

LESSON PLAN

<u>TRAINER:</u>		<u>DATE:</u>		<u>LOCATION:</u>	
<u>SESSION:</u> Introduction to Digital Photography and Photoshop		<u>TIME:</u>		<u>DURATION:</u> 90min	
<u>AIM OF SESSION:</u> Learners will be introduced to the basic functions of a digital camera. They will learn the basic principles of composing a good portrait photograph. Learners will learn how to transfer images from camera to computer, how to edit photographs using Photoshop.					
TIMING	OBJECTIVES/LEARNING OUTCOMES THE LEARNER WILL:	RESOURCES	TRAINERS ACTIVITY	LEARNERS ACTIVITY	ASSESSMENT
10mins	Learners will be able to identify trainer and familiarise themselves with the names of others in the group.	A4 paper Flipchart Pens Flipchart	Greet learners as they enter the room and ask each learner to write out a name plaque. Trainer to write their name on flipchart to introduce themselves. Housekeeping, fire exits and ground rules. Deliver icebreaker – Ask learners to write 3 things about you, 2 are true 1 is false. Trainer collects papers and reads them out.	Learners take their seats and write themselves out a name plaque. Contribute to ground rules. Participate in icebreaker - by writing their names and 3 things about themselves. 2 true, 1 false. The other learners have to guess first who the person is and then which statement is not true.	Learners have taken their seats and are clearly identified by their name plaques. Q and A. Trainer observations.

5min	To gain knowledge of the aims and objectives of the session.	Powerpoint Slides 1, 2, 3	<p>Outlines the sessions aims and objectives.</p> <p>Explains contents of the session.</p> <p>Provides answers to any questions asked.</p>	<p>Listen</p> <p>Ask questions</p>	<p>Q and A</p> <p>Trainer Observations</p>
10min	Learners will identify their current knowledge and understanding of digital photography and image editing equipment.	A4 Logo Handouts	<p>Ask learners to get into pairs and in their pairs identify logos on handout.</p> <p>Ask learners to feedback their knowledge of the logos to get an understanding of how familiar they are with the tools used for digital photography and image editing.</p> <p>Trainer to clarify any gaps in their knowledge by answering any questions.</p>	<p>Get into pairs and participate in activity.</p> <p>Identify logos if recognised and feedback to group and demonstrate existing knowledge of digital photography equipment and image editing software.</p> <p>Ask questions.</p>	<p>Q and A</p> <p>Trainer observations.</p> <p>Group discussion.</p>
15 min	<p>To gain knowledge and familiarise learners with a digital SLR bridge camera and some of its basic functions.</p> <p>Learners will demonstrate how to operate a digital SLR camera to perform at</p>	<p>PowerPoint slides 4, 5, 6</p> <p>Inc. Youtube vid ***</p>	<p>Present learners with YouTube video from PowerPoint presentation.</p> <p>Ask learners to identify the functions on camera and demonstrate how to select different functions.</p> <p>Trainer to write functions on flipchart.</p> <p>Ask learners to get into pairs and give 1 camera</p>	<p>Watch video and ask questions if they have any.</p> <p>Learners will participate in group discussion and be able to summarise camera's main functions.</p> <p>Get into pairs and participate in</p>	<p>Group task.</p> <p>Q and A.</p> <p>Trainer observations.</p> <p>Discussion.</p>

	different lighting level.		to each pair. Ask learners in pairs to take 10 portrait pictures of each other - 5 with use of flash and 5 without the use of the flash function.	activity.	
10min	Refreshment break	Water Teas Coffee Cups	Trainer will tell learners they have a 10min break	N/A	N/A
10min	Learners will demonstrate how to transfer images from camera to computer. Learners will gain knowledge of how to organise digital image files.	SD Cards (Already in cameras) SD Readers (Already on computers). Computer/s	Trainer will demonstrate to learners how to open and eject SD card from camera and insert SD card reader in computer. Trainer will demonstrate to learners how to create and name a folder on computer. Trainer will demonstrate to learners how to transfer files from SD card to folder created on computer.	Get into pairs and participate in activity by demonstrating to trainer how to eject SD card from camera. Learner will create and name folder on computer. Learner will transfer file from SD card to folder created on computer.	Group task. Q and A. Trainer observations. Discussion.

20min	Learner will learn how to open, select, edit save photographs using Adobe Photoshop.	<p>Computer/s</p> <p>PowerPoint slide 7, 8, 9 inc. youtube clip**</p> <p>Handouts</p>	<p>Trainer will play short film on Adobe Photoshop.</p> <p>Trainer will briefly recap main elements with the group.</p> <p>Trainer will demonstrate how to open Photoshop and then open and select image file.</p> <p>Trainer will demonstrate how to adjust brightness, contrast, hues, how to crop, resize and save image.</p> <p>Trainer will demonstrate how to send to print - If printer is available.</p>	<p>Watch video and ask questions if they have any.</p> <p>Listen.</p> <p>Get into pairs and participate in activity.</p> <p>Learners will select images to work with.</p> <p>Learners will print and present finished images - If printer is available.</p>	<p>Group task.</p> <p>Q and A.</p> <p>Trainer observations.</p> <p>Discussion.</p> <p>Print out.</p>
10min	Learners will have knowledge of what was covered today.	PowerPoint slides (recap) 10, 11, 12	<p>Trainer will recap the day's session</p> <p>Trainer will hand out evaluation forms.</p> <p>Trainer will end session.</p>	<p>Listen.</p> <p>Give verbal feedback.</p> <p>Give written feedback through evaluation form</p>	<p>Q and A</p> <p>Trainer observations</p> <p>Writing</p>