B3 MULTIMEDIA WRITING PROJECT AND FINAL EXAMS

604-DKD-03

Sommaire

MULTIMEDIA WRITING PROJECT

Having acquired a certain level of expertise in English, this semester you will be working on a **Multimedia Writing Team Project** to help students of English here at the college with their pronunciation, reading, writing and/or revision and correction skills.

The final production may be added to **Help Online learning object repository** in the DecClic II environment and or linked through the College system's Profweb site. (see permission to publish document)

Your **target audiences** are **future students of English** here at the college.

The **level** of the students can be any level below your own. Each team will work on a different level.

The learning tool may be developed for **A block** or **B-block** students (100,101,102, B0, B1, B2). However, **each team must choose a different level**.

The **topic and type of information** you want to share in the Multimedia Writing project will be determined by the team.

Teams will be set up in the next couple of weeks. You will then be assigned or choose a level for which you will develop your product.

You are encouraged to use tools you are comfortable with and that are easily available to you. Your team will be working in **close collaboration with your teacher** throughout the process.

The process involves:

- Conducting a Learning Needs Analysis (you might want to consult level teachers or students at the assigned level)
- Identifying a learning Goal(s) (these will be supplied by your teacher)
    - reading skills,
    - pronunciation practice,
    - specific vocabulary for a given field,
    - writing skills
    - revision and correction)
- Select Design and Develop Materials or activities
- Conduct Formative Evaluation (**midterm peer evaluation**)
- Revise Project **based on peer feedback**

You must:

- evaluate and find resources,
- properly cite any resources you use;
- ensure that the resources are **free of copyright** or request permission to use them
- **submit a plan for your project to be discussed and reviewed with your teacher**(see evaluation and assessment)
- **Present and submit progress report at midterm including a preliminary prototype or example of your project.**
- ensure that language used is correct, formal and appropriate for the audience level
- integrate concepts seen in class related to technical writing for a **non expert audience**
- **submit the script of your production in order to ensure the quality of the production**
- submit **a printed copy of any and all presentation** material used in your final presentation

Your multimedia project should include:

- **Title or introductory screen/page**
- **Menu that serves as a table of content and lets user choose area to move to**
- **Information screen/page authored and identified to each member of the team**
- Video, images or artwork (optional)
- Prerecorded and original sound clips(optional)
- Clipart, background art, original art work(optional)
- **Buttons/links that operate correctly activating sounds and proper connections**
- **Reference screen listing sources used with permission.**
  - **Internet resources must be active links.**
- Authors card listing group members; voice clips and photographs are appropriate here(optional)
- **Color choices for text that make reading easy. High contrast is good.**
- **Consistent text styles**
- **Informational text using correct grammar, punctuation and spelling. (unless your topic is revision and correction)**
- **Information that is complete enough to ensure a good understanding of the topic.**
- Interactive design so the user can make choices. (optional)

Your project does not necessarily have to be an interactive web page; it may also be audio or video but for presentation purposes it should have each of the elements above in some form or another.

MID TERM AND FINAL ASSESSMENT AND EVALUATION

Your team production will be assessed based on Planning, Consistency, Design, Creativity and Content as well as formal and professional level of language integrating Technical communication concepts seen over the semester .

The project will be **peer evaluated** and assessed by your teacher at your **Midterm Progress Report Presentation Speech**. **A formal, typed progress report must also be submitted at that time.**

At the **end of term the Final Speech Project presentation.**

Each member of the team must speak between 5-10 minutes presenting the final product as well as his or her implication/role in the process.

A final script of your production must be **submitted at the very latest two weeks prior to the presentation** of your final production to ensure the quality of English used.

MIDTERM PROGRESS REPORTS ON MULTIMEDIA PROJECT TEAMWORK.

WRITTEN AND SPEECH EVALUATION:

1. A formal written Progress Report in **MEMO** format identified to all team members
2. This Report must include some form of visual representation or planning of the proposed product.
3. Each member of the team must speak for a minimum of 5 minutes during the progress report presentation
4. Some form of visual support is required

Individual team members should write and revise the discussion and analysis of their role in the project. **This section must be clearly identified to your name!!** Work together is encouraged for revision or correction. Make efficient use of tools included in Word processing programs to ensure it is well written and complete!

Introduction

- Formal Introductions of team members and area of expertise
- What is the title of your project?
- Who are your target audience ?
- What objective are you trying to reach ?
- Why is this important ?
- What are the benefits to the target audience ?

Discussion/ Analysis

- What did each member of the team do?
- How did he/she do it?
- What did you discover in this process?
- Have you encountered any problems?
- Do you require help in completing the project?
- What specifically would you need?

Conclusions/Recommendations   DO NOT ADD NEW MATERIAL HERE

- Conclusions should be derived from your work and recommendations are based on those conclusions

MULTIMEDIA PROJECT STUDENT FORMATIVE EVALUATION

Your presentation and project will be critically assessed and reviewed by your peers. The evaluating team will ask questions related to your proposed product and process and progress and allot a grade on the following scale.

0= completely unprepared and unorganized, presentation does not demonstrate serious reflection or involvement

5= Evidence of some preparation, organization and thought but otherwise improvised.

10= Well prepared, Organized , Well thought out. WOW!

PERMISSION TO PUBLISH CONTRACT

SHOULD YOUR WORK BE CHOSEN FOR PUBLICATION, YOUR SIGNATURE ON THIS FORM ACKNOWLEDGES YOUR PERMISSION FOR SUCH WORK TO BE PUBLISHED AND PEDAGOGICALLY ADAPTED, IF REQUIRED.

ALL WORK SHOULD BE PROPERLY IDENTIFIED TO THE AUTHOR(S) AND WHO RETAIN ALL COPYRIGHTS.

YES ___ NO ___ MY/OUR WORK MAY BE ELECTRONICALLY DISPLAYED AND PRODUCED.

I HEREBY GIVE THE ABOVE PERMISSION AND RELEASE THE TEACHER, WEBSITE DEVELOPER AND SERVER ADMINISTRATORS FROM ANY LIABILITY RESULTING FROM OR CONNECTED WITH THE PUBLICATION OF SUCH WORK.

DATE SIGNED: THE _____ DAY OF THE _____ MONTH 20___

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STUDENT SIGNATURE   PERMANENT CODE

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STUDENT SIGNATURE   PERMANENT CODE

LISA DEGUIRE
WEBMASTER AND PROFESSOR

DATE SIGNED: THE _____ DAY OF THE _____ MONTH 20___

RESOURCES TO HELP YOU SUCCEED

WRITING FOR THE NON EXPERT READER

http://www.mhhe.com/mayfieldpub/tsw/laypers.htm

DEFINING TECHNICAL TERMS

http://cleanfun.cz/efl/wrtdeftm.htm

INTERPRETING A GRAPH

http://www.chemheritage.org/EducationalServices/pharm/chemo/activity/seenow.htm

WRITING INSTRUCTIONS

http://www.englishonline.co.uk/englishnon/literacy/literacy11-14/instruct.html

http://jerz.setonhill.edu/writing/technical/instructions/

DESCRIBING PROCESSES

http://www.uefap.co.uk/writing/function/process.htm

REPORTS

http://www.io.com/~hcexres/textbook/final.html

http://owl.english.purdue.edu/workshops/hypertext/reportW/generalguidelines.html

WRITING FOR MULTIMEDIA

http://writing.atomicmartinis.com/overview.htm

http://creativecommons.ca/

http://k-12.pisd.edu/HyperStudio/MultimediaWriting.html; http://k-12.pisd.edu/HyperStudio/HyperInternet.html