單位三：修改訂正

單位簡介：

- 本單位要求學生修訂示例的格式及內容，列舉的五個示例均涵蓋下列學習重點：
  - 認識鍵盤各鍵的位置及功能
  - 利用鍵盤或手寫識別裝置輸入文字
  - 刪除/插入
  - 復原/取消復原
  - 預覽列印/列印
  - 提取檔案

- 教師可自行設計其他活動指導學生掌握上述重點；若選用本單位任何一個示例，請先把選用的示例從光碟抄錄到學生的電腦或磁碟內。

- 這些活動可以在不同的課堂進行，例如：

	題 材	活 動 舉 隅	檔案名稱
英文科	A poem about shopping	Creating one's own poem	Epoem
	Sunday activities	Writing about Sunday activities	Eediting
	Making friends	Writing letters to pen friends	Eletter
中文科	詩歌欣賞	仿作詩歌	Cpoem
	給親友的信	學習書信格式	Cletter

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- 本單位以 'A poem about shopping' 為例，詳細介紹如何利用文字處理完成這個課業；其他示例的製作步驟大致相同，故只作簡略介紹。

活動示例：

✎ Theme:　A poem about shopping

✎ Procedure: ❶ When teaching the topic about shopping, the teacher may, at the appropriate time, let pupils open the file 'Epoem' and read Part 1 for pleasure.

> **Part 1　–　Read this poem**
>
> > **A Fly with a Tie**
> > Where are you going, my little fly?
> > 　　I'm going to buy a new tie.
> > What? A fly to buy a tie?
> > 　　A tie for a fly?
> > A fly doesn't need a tie.
> > 　　How strange to see a fly with a tie!

❷ The teacher guides pupils to find out the rhyming words of the poem, e.g. a fly / a tie, and understand the format and layout of the poem.

❸ Through brainstorming, pupils think of other rhyming words that can substitute for those in the poem, e.g. a hen/a pen, a fox/a box, a dog/a clock, a snake/a cake, a mouse/a house, a goat/a boat. These words may be put on the blackboard.

❹ Pupils then work individually, in pairs or in groups on Part 2 on the computer. They substitute the rhyming words to create a new poem. They also need to arrange the format and layout of their new poem.

> **Part 2　-　Creating your own poem**
> Write your own poem by changing the words in red.
> You also need to arrange the writing in lines.
> (You may make the lines look like those in 'A Fly with a Tie' in Part 1.)
>
> > A Fly with a Tie Where are you going, my little fly? I'm going to buy a new tie. What? A fly to buy a tie? A tie for a fly? A fly doesn't need a tie. How strange to see a fly with a tie!

❺ Pupils hand in the poems they have created to the teacher.

❻ The exemplar rhyme after the completion of the task and the steps for creating the new poem are as follows:

A Hen with a Pen

Where are you going, my little hen?

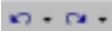I'm going to buy a new pen.

What? A hen to buy a pen?

A pen for a hen?

A hen doesn't need a pen.

How strange to see a hen with a pen!

☺ *Formatting layout*

i. To start a new line, move the cursor to the beginning of the word that should start the new line, e.g. 'Where'. Then press ⟦Enter⟧.

ii. To indent a line, move the cursor to the beginning of the line and press ⟦Tab⟧.

☺ *Editing*

iii. Move the cursor to the beginning of the word to be edited, e.g.'Fly'. Then select the whole word.

iv. Press ⟦Delete.⟧.

v. Press ⟦Shift⟧ to type 'H'. Then type 'en' to replace 'Fly'.

vi. Edit the other rhyming words in a similar way.

vii. If necessary, click the Undo Icon or/and Redo Icon ↰ ▾ ↱ ▾ to restore what has been changed.

☺ *Printing*

viii. Click the Print Preview Icon ▣ to check the layout.

ix. Click the Print Icon 🖨 to print the page/s.

