

Teaching Scenario: Google Docs

Main Goals:	By writing collaboratively in smaller groups about the topic of silly inventions ¹ , the students foster their competence in writing short texts, giving reasons for individual actions as well as expressing their own point of view. Secondly, the teaching scenario aims at media literacy.
Time:	3 (to 4) lessons of 90 minutes
Learning Focus:	Collaborative writing
Preparation:	Every student and teacher needs to have a Google Drive account, which requires an e-mail registration. If no e-mail address is available, they could create a temporary e-mail address, e.g. via https://temp-mail.org/de/ for this teaching purpose.
Technical Requirements:	Computer room with one computer for each student or internet capable device per student (recommended: displays with at least 11 inches). One beamer is necessary for the students' presentation.

Recommended Application/Tool(s): Google Docs

The tool Google Docs unfortunately requires an e-mail registration. Nevertheless, the benefits of this tool outweigh the limitations. The major advantage of Google Docs is the collaborative writing function, which allows one to see who added which content in chronological order (date and time). This offers the possibility for the teacher to evaluate the working process in addition to the finished product. Furthermore, the students can add pictures, which might be useful in terms of visualization.

¹ Topic is linked to "Wege in die Zukunft" and the content of "new inventions" (MfBuW, 2014:29)

Year 7-8

Lesson 1:

Step 1

The teacher hands out the image of a silly invention (*e.g. worksheet 1*). The students are asked to brainstorm what the invention could be used for. Subsequently, the students talk to their partner and then in class (Think-Pair-Share method). In the end, the teacher asks about the usefulness of the invention which finally leads to the topic of silly inventions.

Step 2

In groups of three, the students have to come up with their own silly invention. To foster their creativity this will be done by using the placemat method (*Worksheet 2*). The students first think individually and then they discuss. In terms of language support the teacher provides (*Worksheet 3*) which can be used by the students if required.

Step 3

Every student gets *Worksheet 4a* and *4b*. The students are asked to collaboratively (same groups as in step 2) write a 1-2 page article about their silly invention to participate in the imaginary 2019 Innovation Conference. In order to achieve this, they write their article on Google Docs. The students start with task *1a* and *b*.

Lesson 2:

Each group continues to work on *Worksheet 4a*, i.e. writing the article about their silly invention on Google Docs.

Lesson 3:

Step 1

Each group reviews their written text from lesson 2 and sends the document via e-mail to the teacher including the link so that the teacher can later have a closer look at the students' working process.

Step 2

Presentation of every group's silly invention via beamer in front of class.

Step 3

The students are asked to reflect their own working process anonymously (*Worksheet 5*). If students are willing to share one could talk about the reflection in class.

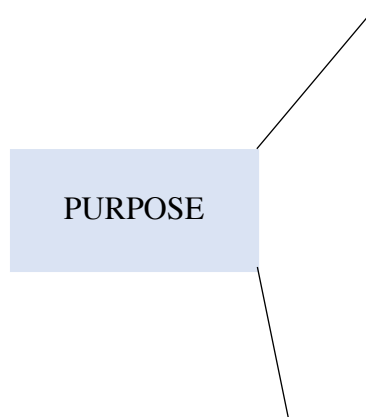
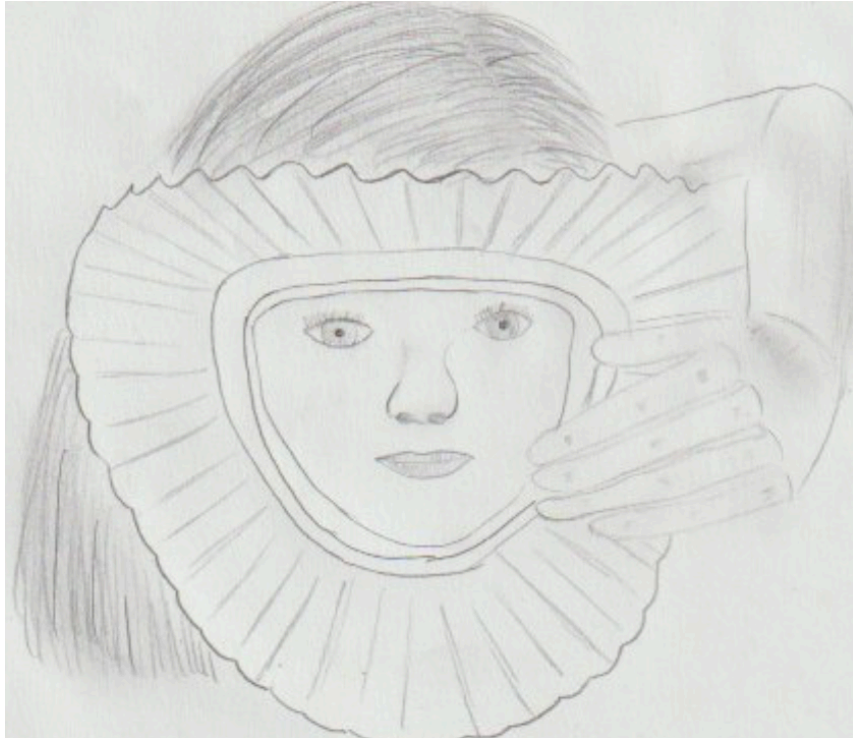
At the end/Lesson 4:

The teacher has a closer look at the comment function of Google Docs: *File > Version History > See version history* (the link of each group was sent via e-mail). Finally, the teacher announces the winner of the 2019 Innovation Conference. The result is based on the final outcome and the working process (see *Evaluation* sheet). This sheet was shown to and discussed with the students at some stage before.

