

GCSE Coursework Assignment 1a October 2005

Short Book (Word Processing Exercise)

Introduction to the task

The task for this coursework is to construct a short story in the form of a small book. Each student can choose their own short story, the text for which can be created by the student (in your own time) or could be found from the internet. With regards to the text, I'd recommend that you get some from the internet (or other sources) and some of your own creation (or from other sources).

At least two things need to be made for this project.

1. A short book (minimum 8 pages) containing the story and other appropriate features (covered later).
2. A short report detailing how you went about the project and the choices & research you did for the project. This report is best generated at the same time as performing the task.

Objectives of the Coursework

- ❖ Choose and explain an audience including:
 - age range
 - gender
 - etc...
- ❖ Plan (note this is different from actually doing) the layout of the book including:
 - Positioning of text
 - Positioning of images
 - Front cover
 - Back cover
- ❖ Obtain Text & other resources
 - Use web resources like <http://www.gutenberg.org/> for the text (plus include your own)
- ❖ When creating the book format the fonts for the book suitably for both titles and the main content. Remember the following pointers:
 - All text must be easy to read:
 - Pick an appropriately sized font
 - Pick an easy to read font
 - Titles must stand out
 - Use an appropriate/interesting font for your story
- ❖ The final book needs to include images appropriate to the text/story. Include a mixture of:
 - Images from the internet
 - Images from books/magazines
 - Clipart
- ❖ You must include a Front cover with the following information/contents:
 - The title of the story
 - An appropriate image
 - Any other information you think appropriate
- ❖ You must include a back cover with the following information/contents:
 - A summary of the story (In your own words) as personally created text.
 - An appropriate image
 - Prices (RRP) for the book In UK £, Euros € and any other appropriate currencies. For full marks you have to do the following with the prices.
 - Research appropriate prices
 - Convert the currency (document how)
 - Use the correct symbols (£, \$, € etc...)
- ❖ The Fonts, Images and styles used in your document must be consistent.
- ❖ The documents must be saved with appropriate file names in a subfolder of your home drive (the one with your name on). The subfolder must be called "coursework 1a".
- ❖ Work must be spell checked and proof read.

Requirements for full marks

General pointers

- ❖ The contents of your book must include:
 - Text
 - Images
 - Numbers
- ❖ It is important to get all contents for your book from a combination of:
 - IT sources:
 - The Internet
 - CD ROMs
 - Non-IT sources:
 - Books
 - Magazines
 - Newspapers
 - Creative writing
- ❖ It is important that you derive new information of text, images and numbers from IT sources and non-IT sources using word-processing, graphics packages and spreadsheets to produce new text, images and numbers for use in the final product. *e.g.* using spreadsheets to get numbers into foreign currency for the pricing of your book.
- ❖ Your report should contain information on how you constructed the pages, trying (experimenting with) different layouts and how you decided on a final, consistent approach to the layout of the pages.
- ❖ Produce evidence for the "Add-On" marks by writing about the criteria requirements by referring to your own work - *e.g.* how have you worked safely, how copyright issues affected your choice of images, text etc, and so on.

Specification

These are the requirements listed for full marks in the coursework according to the OCR specification. This is not a final list however it can be used as a guideline of the requirements.

- ❖ Use a computer to develop a significant piece of work using different types of information from a range of IT sources and non-IT sources.
- ❖ State the purpose of the work.
- ❖ Write down how the development matches the purpose of the work.
- ❖ Search for information using multiple criteria.
- ❖ Use hyperlinks or refined searches to identify information which is suitable for the purpose of the work.
- ❖ Use editing techniques to bring in some of the information.
- ❖ Use formatting techniques to bring in some of the information.
- ❖ Derive new information for inclusion in the work.
- ❖ Experiment with layouts and choose an appropriate layout for the selected information.
- ❖ Include text, images and numbers in the work.
- ❖ Show consistency throughout the work.
- ❖ Use a spell checker and a proof reader to check the accuracy of the work.
- ❖ Save the work using appropriate folders and file names.

These are the requirements for "Add-On". Again you can use them as hints or as a check list for the areas you have covered in your project.

- ❖ Can write about the advantages and disadvantages of using IT.
- ❖ Can work safely and take care of equipment and avoid losing information.
- ❖ Can identify errors and their causes.
- ❖ Knows how to minimise risks from viruses.
- ❖ Knows how to work safely and minimise health risks.