

7

Lesson Exemplar for TLE

Quarter 1

Lesson

5

GOVERNMENT PROPERTY
NOT FOR SALE

Lesson Exemplar for TLE Grade 7
Quarter 1: Lesson 5 (Week 5)
SY 2024-2025

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TLE/ QUARTER 1/ GRADE 7

I. CURRICULUM CONTENT, STANDARDS, AND LESSON COMPETENCIES

A. Content Standards	The learners will <ul style="list-style-type: none">• Demonstrate an understanding of using productivity software.
B. Performance Standards	The learners perform the utilization of productivity tools in a safe and responsible manner.
C. Learning Competencies and Objectives	Learning Competencies Create word documents with page breaks, auto tables of contents, mail merge, and references. Learning objectives At the end of the lesson, the learners shall be able to: <ol style="list-style-type: none">1. Generate a simple document with citations.2. Produce a simple document with a mail merge.
D. Content	Word Processing Software <ul style="list-style-type: none">• mail merge• references
E. Integration	SDG 4: Quality Education SGD 9: Industry, Innovation and Infrastructure

II. LEARNING RESOURCES

- Add citations in a Word document - Microsoft Support. (n.d.). <https://support.microsoft.com/en-us/office/add-citations-in-a-word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127>
- Data sources you can use for a mail merge - Microsoft Support. (n.d.). <https://prod.support.services.microsoft.com/en-us/office/data-sources-you-can-use-for-a-mail-merge-9de322a6-f0f9-448d-a113-5fab317d9ef4>
- Data sources you can use for a mail merge - Microsoft Support. (n.d.). <https://prod.support.services.microsoft.com/en-us/office/data-sources-you-can-use-for-a-mail-merge-9de322a6-f0f9-448d-a113-5fab317d9ef4>
- Insert Address Block dialog - Microsoft Support. (n.d.). <https://prod.support.services.microsoft.com/en-us/office/insert-address-block-dialog-0d5cc26c-9cf9-46b0-8c6c-ddc06f4013d3>
- Insert mail merge fields - Microsoft Support. (n.d.). <https://prod.support.services.microsoft.com/en-us/office/insert-mail-merge-fields-9a1ab5e3-2d7a-420d-8d7e-7cc26f26acff>

Video: Mail merge. (n.d.). <https://prod.support.services.microsoft.com/en-us/office/use-mail-merge-to-personalize-letters-d7686bb1-3077-4af3-926b-8c825e9505a3>

Video: Mail merge. (n.d.). Microsoft Support. <https://prod.support.services.microsoft.com/en-us/office/video-mail-merge-507b5468-f771-485d-9ef0-27857168a266>

Word 2016: Mail Merge. (n.d.). GCFGlobal.org. <https://edu.gcfglobal.org/en/word2016/mail-merge/1/>

III. TEACHING AND LEARNING PROCEDURE		NOTES TO TEACHERS
<p>A. Activating Prior Knowledge</p>	<p>DAY 1</p> <p>1. Short Review</p> <p>Before diving into exciting new features of word processing software, let's take a creative trip down memory lane to review the powerful tools we've already mastered—page breaks and auto table of contents. Imagine you're creating a magical book filled with enchanted stories. To make it reader-friendly, you need to organize it beautifully. Let's recall how we did that using page breaks and auto tables of contents.</p> <p>Questions:</p> <ol style="list-style-type: none"> 1. Imagine you're writing a book of spells. Who can remind us what a page break is and why we use it to separate different sections or chapters of our spell book?" 2. Now, think of our spell book having hundreds of pages. Can anyone explain how an auto table of contents is like a magical map that helps readers navigate through the chapters? Why is this feature so useful in a long document? <p>Mail merge in MS Word is a helpful feature that allows you to create personalized documents, such as letters or labels, for multiple recipients at once. By using a list of information, you can automate the process of customizing each document with individual details like names, addresses, and other specific content.</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. Letter to Students: Imagine you need to send a letter to all your classmates about an upcoming event. With mail merge, you can create one template letter and automatically fill in each person's name to make it personal for every recipient. 2. Address Labels: If you're sending out invitations to a party, you can use mail merge to create address labels for each guest on your list. This way, you don't have to handwrite each label - Word does it for you! 	<p>Encourage students to think about how page breaks help in creating clean separations between chapters, much like turning a page in a real book.</p> <p>Get students to visualize an auto table of contents as a guide or index in a book of spells, which magically updates itself to point to the correct locations of each chapter or section.</p> <p>By understanding mail merge and practicing with these examples and analogies, the learners will be able to easily create personalized documents efficiently using MS Word.</p> <p>B. Introduce the concept of mail merge by asking students how personalization can make a document more engaging.</p> <p>C. Show a sample personalized letter</p>

