**TIME LOG**

Full-credit courses are scheduled for a minimum of 110 hours and half-credit courses are scheduled for a minimum of 55 hours as documented on the school’s timetable and hours are to be verifiable through teacher planning, assessment, and attendance record. All students are expected to log actual hours/times for each online course.

**Instructions**: This log includes an estimate of the amount of time that you are expected to spend on each activity. Carefully log the time it takes to actually complete each activity. Submit this completed document once you have completed the unit . This will help you to monitor your time management throughout the course

**Unit 1 : Summary Writing**

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| --- | --- | --- | --- |
| **Date** | **Activity** | **Estimated Time Taken to Complete the Activity** | **Time Taken to Complete the Activity** |
| **Lesson 1.1** |  |  |  |
|  | Icebreaker | 5 mins |  |
|  | Introduction Video | 2 mins |  |
|  | Glossary and Quiz | 20 mins |  |
|  | Lecture 1 - Brainstorming | 7 mins |  |
|  | Activity 1 - Brainstorming | 5 mins |  |
|  | Reading - The World’s Weirdest Natural Disasters | 25 mins |  |
|  | Reading Comprehension Quiz | 5 mins |  |
|  | Lecture 2 - Summary Writing | 10 mins |  |
|  | Writing Task 1 - Finding the main ideas | 30 mins |  |
|  | Lecture 3- A Summary Example | 10 mins |  |
|  | Writing Task 2 -Summary | 30 mins |  |
|  | Checklist | 5 mins |  |
|  | Discussion Forum | 20 mins |  |
|  | Exit card | 5 mins |  |
|  |  |  |  |
| Lesson 1.2 |  |  |  |
|  | Icebreaker | 5 mins |  |
|  | Introduction Video | 2 mins |  |
|  | Glossary/ Quiz | 20 mins |  |
|  | Lecture- Previewing the text | 3 mins |  |
|  | Video- Prisoners of Snow trailer | 5 mins |  |
|  | Journal Entry | 15 mins |  |
|  | Reading- The 1972 Andes Flight Disaster | 25 mins |  |
|  | Reading Comprehension Quiz | 5 mins |  |
|  | Lecture WH questions | 7 mins |  |
|  | Activity - The 5 W’s and H | 30 mins |  |
|  | Summary | 30 mins |  |
|  | Checklist | 5 mins |  |
|  | Discussion Forum | 20 mins |  |
|  | Exit card | 5 mins |  |
| Lesson 1.3 |  |  |  |
|  | Icebreaker | 5 mins |  |
|  | Glossary /Quiz | 20 mins |  |
|  | Introduction video | 2 mins |  |
|  | Lecture- Visualization | 10 mins |  |
|  | Video/Quiz - Why do Whales Sing? | 30 mins |  |
|  | Reading - Saving the Whales | 20 mins |  |
|  | Questions on the Text | 30 mins |  |
|  | Lecture- Explaining the Rubric | 8 mins |  |
|  | Writing- Summary | 30 mins |  |
|  | Checklist | 5 mins |  |
|  | Discussion forum | 15 mins |  |
|  | Exit Card | 5 mins |  |
| Lesson 1.4 |  |  |  |
|  | Icebreaker | 5 mins |  |
|  | Glossary /Quiz | 20 mins |  |
|  | Lecture- Test Overview | 5 mins |  |
|  | Test | 90 mins |  |
|  | Lecture- Conversation Assessment | 5 mins |  |
|  | Student/Teacher Conversation | 30 mins |  |
|  | Discussion Forum | 20 mins |  |
|  | Exit card | 5 mins |  |