वाचन कौशल	नाम जानना और सूची
		पाठ: 11 कनकलता बरुआ	भावना	• कविता पाठ	बनाना
अगस्त	24	पाठ: 12 हिमालय (कविता)	• स्वतंत्रता		• नारे लिखना
			सेनानियों के बारे		• हिमालय की चोटियों
			में चर्चा करना		को मैप में चिन्हित
		व्याकरण वचन :, अनुच्छेद	• अपने लक्ष्य पर		करना
		लेखन	पहुँचने की प्रेरणा		
		पाठ: 13 एक रोमांचिक यात्रा	• अपने सपनों के		• एस्किमो के बारे में
		पाठ: 14 गुल्येल्मो मारकोनी	बारे में कक्षा में		परियोजना
सितम्बर	18		चर्चा	 तार्किक चिंतन 	• वैज्ञानिकों की खोजों के
		व्याकरण: क्रिया, वाक्यांशों के	• देश के वैज्ञानिकों		बारे में लिखना
		लिए एक शब्द	के बारे चर्चा		
		पाठ :15 करामाती टोपी	• किसी हास्य	• श्रवण कौशल	• चित्र देखकर कहानी
अक्टूबर	20	व्याकरण: विलोम शब्द, मुहावरे	घटना को कक्षा	• वाचन कौशल	लिखना
			में सुनना	• लेखन कौशल	
			• परिश्रम का		
			महत्व बताना		

नवम्बर	22	पुनरावृति
दिसम्बर	13	वार्षिक परीक्षा

SUBJECT: MATHEMATICS

Month	No. of Working Days	Course Content	Learning Outcomes	Skill	Teaching Methodology/Activities
March	22	Chapter 1: Number Around Us Introduction to place value chart for 6 – 7 digits Use of commas and periods to Read and write large numbers Expanded form and Standard form International place value chart	learn to extend place value chart Identify numbers of 6-7 digits in their surroundings identify the system of numeration and compare	Observation Identification of periods and use of commas accordingly Understanding	Questions from course book Solving questions in worksheets Practice work Quiz Classroom games Subject Enrichment-Paper Basket Activity Project Based Activity – (a) Weaving Puzzles on Numbers (SHIN Book - pg nos. 7, 8) (b) Triangle Composition and Decomposition (SHIN Book - pg nos. 5, 6)

Chapter 2: Shapes and Figures Line, line segment and ray collinear and non-collinear points Types of lines: parallel, intersecting and perpendicular lines Chapter 3:	Students will be able to identify the difference between line line segment and ray Identify and differentiate between the two demonstrate and describe the process of addition and subtraction	Observation Demonstration Understanding	e-content Questions from course book Solving questions in worksheets Practice work Demonstration Portfolio - Bulletin board (Patterns with parallel and perpendicular lines)
Playing with Numbers Arithmetic operations in word problems Chapter 4:	Students will be able to read and identify the correct operation	Understanding Analysis comprehending	Questions from course book Solving questions in worksheets Practice work Project Based Activity: Logical Number Game (SHIN Book - pg nos. 18, 19, 20) Mental Maths: Number

		Turns and Corners Introduction to angles — angles around us Kinds of angles Drawing and measuring angles	Students will be able to observe and identify angles around us Define, understand, demonstrate and name different kinds of angles To use protractor to measure given angles and draw an angle of given measurement	Identify Understand Use of geometrical instruments – ruler and protractor	Questions from course book Practice work Use of protractor and ruler on board Portfolio - Bulletin board (fish angles) Mental Maths: Numbers
April	22	Chapter 5: Multiples and Factors Properties of multiples and factors Prime and composite numbers – use of Sieve of Eratosthenes Divisibility rules of 2, 3, 4, 5, 6, 8, 9 and 10	multiplication and division facts	Identification Exploration and application Understanding Practice Algorithm of finding prime factors	Activities Questionnaire Classroom games Questions from course book Solving questions in worksheets Practice work Quiz Demonstration
		Chapter 7: Whole and Parts	Students will be able to identify and differentiate between fractions as a	Conceptualization Observation Understanding	Paper folding Activities Pictorial representation of kind of fractions e-content