	<p>Analogies:</p> <ol style="list-style-type: none"> 1. Bakery Analogy: Think of mail merge like a bakery making personalized cakes. The bakery has a list of orders with different names and decorations. With mail merge, Word is the baker, and the list of orders is your data source. Word helps add the unique touches to each cake just like it personalizes each document with specific information. 2. School Yearbook Analogy: In a school yearbook, each student has their own section with a customized message. Mail merge works similarly - like a magical yearbook editor that automatically fills in the personalized details for each student without having to write it out by hand. <p>2. Feedback (Optional)</p>	<p>compared to a generic one and discuss the differences.</p>
<p>B. Establishing Lesson Purpose</p>	<p>1. Lesson Purpose</p> <p>Imagine you're creating a legendary recipe book for Filipino mythical creatures. You want to personalize each recipe for different creatures like the kapre, tikbalang, and diwata without rewriting it many times. That's where our magic tool, the mail merge feature, comes in!</p> <p>Questions:</p> <ol style="list-style-type: none"> 1. Why do you think the mail merge feature is like a magical spell? How can it help you send personalized recipes to different Filipino mythical creatures quickly and efficiently? 2. Imagine you're writing a research paper on Philippine folklore and need to ensure every fact and reference is accurate. How can using references improve the quality and credibility of your documents, just like citing ancient Filipino legends in your research? <p>Mail Merge allows you to create a batch of personalized documents where each document shares the same layout, formatting, text, and graphics, except for specific personalized parts.</p> <ul style="list-style-type: none"> • These personalized parts can include recipient names, addresses, and other customized information. • You associate a data source (such as an Excel spreadsheet, Outlook contact list, or any other database) with your Word document. <p>Common Document Types for Mail Merge:</p> <ul style="list-style-type: none"> • Letters: Create personalized letters with a customized greeting for each recipient. Each letter prints on a separate sheet of paper. • Emails: Send personalized email messages directly from Word, where each recipient's address is the only address on the "To" line. 	<p>Encourage students to think of mail merge as a magical tool that automates repetitive tasks, making it easier to personalize documents for many recipients at once.</p> <p>Get students to see references as a way to strengthen their documents, much like how citing reputable sources adds authority and trustworthiness to academic writing.</p> <p>By the end of this lesson, you will understand how to use mail merge to automate sending personalized documents and how to insert and manage references to support your research and writing.</p>

	<ul style="list-style-type: none"> • Envelopes or Labels: Generate envelopes or sheets of mailing labels with names and addresses from your data source. • Directories: Create a list of information for each item in your data source (also known as a catalog merge). Useful for printing contact lists or grouping information. <p>Data Sources:</p> <ul style="list-style-type: none"> • You can use various data sources, including Excel spreadsheets, Outlook contacts, or any database that Word can connect to. • If you don't have an existing data source, you can even type it directly in Word during the mail merge process. <p>In Microsoft Word, references and citations serve important purposes in academic and professional writing.</p> <ol style="list-style-type: none"> 1. Citations: <ul style="list-style-type: none"> ○ Citations enhance the credibility of your work, demonstrate thorough research, and allow readers to verify the information you've presented. 2. Bibliography: <ul style="list-style-type: none"> ○ The bibliography allows readers to explore the sources further, verify facts, and delve deeper into the topic. It also helps prevent plagiarism by giving proper credit to the original authors. 3. Microsoft Word's Reference Tools: <ul style="list-style-type: none"> ○ These tools streamline the process of organizing and formatting references, making it easier for writers to maintain consistency and adhere to specific citation styles. <p>2. Unlocking Content Area Vocabulary</p> <ul style="list-style-type: none"> • Mail Merge - Mail merge is a powerful feature in Microsoft Word that allows you to create personalized documents, such as letters, envelopes, labels, or email messages, by combining a fixed template with variable data from a list or database. • Citations - a way to give credit to the sources of information you use in your research or writing. • Reference - is a helpful tool that allows you to add citations, footnotes, endnotes, and tables of contents to your documents. 	
<p>C. Developing and Deepening Understanding</p>	<p>SUB-TOPIC 1: Mail Merge</p> <p>1. Explication</p> <p>Mail merge in MS Word is a useful tool that allows you to personalize documents such as letters, envelopes, labels, and e-mails.</p>	

The teacher will ask the learners the following elicitation questions to develop understanding on the topic.

- What is mail merge and how is it typically used in document processing?
- How can mail merge help improve efficiency when sending out personalized documents to a large group of recipients?
- What are some key steps involved in setting up a mail merge in a word processing software?