² Teaching idea is based on: Herbst & Weigl, 2016:2ff.

Worksheet 1: Inventions – Example Picture

Task: Brainstorm what this invention could be used for. Write down keywords on the mind map.



Worksheet 2: Silly Inventions – Placemat

What silly item would be useful in your life? What could it look like?

What silly item would be useful in your life? What could it look like?

Our silly invention – best idea:


What silly item would be useful in your life? What could it look like?

Worksheet 3: Silly Inventions – Useful Phrases for Expressing Your Opinion

<p>Suggesting something:</p> <p>In my opinion...</p> <p>I think...</p> <p>Why don't we...?</p> <p>I'd like to suggest that...</p> <p>It seems to me we should...</p> <p>Do you think that?</p> <p>What about...?</p>	<p>Mediating:</p> <p>On the one hand..., on the other hand...</p> <p>Well, it depends...</p> <p>Let's find a compromise.</p>
<p>Agreeing:</p> <p>I agree (with you).</p> <p>You're absolutely right.</p> <p>I couldn't agree more.</p> <p>There's no question about it.</p> <p>That's a good point.</p> <p>Exactly.</p> <p>Definitely.</p>	<p>Disagreeing:</p> <p>Yes, but...</p> <p>It may be true that..., but...</p> <p>I understand the point you are making, but...</p> <p>I'm afraid I don't agree with you there.</p> <p>I (totally) disagree.</p> <p>Surely not.</p> <p>I don't share your point of view.</p>
<p>Sharing ideas:</p> <p>What do you think (about...)?</p> <p>What's your opinion (about...)?</p> <p>What do you want to add?</p> <p>My idea/invention is the following:...</p>	<p>Inventions:</p> <p>award/prize</p> <p>innovation/to innovate</p> <p>inspiration</p> <p>method/approach</p> <p>research</p> <p>resources</p> <p>advanced</p> <p>proficient</p> <p>to discover</p>

Worksheet 4a: Silly Inventions – 2019 Innovation Conference – Google Docs

Task 1:

NEWS: 

Free places left for 2019 Innovation Conference. Please send us a 1-2 pages article containing the following information about your most silly invention: name, inventors, design, use and function.

Your group wants to participate in the 2019 Innovation Conference. The required article will be written by your whole group on Google Docs in order to achieve the best result as possible.

- a. Fill in *Worksheet 4b* using keywords only. Decide who is going to write the draft on Google Docs of either the design, use or function. Note down the initial letters in the right column under the symbol.
- b. Set up Google Docs by using the step by step guide below.
- c. Each of you starts to write their part (see subtask a) using the keywords on *Worksheet 4b*. For adding pictures, see below.
- d. Those who have finished their part start reading over it as well as over the paragraphs written by the others. You should look out for mistakes (e.g. in terms of content, spelling, grammar). For exchange with your group members you are supposed to use the comment function of Google Docs. First, you mark the passage then you click on the **+** on the top. In the occurring text field, you type in your comment. This comment will occur on the displays of the others.
- e. When all of you have written their parts, you need to revise the article as a whole (content and form). Look at all the comments. Read carefully, spot mistakes, add suggestions of improvement and make your text ready for the 2019 Innovation Conference Committee.
- f. Send your text to your teacher: **File** → **Email as attachment**. In the occurring message field you have to paste the link of your Google Docs document.

How to add pictures:




Click on the symbol with the two little triangles on top of the page. Then click on **Camera**.

Tip: It might be easier to do it with your mobile phone, because then you can easily take a photo of a drawing you have on paper.

i Step by Step Guide for Setting up Google Docs:

- I. Each of you needs to set up a Google Drive account:
<https://www.google.com/intl/de/drive/>.
- II. One group member clicks the following functions: **+** → **Google Docs** → **Untitled document** (upper left corner). There you type in the name of your groups' silly invention. Then you click on **Share** (upper right corner) → **Get shareable link** → **Copy link**. Finally, you send the copied link via e-mail to your other two group members.
- III. The other 2 members open the link they received via e-mail.
- IV. Now, Google Drive is set. You can work on tasks 1c-f (*Worksheet 4a*).

Worksheet 4b: Silly Inventions – Our Own Silly Invention

Keywords	
Name of invention	
Inventors	
Link	https://
Design: drawing and explanation	
Use	
Function	

Worksheet 5: Silly Inventions - Reflection of my own working process

Task: Answer the following questions honestly on your own. Your answers will be kept anonymously.

1. How happy am I with the final text about our silly invention?

☹ ☺

2. Would I also consider the final result as my own piece of work?

- yes
- no

Explain why:

3. How was the group atmosphere?

☹ ☺

4. Which problems occurred? How did we solve them?

5. Did the comment function in Google Docs help to improve the quality of the text?

- yes
- no

Explain why:

6. Do I want to comment on something else?

Evaluation: Silly inventions – students' articles

CONTENT		60%
Name of invention is given		
Inventors' names are given		
Design: <ul style="list-style-type: none">- Drawing is included and understandable- Explanations are given		
Use		
Function		

FORM		40%
Appropriate language (vocabulary)		
Spelling		
Grammar		
Use of the comment Function in Google Docs: <ul style="list-style-type: none">- Participation of every group member- Contribution to the finished text		
Layout: <ul style="list-style-type: none">- Clear structure- Headlines		

GRADING OVERVIEW	
Content (60%)	
Form (40%)	
Final grade	