		English C	111 f	Duration	O
		Fraction - as a part of a	1	Practice	Questions from course book Solving
		whole and part	of a group		questions in worksheets
		Classification of fractions	learn to define lowest form		
		and conversion of improper	of a fraction		
		fraction to proper and vice –	learn the method to reduce		
		versa	a given fraction to its lowest		
		Addition and subtraction of	form		
		fractions			
		Chapter 8:			
			Students will be able to	Explanation through examples	Subject Enrichment: Pictorial
		Decimal Fractions	relate fractions to decimals	Understanding	representation of decimal numbers
		Understanding decimals	Express a given fraction to	Solving	e-content
		Express a given fraction to		Understanding and practicing	Questions from course book Solving
		decimal notation and vice –	learn to extended place		questions in worksheets Practice work
		versa	value chart for reading and		Questionnaire Subject Enrichment:
		Read and write decimal	<u> </u>		Oral addition and subtraction of 2
May/		numbers as per the extended			decimal numbers up to 1 decimal digit
	26	place value chart	equivalent decimals of a		(in the form of game) Subject
June	36	Equivalent decimals of a	1 -		Enrichment: Oral addition of 2 decimal
		given decimal	8		numbers to get single digit whole
		8			numbers
		Chapter 10:			
		Jan.			Questions from course book Solving
		Operations with Decimals	Students will be able to add	Understanding	questions in worksheets Practice work
		P	and subtract decimals	Solving and practicing	Subject Enrichment : Pictorial
		Addition and subtraction of		Sorving and practicing	representation of addition and
		decimals	operation and solve.		subtraction of decimal numbers
		Simple word problems	operation and sorve.		subtraction of decimal numbers
		involving fractions.			
		Chapter 6:			
		Sampton of	Students will be able to	Conceptualization	Drawing regular figures and recall their
		Measuring Surfaces	learn to find the perimeter	Understanding	properties
		1.11. Garage	13331 to line the perimeter		properties

July/ Aug	42	Concept of perimeter and its unit Finding the perimeter of geometrical and non-geometrical figures Concept of area and its unit in terms of square centimeter and square mete	of a shape by finding the sum of lengths of all its sides Understand that unit of perimeter is similar to unit of length Learn to develop formula for perimeter of rectangle and square using the properties of these shapes Find perimeter of square and rectangle using formula Find perimeter of figures by adding length of its sides	Solve Relate to finding length of a line	Questionnaire e-content Questions from course book Solving questions in worksheets Practice work Subject Enrichment: Activities based on area and perimeter using graph paper(2 rectangles having same area but different perimeter) Project Based Activity: The Area Concept (SHIN Book - pg nos. 9, 10, 11)
		Chapter 9: Symmetry Meaning of symmetry and line of symmetry Sorting symmetrical and nonsymmetrical objects and drawing line of symmetry	Students will be able to understand symmetry, symmetrical objects around us, symmetrical figures and their lines of symmetry Differentiate between symmetrical and non-symmetrical objects and figures	Understanding Drawing figures and line of symmetry Identification	Choice Board Activities for Subject Enrichment and use them for display on Board: (a) Paper folding activity to understand Symmetry and lines of symmetry (b) Activity to demonstrate symmetry and lines of symmetry using paints
		Chapter 11: Measurement	Students will be able to identify patterns and how to extend them	Listening Understanding Recalling	Multiple Assessments: Group activity Measuring length mass and capacity of thing around us. Explanation Mental Maths: Measurement

