



# Integrated ICT Learning Unit

## Firefighter Appreciation Letter

**You are my hero!**



Dear Firefighter

Thank you for saving our home!

You are a star and my biggest

hero. Your work is brilliant. Thank

you for saving all the animals and

plants on the mountain.

Love, Kirsty



## STRUCTURE OF LESSON FIREFIGHTER APPRECIATION LETTER

INTEGRATED LESSON	
<b>Prior Learning Requirements</b>	
<b>Concept / Topic:</b> Knowledge of fire vocabulary	
<b>ICT Skills:</b> Inserting ClipArt and textboxes	
Educational Game	<b>10 Min</b>
A suitable educational game may be used as an optional activity at any point during the course of the lesson at the discretion of the ICT or class teacher	
Keyboard / Mouse Skills	<b>5 Min</b>
A suitable activity should be selected by the ICT or class teacher to ensure continuity and progression of appropriate skills	
Tech Talk	<b>5 Min</b>
<b>AUTOSHAP</b> A group of ready-made shapes which include rectangles and circles plus a variety of lines and connectors, block arrows, flowchart symbols, stars and banners.	
Integrated Activity	<b>20 Min</b>
Learners type a letter of appreciation to the firefighters.	
<b>Resources Used</b>	
<b>Software:</b> None	
<b>Prerequisite:</b> None	
<b>Template:</b> you are my hero.doc	
<b>WWW:</b> None	
<b>Subjects</b>	
<ul style="list-style-type: none"> <li>• Life Skills</li> <li>• English Language</li> </ul>	
<b>Beyond the ICT Centre</b>	
<ul style="list-style-type: none"> <li>• Create a poster of your beautiful city/country after the fires.</li> </ul>	



## INTEGRATED ACTIVITY

In order to promote relevant discussion, the following questions are posed by the educator to the learners:

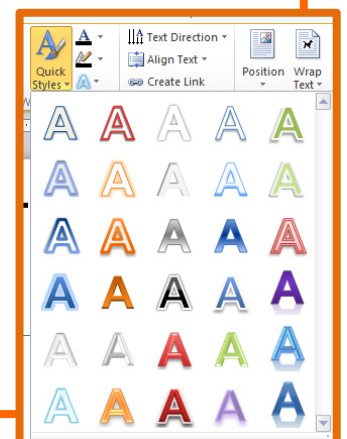
- **Can you name a few safety rules when it comes to fires?**
- **Why is it important to allow fire engines to pass you in the traffic?**
- **How can fires be dangerous to animals and people?**

A short discussion takes place about the dangers of fires.

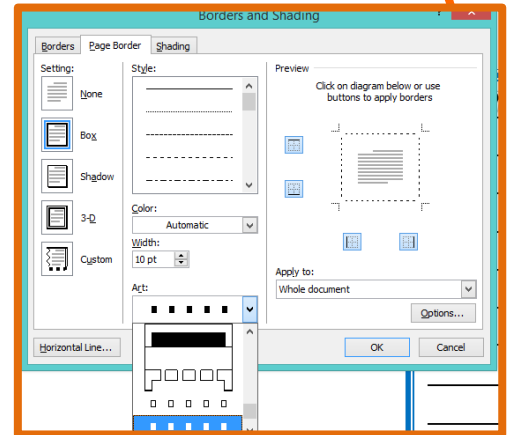
**Task: Today you are going to type a letter to the firefighters, thanking them for all their hard work.**

*Note to the educator: This task requires the template **you are my hero.doc***

1. Open the **you are my hero.doc** template by clicking the shortcut in the folder which you just downloaded.
2. Save this into your digital portfolio → **File** → **Save As** → **locate your portfolio** → **save.**
3. Insert an appropriate ClipArt image → **Insert** → **ClipArt** → type in the search word "**firefighter**" → select the image you like by clicking once on it → it will insert on your page.
4. Click on the image → **Format** → **Wrap Text** → **Tight.** (This allows the image to be moved easily around the document.)
5. Place the ClipArt on the left of the Textbox.
6. Once you are done placing the ClipArt in the correct place, click inside the Textbox.
7. Type your letter to the firefighter.
8. You can change the format of the WordArt header → click on the heading "*You are my hero!*" → **Format** → **Quick Styles** → choose a suitable format.



9. You can do the same for the heading "*Dear Firefighter*".
10. If you would like to change the page border →  
**Page Layout** → **Page Borders** → click on the tab  
**Page Border** → click on the Art drop down menu  
→ select a suitable page border.
11. Save your letter → **File** → **Save**.
12. Print your letter → **File** → **Print** → **Print button**.
13. Exit **Microsoft Word** → **File** → **Exit**.



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