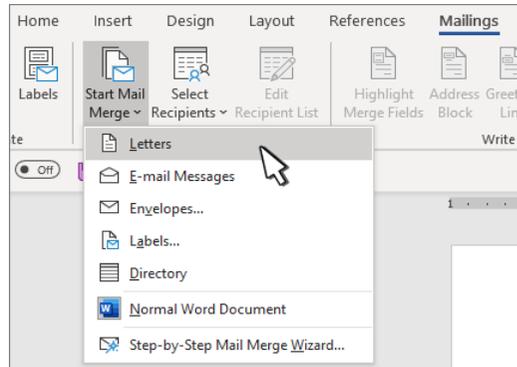
2. Worked Example

Today, we'll learn about the powerful mail merge feature. I'll demonstrate how to set it up and use it effectively to personalize your documents.

Demonstration: Step-by-Step for Mail Merge

Prepare your letter

1. Go to **Mailings > Start Mail Merge > Letters**.



2. In Word, type the body of the letter that you want to send to your mailing list.

Set up your mailing list

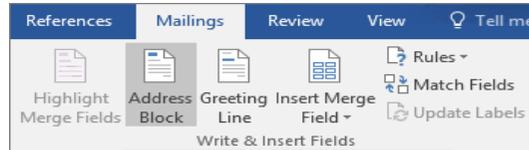
Your mailing list is a data source that contains the information that Word uses to customize your letter. See [Data sources you can use for a mail merge - Microsoft Support](https://support.microsoft.com/en-us/office/add-citations-in-a-word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127). If you need to sort or filter your mailing list, see [Mail merge: Edit recipients](#).

Add personalized content to your letter

Add content to your letter that's different for each person who receives it.

<https://support.microsoft.com/en-us/office/add-citations-in-a-word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127>

1. Go to **Mailings > Address Block**.



2. Choose a format for the recipient's name In the **Insert Address Block** dialog box.



For more info, see [Insert Address Block](#).

3. Choose **OK**.
4. Choose **Greeting Line**.



5. Select the format you want to use in the **Insert Greeting Line** dialog box.

For more info, see [Insert Greeting Line](#).

6. Select **OK** to insert the greeting line field.

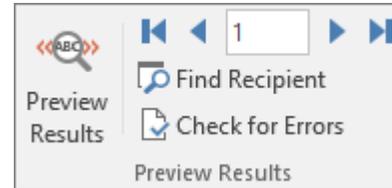
7. Go to **File > Save**.

To insert other custom information from your mailing list, see [add mail merge fields one at a time](#).

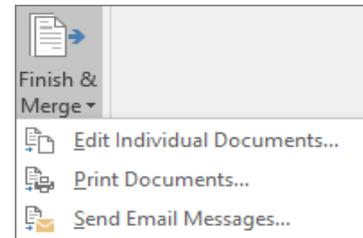
Data sources you can use for a mail merge - Microsoft Support. (n.d.). <https://prod.support.services.microsoft.com/en-us/office/data-sources-you-can-use-for-a-mail-merge-9de322a6-f0f9-448d-a113-5fab317d9ef4>

Preview and print the letters

1. Go to **Mailings > Preview Results** to preview your letters.



2. Choose **Next** or **Previous** to scroll through your data set to be sure the names and addresses look right.
3. Select **Preview Results** again switch from the merged results back to the mail merge fields in your letter
4. Select **Finish & Merge > Print Documents**. Choose **Edit Individual Documents**, **Print Documents**, or **Send Email Messages**.



Save your personalized letter

1. Go to **File > Save**. When you save the mail merge document, it stays connected to your mailing list for future use.
2. To reuse your mail merge document, open the mail merge document. Choose **Yes** when Word prompts you to keep the connection.
3. You can learn more about how mail merge for letters works in the following video that is part of a [training course](#).

Day 2

3. Lesson Activity

(See worksheet #1 for the activity which students will accomplish.)

This activity will help you understand how to create customized letters using the Mail Merge feature. You'll be able to generate bulk letters or emails without manually pasting individual names, addresses, and other information into each letter.

Here are the steps for the learning activity:

1. **Open Microsoft Word:**
 - o Start by opening an existing Word document or creating a new one.
2. **Access the Mail Merge Wizard:**
 - o Go to the **Mailings** tab.
 - o Click on the **Start Mail Merge** command.

Insert Address Block dialog - Microsoft Support. (n.d.).
<https://prod.support.services.microsoft.com/en-us/office/insert-address-block-dialog-0d5cc26c-9cf9-46b0-8c6c-ddc06f4013d3>

Insert mail merge fields - Microsoft Support. (n.d.).
<https://prod.support.services.microsoft.com/en-us/office/insert-mail-merge-fields-9a1ab5e3-2d7a-420d-8d7e-7cc26f26acff>

Assessment:

- **Observation:** Monitor students during practice.
- **Discussion:** Engage students in a discussion about the role of mail merge in