Sept	18	Introduction to various units of measurement of length, mass and capacity Relation between commonly used larger, smaller units of measurement	measuring quantities- length, mass, capacity learn, recall and develop	Developing conventions to remember relation between various units		
Oct.	20	Chapter 12: Data Handing Collect and Record information / data of a given situation from daily life experiences Represent the data in the form of – BAR GRAPH PIE CHAR	learn to collect data and arrange the same in tabular	Learn and recall new terminology viz. graph, axis, tally, scale etc. Experimenting Observation	Explanation Subject Enrichment: Introduction to survey - Learning to collect data and organize in tabular form	
Nov.	22			REVISION		
Dec.	13	FINAL TERM				

SUBJECT: - SCIENCE

Month	No. of Working Days	Content	Learning Outcome	Skills	Teaching Methodology
March & April	44	 Plants: Increasing the Number Food and Health Safety & First Aid 	 Students will be able to: Identify the seed producing plants Recognize and study the various stages in germination of a seed Learn the ways of seed dispersal Understand the importance of Balanced Diet Learn how to protect ourselves from common diseases Know how to handle emergency situation at home, in school and on road. Understand the importance of first aid 	 Analysis. Critical Thinking Curiosity. Confidence. Creativity Observation. Decision making. Problem Solving Analysis. Critical Thinking Curiosity. Confidence. Creativity Observation. Decision making 	 Demonstration cum lecture method Problem solving based learning Teaching Aid 5 E's Collaborative Learning Guided Discussion Demonstration cum lecture method Problem solving based learning

					♣ 5 E's♣ Collaborative Learning
May	18	9.Our Skeletal System	 Recognize different kind of bones and joints in human body Know about the function of skeletal system in human body Realize the importance of well-developed muscles 	 Analysis. Critical Thinking Curiosity. Confidence. Creativity Observation. Decision making. Problem Solving 	 Demonstration cum lecture method Problem solving based learning Teaching Aid 5 E's Collaborative Learning Guided Discussion
		10. Our Nervous System	 Know the importance of the nervous system understand the need to take care of the sense organs 		

June & July	36	13. Our Earth's Natural Satellite 4. Houses All Around	 Distinguish between star, planets and satellites Differentiate between Solar and Lunar Eclipse Understand the working of satellites Explore the different types of houses Learn about constructional material of houses 	 Analysis. Critical Thinking Curiosity. Confidence. Creativity Observation. Decision making. Problem Solving 	 Demonstration cum lecture method Problem solving based learning Teaching Aid 5 E's Collaborative Learning Guided Discussion
		5. Solid, Liquid and Gases	 Classify three states of matter Identify the states List their properties of matter Distinguish between chemical and physical changes 		
August	24	6. Soil Erosion and Conservation	 Identify the factors that cause soil erosion Realize the harmful effects of soil erosion Take steps to prevent soil erosion 	 Analysis. Critical Thinking Curiosity. Confidence. Creativity Observation. 	 Demonstration cum lecture method Problem solving based learning Teaching Aid 5 E's

	T	1			
		14. Natural Disaster	 Learn about different natural disasters such as earthquakes, drought, flood etc. Analyze the consequences of such disasters Understand what necessary steps must be taken during such disasters. 	Decision making.Problem Solving	 Collaborative Learning Guided Discussion
		7. Rocks and Minerals	 Learn about different types of rocks Learn about characteristic of rocks Learn about minerals and their properties 		
September	18	8. Animals Everywhere	 Identify feeding organs of different animals Classify animals based on their habitat Name the organs of respiratory system Understand the phenomena of migration Understand the importance of air around us 	 Analysis. Critical Thinking Curiosity. Confidence. Creativity Observation. Decision making. Problem Solving 	 Demonstration cum lecture method Problem solving based learning Teaching Aid 5 E's Collaborative Learning Guided Discussion

October	20	12. Our life support 11. Force and Energy 15. Changes in Our Environment	 Identify different layers of the atmosphere Understand the properties of water and air Know different types of Forces Identify the simple types of machines Distinguish renewable and non-renewable resources Know greenhouse gases effect & global warming Understand the reasons 	 Analysis. Critical Thinking Curiosity. Confidence. Creativity Observation. Decision making. Problem Solving 	 Demonstration cum lecture method Problem solving based learning Teaching Aid 5 E's Collaborative Learning Guided Discussion 	
			and effects of pollution and climate change			
November	22	REVISION				
December	13		FINAL TE	CRM		

