

Exercise 3: Doing Your Action Plan

Now that your plan has been approved, you are ready to begin doing your action plan. Your goal is to complete work on your action plan by the beginning of the next module. Therefore, make sure you use your time wisely!

Step 1

Reread your approved plan.

Step 2

Gather all your resources and complete any required research. Use available resources such as books, the Internet, or colleagues to find the information you need.

Step 3

Should you need ideas about how to perform a certain task, refer to the activities you completed in earlier modules. Also, look in the Intel® Education *Help Guide* for help with the software.

Challenge: To assist you while you give your presentation later, type notes for yourself. If you are using multimedia software, type notes in your slides in the Notes area. If you are using word processing software, insert notes as comments where appropriate. Your notes should contain instructions or cues that you should follow while presenting. (For help, see Multimedia Skill 5.15: To add notes to slides for the presentation speaker to use, or Word Processing Skill 11.3: To use Comments to review a document.)

Step 4

Organize your presentation as needed.

Step 5

Save your work as directed.

Note: Module 11 does not have a Take-Home Exercise. Instead, teachers are encouraged to use any available time to complete their action plans prior to the start of Module 12.