

GRADES 1 TO 12 DAILY LESSON LOG	SCHOOL	Tondol National High School	GRADE LEVEL	11-Ada/Ampere/Lettuce/Shakespeare
	TEACHER	Carl John C. Carolino	LEARNING AREA	Empowerment Technologies
	TEACHING DATES AND TIME	September 5-9, 2022 Wednesdays and Fridays 11-Shakespeare (7:30- 9:30 AM) 11-Ada/Ampere/Lettuce (9:45-11:45 AM)	QUARTER	1/Week 3

	SESSION 1	SESSION 2	SESSION 3	SESSION 4
I.OBJECTIVES	Objectives must be met over the week and connected to the curriculum standards. To meet the objectives, necessary procedures must be followed and if needed, additional lessons, exercises and remedial activities may be done for developing content knowledge and competencies. These are assessed using Formative Assessment strategies. Valuing objectives support the learning of content and competencies and enable to find significance and joy in learning the lessons. Weekly objectives shall be derived from the curriculum guides.			
A.Content Standards	The learners demonstrate an understanding of: the use of advanced tools and techniques found in common productivity and software applications in developing ICT content for specific professional tracks			
B.Performance Standards	<p>The learners shall be able to: at the end of the 2-week period independently apply advanced productivity tools to create or develop ICT content for use in specific professional tracks</p> <p>These may be in the form of, but not limited to:</p> <ol style="list-style-type: none"> 1. Calculating spread sheet of athletic statistics (Sports) 2. Layout of catalogue of creative works (Arts) 3. Materials/ ingredients projections for batches of baked goods (Tech- Voc) 4. Letterhead/ business card design (Business/Academic) 			
C.Learning Competencies/Objectives Write the LC Code for each	Uses common productivity tools effectively by maximizing advanced application techniques	Uses common productivity tools effectively by maximizing advanced application techniques	Uses common productivity tools effectively by maximizing advanced application techniques	Uses common productivity tools effectively by maximizing advanced application techniques
II.CONTENT	Content is what the lesson is all about. It pertains to the subject matter that the teacher aims to teach. In the CG, the content can be tackled in a week or two.			
	Mail Merge and Label Generation	Mail Merge and Label Generation	Advance Techniques in PowerPoint	Advance Techniques in PowerPoint
III.LEARNING RESOURCES	List the materials to be used in different days. Varied sources of materials sustain children's interest in the lesson and in learning. Ensure that there is a mix of concrete and manipulative materials as well as paper- based materials. Hands- on learning promotes concept development.			
A.References				
1.Teacher's Guides/Pages				
2.Learner's Materials Pages	EMPOWERMENT TECHNOLOGY Quarter 1 – Module 2 Productivity Tools by Sixie Rozz O. Penaso, pp. 11-20	EMPOWERMENT TECHNOLOGY Quarter 1 – Module 2 Productivity Tools by Sixie Rozz O. Penaso, pp. 11-20	EMPOWERMENT TECHNOLOGY Quarter 1 – Module 2 Productivity Tools by Sixie Rozz O. Penaso, pp. 21-22	EMPOWERMENT TECHNOLOGY Quarter 1 – Module 2 Productivity Tools by Sixie Rozz O. Penaso, pp. 21-22

3.Textbook Pages	Empowerment Technologies by Innovative Training Works, Inc. pp.41-49	Empowerment Technologies by Innovative Training Works, Inc. pp.41-49	Empowerment Technologies by Innovative Training Works, Inc. pp. 87-93	Empowerment Technologies by Innovative Training Works, Inc. pp. 87-93
4.Additional Materials from Learning Resources (LR) portal				
B.Other Learning Resources				
IV.PROCEDURES	These steps should be done across the week. Spread out the activities appropriately so that students will learn well. Always be guided by demonstration of learning by the students which you can infer from formative assessment activities. Sustain learning systematically by providing students with multiple ways to learn new things, practice their learning processes, and draw conclusions about what they learned in relation to their life experiences and previous knowledge, indicate the time allotment for each step.			
A.Reviewing previous lesson or presenting the new lesson	Review the learners about integrating materials and image placement.	Review the learners about the steps in doing mail merge.	Review the learners about Microsoft Word.	Review the learners about Microsoft Word.
B.Establishing a purpose for the lesson	Ask the learners if they have tried sending mails.		Ask the learners how they will present a business idea to other people.	
C.Presenting examples/instances of the new lesson	Tell the learners to imagine that they will do a thanksgiving celebration. Ask them how they will send invitations to the guests quickly.		Tell the learners that Microsoft has a presentation software.	
D.Discussing new concepts and practicing new skills #1	Discuss mail merge and label generation.		Discuss the features of Microsoft PowerPoint.	
E.Discussing new concepts and practicing new skills #2			Discuss Inserting Hyperlink in a presentation.	
F.Developing mastery (Leads to formative assessment)	The learners will arrange the steps in doing mail merge.	Present to the learners the directions in doing Activity 1.2 Let's Practice from page 18 to 20.		Present to the learners the directions in doing a hands-on activity about PowerPoint.
G.Finding practical/applications of concepts and skills in daily living	Ask: How mail merge can help them to be friendly to people?		Ask: How can hyperlink help you to maintain communication to other people?	
H. Making generalizations and abstractions about the lesson	The learners will summarize what they have learned.		The learners will give their takeaways on PowerPoint.	
I.Evaluating Learning		The learners will do a hands-on activity on doing mail merge.		The learners will do a hands-on activity about presenting oneself using PowerPoint.

J.Additional activities for application or remediation				
V.REMARKS				
VI.REFLECTION	Reflect on your teaching and assess yourself as a teacher. Think about your students, progress this week. What works? What else needs to be done to help the students learn? Identify what help your instructional supervisors can provide for you so when you meet them, you can ask relevant questions.			
A.No. of learners who earned 80% of the formative assessment				
B.No. of learners who require additional activities to remediation				
C.Did the remedial lessons work? No. of learners who have caught up with the lesson				
D.No. of learners who continue to require remediation				
E.Which of my teaching strategies worked well? Why did these work?				
F.What difficulties did I encounter which my principal or supervisor can help me solve?				
G.What innovation or localized material did I use/discover which I wish to share with other teachers?				

Prepared by:

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Teacher II

Checked and Noted:

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