SUBJECT: SOCIAL SCIENCE

Month	Working Days	Content	Learning Outcomes	Skill	Teaching Methodology
March	22	Lesson 1 - Know Your Planet	 Students will be able to understand about planet Earth differentiate between map and globe identify the kinds of maps 	Recalling, identifying, analysing	Map work (continents and oceans), Model of a Globe
		Lesson 2 - Parallels and Meridians	 Students will be able to: identify and understand parallels and meridians differentiate parallels and meridians use them to locate places and different time zones 	Identifying, problem solving, differentiating	Project Based Learning Activities
		Lesson 3 - Movements of the Earth	 Students will be able to understand rotation and revolution understand the occurrence of seasons 	Comparison and classification	Multiple Assessment
	22		• understand the various types of landforms	Recalling, identifying, analyzing	Project based Activities

April		Lesson 4 - Major Landforms Lesson 5 - Weather and Climate	Students will be able to • differentiate between weather and climate • explain the factors that influence climate • recall and define terms such as altitude, moderate, sea breeze etc.	Differentiating, observing and identifying	Concept Mapping
May	18	Lesson 6 - The Land of Dense Forests	 • understand equatorial forests of the world. • understand land, location and climate • understand vegetation and wildlife 	Recalling, identifying, analysing	Toy Pedagogy Activities: Puppets on tribal / mask making

		Lesson 7 - The Land of Snow	 Students will be able to understand the ideas contained in the lesson recognize and define polar regions recall and define terms such as polar regions, icebergs, igloos, harpoons 	Identifying, analysing, problem solving	Collaborative Activity Activities: Story board
		Lesson 9 - The Treeless Grasslands	• locate and identify the Major grasslands in the world land and climate	Investigating, observing and identifying	Subject Enrichment
June	18	Lesson 8 - The Land of Sand	 Students will be able to locate and identify the important deserts on a world map understand the variations in lifestyles of people across the world define terms such as peninsula, oasis, wadis, sandstorms 	Vocabulary building, identifying	Concept mapping Activities
		Lesson 10- Environmental Pollution	• understand Air pollution, Water pollution ,Land and soil pollution	Investigating, observing and identifying	Project Work Activity - Poster Making

		Lesson 11 - E for Environment	Students will be able to • identify and understand 3R'slearn about disaster management	Investigating, observing and vocabulary building	Project Work Activities: Create a vertical garden using waste
July	18	Lesson 14 - The World from 1914 to 1945	 Students will be able to Learn about the world events from 1914 to 1945 Understand the terms such as trenches, dictators, holocaust, blocs, treaty etc. 	Vocabulary building, observing and identifying	Explanation and Discussion
		Lesson 12 - Natural Disasters	Students will be able to • identify different kinds of disasters • learn the disaster management • apply the art of living in different situations of life	Investigating, observing and vocabulary building	Guest speakers
August	24	Lesson 15 - Towards Freedom	 Students will be able to learn about the British rule over India find out about the various social reformers of India comprehend the rise of nationalism of India 	Investigating, observing and problem solving	Concept mapping

		Lesson-13 Let Us Meet	 Students will be able to understand the contribution of some great men and women know about the various fields in which the contributions were made. 	Investigating, observing and vocabulary building	Subject Enrichment
September	18	Lesson 16 - India Wins Freedom	 understand the role of Mahatma Gandhi in attaining independence define the role of Revolutionaries and the Indian National Army in the struggle for independence 	Investigating, observing and identifying	Probing Technique Activities:
October	20	Lesson 17 - Transport and Communication	 Students will be able to learn about the importance of transport and communication identify the various modes of transport and communication define the terms like highways, expressways, print media, e books etc. 	Investigating, observing and identifying	Toy Pedagogy
		Lesson-18 Governing Ourselves	Students will be able to • meaning of the Government • center and State	Investigating, observing and	Multiple Assessment

