



PROJECT PLAN

FINAL PRODUCT

You create a video of **2-3 minutes** for an intern from Ireland who is joining your team in August.

In your video you must...

provide general information about your company and include one fun fact that most people don't know about your company.

introduce your team, also say who you admire most and why.

present your tasks and responsibilities.

show your favorite place at work and say why you like this place.

give advice on how to survive the first week at work.

add anything else that you think is worth mentioning.

Important

both of you must speak equally in the video. You are not allowed to let other people e.g. your work colleagues speak for you

you are only allowed to film in your company if your company approved the *Declaration of Consent* and if you handed the declaration in on time to your teacher.



PROJECT PLAN & DEADLINES

All the tasks below need to be completed in the designated week. There are some **checkpoints** where you have to show your work progress to your teacher.

Project Week 1 (3 lessons)

1. Chapter: Getting Organized (15')
do *Task 1 – Lerncode* together with your teacher
do *Task 2 – Group Formation*
2. Chapter: All You Need to Know (10')
read through the entire chapter carefully, ask your teacher if something is not clear
3. Chapter: Getting to Know Your Company (45')
do *Task 1 – Describing a Company in English*
save your screenshot of the exercise in *step 1*
do *Task 2 – Talking About Your Company*
do *Task 3 – Research Time*

CHECKPOINT 1



Show these **completed tasks** to your teacher in the **second lesson**:
Task 1 including your screenshot in *Getting to Know Your Company*
Task 2-3 including your research notes in *Getting to Know Your Company*

4. Chapter: Talking About My Company & Job (35')
do *Task 1 – Word for Word*
do *Task 2 – Ready for the Challenge?*
5. Chapter: Filming Like a Pro (30')
do *Task 1 – Word for Word*
do *Task 2 – Ready for the Challenge?*

CHECKPOINT 2



By the end of the third lesson:
download your *Lernstand* and send it to your teacher on *MS Teams*
If you have followed the instructions carefully and completed everything, you can work outside the classroom next week.



Project Week 2 (3 lessons)

1. Chapter: Your Story (90')
read through the green boxes
do *step 1-2*
get together with your teacher in the **third lesson** and discuss your screenplay
adjust your screenplay after your discussion
send your updated screenplay to your teacher on *MS Teams*
2. Chapter: Aaand Action! (45')
read through the section *Tripods* and watch the video
start filming either at school

Project Week 3 (3 lessons)

1. Chapter: Aaand Action! (90')
film your video either at school or in your company. Look at page 1 again to make sure that your video meets the requirements.
2. Chapter: Adding the Finishing Touches (45')
start with *step 1* in *Task – After the Curtains fell* at home

Project Week 4 (1 lesson)

1. Chapter: Adding the Finishing Touches (30')
finish *step 1* in *Task – After the Curtains fell*
do *step 2* in *Task – After the Curtains fell*
upload your video to the folder *Videos* in the folder *Spotlight – Presenting Your Company* in the English channel on *MS Teams* **by the end of the first lesson.**
2. Chapter: Looking Back (15')
on your own, do *Task – Mirror Mirror on the Wall*

CHECKPOINT 3



By the end of the first lesson:

- upload your video to the folder *videos* (folder: *Spotlight – Presenting Your Company*) in the English channel on *MS Teams*
- download your *Lernstand* and send it to your teacher on *MS Teams*