

# Exchanging and sharing information

## Participant resource 1.1

Year 7	Year 8	Year 9
<p><b>Fitness for purpose</b></p> <ul style="list-style-type: none"> <li>Recognise common forms and conventions used in communications and how these address audience needs (e.g. columns of text in newspapers, graphics and enlarged print in posters, hyperlinks on websites).</li> <li>Apply understanding of common forms and conventions to own ICT work.</li> <li>Use given criteria to evaluate the effectiveness of own and others' publications and presentations.</li> </ul> <p><b>Refining and presenting information</b></p> <ul style="list-style-type: none"> <li>Plan and design the presentation of information in digital media, taking account of the purpose of the presentation and intended audience.</li> <li>Use ICT to draft and refine a presentation, including:               <ul style="list-style-type: none"> <li>capturing still and moving images and sound (e.g. using a scanner, digital camera, microphone);</li> <li>reorganising, developing and combining information, including text, images and sound, using the simple editing functions of common applications;</li> <li>importing and exporting data and information in appropriate formats.</li> </ul> </li> </ul> <p><b>Communicating</b></p> <ul style="list-style-type: none"> <li>Use e-mail securely and efficiently for short messages and supporting material.</li> <li>Know how to protect personal details and why this is important.</li> </ul>	<p><b>Fitness for purpose</b></p> <ul style="list-style-type: none"> <li>Recognise how different media and presentation techniques convey similar content in ways that have different impacts.</li> <li>Understand that an effective presentation or publication will address audience expectations and needs (e.g. the audience's levels of literacy, familiarity with a topic).</li> <li>Devise criteria to evaluate the effectiveness of own and others' publications and presentations, and use the criteria to make refinements.</li> </ul> <p><b>Refining and presenting information</b></p> <ul style="list-style-type: none"> <li>Plan and design presentations and publications, showing how account has been taken of:               <ul style="list-style-type: none"> <li>audience expectations and needs;</li> <li>the ICT and media facilities available.</li> </ul> </li> <li>Use a range of ICT tools efficiently to combine, refine and present information by:               <ul style="list-style-type: none"> <li>extracting, combining and modifying relevant information for specific purposes;</li> <li>structuring a publication or presentation (e.g. using document styles, templates, time lines in sound and video editing, navigational structures in web media).</li> </ul> </li> </ul> <p><b>Communicating</b></p> <ul style="list-style-type: none"> <li>Understand some of the technical issues involved in efficient electronic communications (e.g. speed and bandwidth, size and type of file, features of different browsers and mail software).</li> <li>Use ICT effectively to adapt material for publication to wider or remote audiences (e.g. as web articles or sites).</li> </ul>	<p><b>Fitness for purpose</b></p> <ul style="list-style-type: none"> <li>Produce high quality ICT-based presentations by:               <ul style="list-style-type: none"> <li>creating clear presentations, sensitive to audience needs;</li> <li>justifying the choice of form, style and content.</li> </ul> </li> <li>Use knowledge of publications and media forms to devise criteria to assess the quality and impact of multimedia communications and presentations, and apply the criteria to develop and refine own work.</li> </ul> <p><b>Refining and presenting information</b></p> <ul style="list-style-type: none"> <li>Use a wide range of ICT independently and efficiently to combine, refine, interpret and present information by:               <ul style="list-style-type: none"> <li>structuring, refining and synthesising information from a range of sources;</li> <li>selecting and using software effectively, justifying the choices made.</li> </ul> </li> </ul> <p><b>Communicating</b></p> <ul style="list-style-type: none"> <li>Apply knowledge of the technical issues involved to communicate information efficiently (e.g. choose suitable file types to speed up transfer, use mail lists to speed up communication, use website tagging and hyperlinks to speed up searching).</li> <li>Understand the advantages, dangers and moral issues in using ICT to manipulate and present information to large unknown audiences (e.g. issues of ownership, quality control, exclusion, impact on particular communities).</li> </ul>