			Government	identifying			
November	22	Lesson 19 - The United Nations	• understand the circumstances leading to the formation of the United Nations • know the objectives of the UN • learn about the various agencies of the UN understand the working of the	investigating, observing and identifying	Concept mapping		
		REVISION					
December	13	FINAL TERM					

SUBJECT- COMPUTER

Month	No. of Working Days	Content	Learning Outcome	Skill	Teaching Methodology
March	22	CHAPTER 1: Computer History & Generations	 Students will be able to: Identify and differentiate between various computer generations. Recognize and discuss ethical considerations related to the development and use of computer technology. 	Understanding, recall.	Lecture cum Demonstration: Begin the chapter with a captivating story introducing computer History & Generations. Visual Aids: Use visuals, such as pictures or props, to enhance understanding and create excitement.
April	22	CHAPTER 2: Programmi ng Basics.	 Students will able to: Discuss the concept of programming. Tell about algorithm and its need Define flowchart and create a flowchart. Create a simple program algorithm and flowchart Define language processor and its types. 	Attention to detail, recall, reorganization.	Interactive Session: Conduct an interactive discussion introducing the basic components of programming and its needs in current era. Group Discussion: Facilitate group discussions to share their findings and experiences.
May	18	CHAPTER 3: Windows – file managemen t	 Students will be able to: Use file explorer to manage the files. Use search option from file manager. Select, move, copy and find files and folders with help of file manager. Create and delete files and folders. Poperly use file manager for managing the files and folders. 	Creativity, understanding, recall, analyze.	Interactive Demonstration: Present a live demonstration using file explorer and file manager Digital Simulation: Utilize interactive digital tools or simulations to engage students.
June	18	CHAPTER 4:	Students will be able to:Open and use scratch.Use blocks and work with them.	Creativity, understanding, recall. Critical	Interactive Recap: Conduct an interactive session recapping basic programming concepts and functions,

Scratch • Create and use new sprite.	
	thinking, emphasizing key concepts of scratch and creating
Programmi • Create a new project and n	
ng • Work with multiple sprite	
• Create a project to mov	a person on the analyzing. Encourage students to share their knowledge,
desert.	promoting collaborative learning,
• Use the forever block.	
CHAPTER Students will be able to:	Creativity, recall, Demonstration : Provide a live demonstration of
5: • Define e-mail.	reorganization. creating an e-mail account. Formatting and
Internet E- • Tell about different parts of	email. sending an e-mail.
mail • Recall about the common	-mail terms. Interactive Discussion: Engage students in a
July 24 • Create an e-mail account.	discussion about the differences needs of e-mail.
• Send and read an e-mail.	
Send same e-mail to multi	le receivers.
• List some free e-mail prov	
CHAPTER Students will be able to:	Recall, attention Visual Aids:
6: • Create tables in word usin	different methods. to detail. Use visual aids and simplified examples to
Word – • Format and edit tables in v	
August table and • Add and delete rows and d	lumns and table. information.
mail merge • Create and use mail merge	One-on-One Guidance:
• Send mail to multiple con	
	understand the concept through personalized
	guidance.
CHAPTER Students will be able to:	Creativity, Demonstration:
7: • Open and close PowerPoint	. Use PowerPoint as a tool for interactive
PowerPoint • Create a presentation.	solving, storytelling using presentation.
Sentember Introduction • Use themes and templates	analytical skill
20 Save and open the present	

October	20	CHAPTER 8: PowerPoint - Creating Slides	 Students will be able to: Create presentation introducing multiple slides. Change the slide layout. Apply animation and transition effects in presentation. Use different views in PowerPoint. Convert presentation to PDF. Print the slides of presentation. 	Creativity, problem solving,	Live Demonstration: Will present the features of PowerPoint using pre created presentation and implement advanced PowerPoint features of them.	
November	22	REVISION				
December	13	FINAL TERM				