









Geography

Employability &








ICT
Course Summary







In this class you will use English and ICT to learn more about London and work.

You will use ICT for projects, for research and to present your work to other people.

Weeks	Topic	Tasks	How this will help you
1 	General IT induction	Use computers in the college.	Learn how to <ul style="list-style-type: none"> • log on to a PC in college. • Set a password. • save your work. • Print in the classroom • Print on the photocopiers. • Print in colour or black and white
2  	About me	Writing about you on the computer	You will learn how to: <ul style="list-style-type: none"> • how to use Word to write • save your work and find it again • correct your mistakes.
3/5  	About my class	Ask and answer questions about the people in your class.	You will learn how to: <ul style="list-style-type: none"> • save images you find on the Internet • insert images in your work You will practice: <ul style="list-style-type: none"> • saving your work • correcting your mistakes.
6  	National Foods	Find information and images on the Internet about your national foods. Write a paragraph about this and insert images.	You will learn how to: <ul style="list-style-type: none"> • <u>copy</u> images you find on the Internet and <u>paste</u> them in your work • use the spell checker You will practice: <ul style="list-style-type: none"> • saving your work • correcting your mistakes

HALF TERM

Weeks	Topic	Tasks	How this will help you
7/8 	Sports facilities near college	Use the Internet. Find places for sports and free time activities near the college. Write about his information with pictures	You will learn: <ul style="list-style-type: none"> about the area you study in. how to make lists of information and pictures.
9 	What's on?	Find out what films are in local cinemas. Make a poster advertising one event.	You will learn how to: <ul style="list-style-type: none"> find out about cinemas in London make a poster
10/12 	Parks	Find out about Finsbury Park. Make a about this	You will <ul style="list-style-type: none"> find out about where you study. find out what you can do in Finsbury Park write a report about what you found out
13/14 	Environment and Recycling	Find out about recycling in the college and in your area. Make plans for better recycling in college.	You will learn how to: <ul style="list-style-type: none"> Search for local information on the web. You will practice: <ul style="list-style-type: none"> How to present your work to other people.
CHRISTMAS HOLIDAY			
15 	Language Learning Programmes	Find out what programmes you can use in college to practice your English.	Learn how to: <ul style="list-style-type: none"> Find exercises on the Internet to practice grammar Use the PCs for listening and speaking practice Prepare for your ESOL exams using the PCs
16/17 	Careers Information	Visit some sites on the Internet to find information about jobs you are interested in.	Learn how to: <ul style="list-style-type: none"> Search for information Find the information you need Tell other people about it.
Weeks	Topic	Tasks	How this will help you
18/20 	CV s	Look at some CVs and write your CV	Lear now to: <ul style="list-style-type: none"> Collect information for your CV Write your CV
HALF TERM			

21/26  	Local Information Website	Get information about businesses in this area to update a website	Learn how to: <ul style="list-style-type: none"> • Use a questionnaire • Visit shops to collect information • Work as a team • Check and correct the team's work
EASTER HOLIDAY			
27/29 	Walk London - Westminster	Find out about the City of Westminster and take a walk round some of its famous monuments	Learn how to: <ul style="list-style-type: none"> • Research an area • Prepare for a visit • Record what you did
30/31 	Walk London – The City	Find out about the City of London and take a walk round some of its famous monuments	Learn how to: <ul style="list-style-type: none"> • Research an area • Prepare for a visit • Record what you did
HALF TERM			
32/33 	Walk London – Fleet Street	Find out about the history of Fleet Street and visit its most famous parts	Learn how to: <ul style="list-style-type: none"> • Research an area • Prepare for a visit • Speak about a place you are visiting • Record what you did
34/35 	Walk London - Parks	Prepare a visit to one of the parks you studied earlier	Learn and practice how to: <ul style="list-style-type: none"> • Use information you got before • Prepare for a visit • Speak about a place you are visiting • Record what you did

Work Diary

Week No.	What I did today
1.	
2.	
3.	
4.	

5.

6.

7.

8.

9.

10.

11.

12.

13.	
14.	
15.	
16.	
17.	

18.	
19.	
20.	
21.	
22.	

23.

24.

25.

26.

27.

28.

29.

30.

31.

32.

33.

34.

35.