

Applying Word Processing

Remember that your opinion is only one opinion, and others may have different opinions. Most importantly, be kind when giving feedback. Think about how you would feel if you were hearing your feedback about your ideas or product. Consider the following:

- Could your tone of voice or choice of words make a difference?
- Why should you say what you like about someone's work before saying what you think could be improved?
- What other suggestions do you have for being a critical friend?

Exercise 3: Showcasing Word Processing Productivity Tools

After you complete the activities for each technology area, you will have an opportunity to select a product that you have created and share it with others during a showcase. A showcase is a time for you to give and receive feedback, share ideas, and compliment each other on the work that has been completed.

Step 1

Before the Showcase Begins

1. Decide by yourself or with a colleague about which elective word processing product you would like to share with others.
2. Determine your answers to the following questions:
 - How might the product increase your productivity in the classroom?
 - How did others help you create this product?
 - What new technology skills did you learn?
 - What was one problem you had? How did you solve it?

Step 2

When It Is Your Turn to Share

1. Show your product to others.
2. Tell others:
 - How the product might increase your productivity in the classroom
 - How others helped you create the product
 - What new technology skills you learned
 - One problem you had and how you solved it
3. After you finish answering the questions, ask your colleagues the following questions:
 - What do you like about the product? Why?
 - What suggestions do you have to make the product better?
4. Thank your colleagues for their comments and suggestions.

Take-Home Exercise: Reflecting on Module 5

Reflect on the exercises, activities, skills, and approaches addressed in this module. Record your answers to the following questions and be prepared to share your answers at the beginning of the next module.

1. Reflect on the products shared during the showcase. Which ones might you want to create or learn more about? How might those products enhance your productivity in the classroom?

2. How might teaching your students about being critical friends and having them participate in showcases help to improve their critical thinking and collaboration?