備註：其他活動建議

示例 ①

✎ Theme : Sunday activities

✎ Description : Through an editing task, learners consolidate the use of the simple present tense to describe habitual actions.
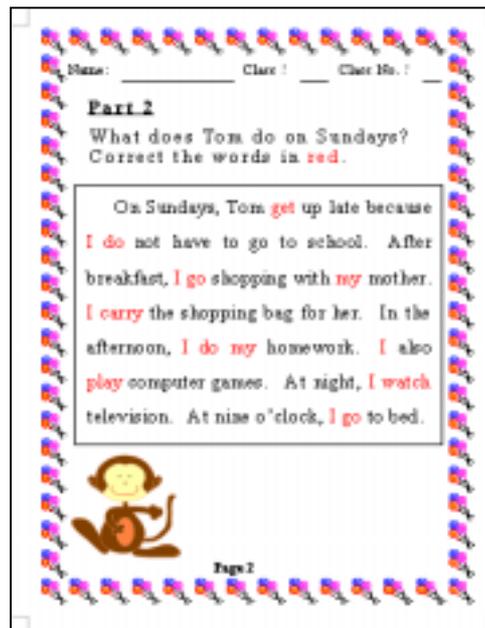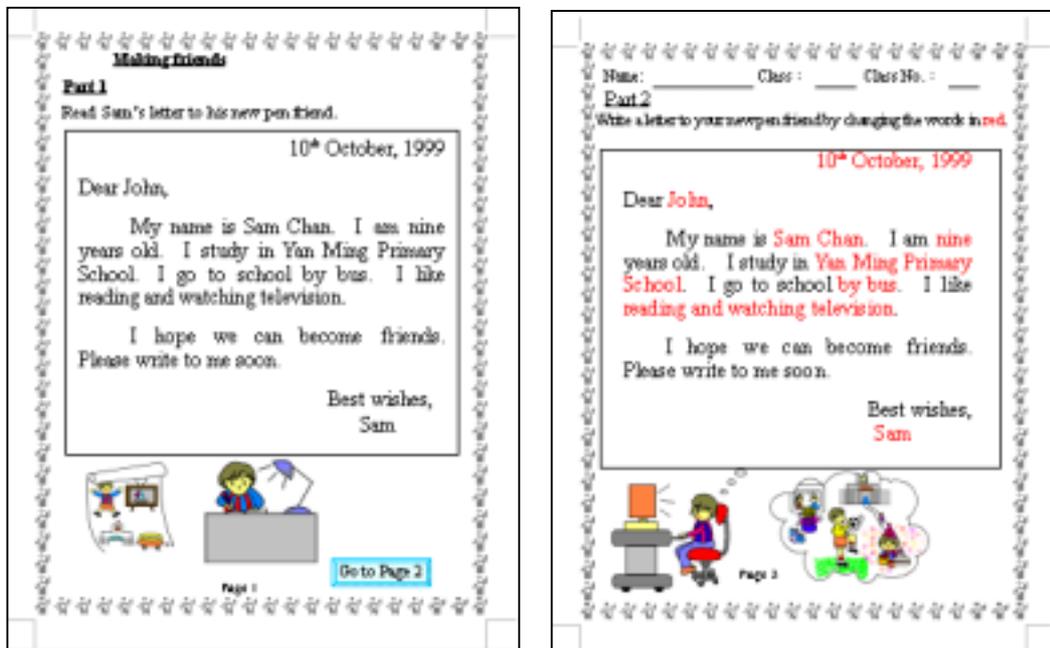

File name: Eediting

After completion of task:

> On Sundays, Tom gets up late because he does not have to go to school.   After breakfast, he goes shopping with his mother.   He carries the shopping bag for her.   In the afternoon, he does his homework.   He also plays computer games.   At night, he watches television.   At nine o'clock, he goes to bed.

示例 ②

✎   Theme :   Making friends

✎   Description: Through parallel writing, learners learn how to introduce themselves when writing to pen friends.

File name: Eletter

Exemplar letter after completion of task:

> 15th January, 2000
>
> Dear Mary,
>
> My name is Sally Wong.   I am eight years old.   I study in Wang Sin Primary School.   I go to school on foot. I like drawing and singing.
>
> I hope we can become friends.   Please write to me soon.
>
> Best wishes,
> Sally

示例 ③

✎ 題材： 詩歌欣賞

✎ 說明： 中文課文有不少是詩歌。為提高學生對詩歌的興趣，教師可選取任何一篇作為範本，亦可使用以下材料，供學生仿作。

完成作品的樣式：

<div style="border:1px solid">

我為愛我的父母歌唱

我為愛我的父母歌唱。
　　我歌唱陽光，
　　我歌唱星輝，
　　我歌唱父母無微不至的照顧，
　　我歌唱他們永遠平安。

我的歌呵，
　　你飛吧，
飛到每一個孩子的心中
　　去找你居住的地方。

</div>

示例 ④

✎ 題材： 給親友的信

✎ 說明： 學生研讀中文課文中的書信，了解給親友書信的格式，然後以
這個改錯活動作為鞏固練習。

檔案: Cletter

完成作品的樣式：

慶表哥：

　　你好嗎？很是想念。我們準備到
美國探望外公外婆，現在正忙著收拾行
李。當我們回來的時候，我會再寫信給
你。最後，請代問候姑丈和姑母。

　　祝你

工作愉快！

　　　　　　　　　　　　　小明

　　　　　　　　　　　　　十月三日