- Select **Step-by-Step Mail Merge Wizard** from the drop-down menu.
- 3. **Choose the Document Type:**
 - In the Mail Merge task pane, choose the type of document you want to create (e.g., letters, envelopes, labels).
 - For this activity, let's select **Letters**.
 - Click **Next: Starting document** to proceed.
- 4. **Select Recipients:**
 - You'll need an address list (recipient data) to automatically place each address into the document.
 - You can use an existing file (e.g., an Excel workbook) or type a new address list within the Mail Merge Wizard.
 - Select **Use an existing list** and browse to your file.
 - If using an Excel workbook, choose the appropriate worksheet.
 - In the **Mail Merge Recipients** dialog box, select the recipients you want to include in the merge.
 - Click **OK** when done.
- 5. **Write Your Letter:**
 - Now you're ready to write your letter.
 - Each copy of the letter will have the same content, with recipient data (e.g., name, address) inserted dynamically.
 - Insert placeholders (merge fields) for recipient data where needed.
 - For example, use the **Address block** placeholder to automatically include recipient addresses.
- 6. **Preview and Complete:**
 - Preview the merged documents to ensure accuracy.
 - Navigate through recipients using **Next** or **Previous**.
 - Once satisfied, click **Finish & Merge** to print, email, or save the personalized letters.

documents/letters/memo

DAY 3

SUB-TOPIC 2: Reference

1. Explicitation

The following questions will be asked to the learners to understand the purpose of reference and citations, the process of inserting citations in MS Word, the importance of following citation styles, distinguishing between bibliography and reference list, and utilizing the “Manage Sources” feature:

1. What is the purpose of including references and citations in a document?
2. How can you insert a citation using the built-in features of Microsoft Word?

Video: Mail merge. (n.d.). Microsoft Support.

<https://prod.support.services.microsoft.com/en-us/office/video-mail-merge-507b5468-f771-485d-9ef0-27857168a266>

Word 2016: Mail Merge. (n.d.). GCFGlobal.org.

3. Why is it important to follow a specific citation style (e.g., APA, MLA) when including references in academic writing?
4. Can you explain the difference between a bibliography and a reference list when creating citations in MS Word?
5. How does using the "Manage Sources" feature in Microsoft Word help in
6. organizing references and creating citations efficiently?

<https://edu.gcfglobal.org/en/word/2016/mail-merge/1/>

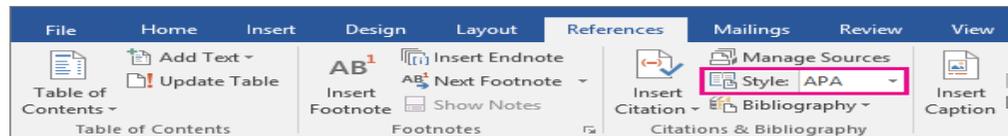
2. Worked Example

In Word, you can easily add citations when writing a document where you need to cite your sources, such as a research paper. Citations can be added in various formats, including [APA](#), [Chicago-style](#), GOST, IEEE, ISO 690, and [MLA](#). Afterwards, you can [create a bibliography](#) of the sources you used to write your paper.

To add a citation to your document, you first add the source that you used.

Add a new citation and source to a document

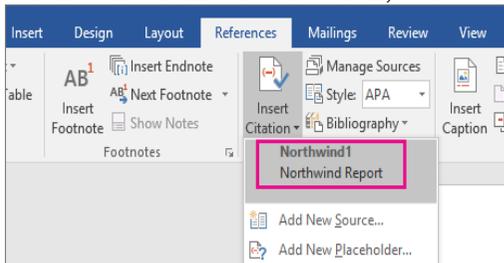
1. On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style** and click the style that you want to use for the citation and source. For example, social sciences documents usually use the MLA or APA styles for citations and sources.



2. Click at the end of the sentence or phrase that you want to cite.
3. On the **Reference** tab, click **Insert Citation** and then do one of the following:
 - To add the source information, click **Add New Source**, and then, in the **Create Source** dialog box, click the arrow next to **Type of Source**, and select the type of source you want to use (for example, a book section or a website).
 - To add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in Source Manager.
4. If you choose to add a source, enter the details for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.
5. Click **OK** when finished. The source is added as a citation at the place you selected in your document.

Add citations to your document

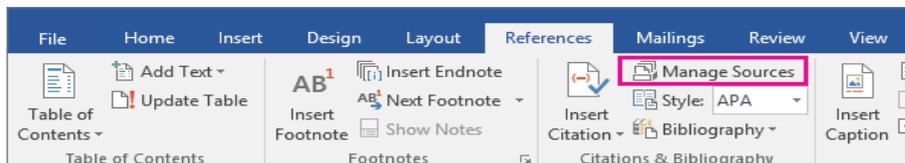
1. Click at the end of the sentence or phrase that you want to cite, and then on the **References** tab, in the **Citations & Bibliography** group, click **Insert Citations**.
2. From the list of citations under **Insert Citation**, select the citation you want to use.



Find a source

The list of sources that you use can become quite long. At times, you might need to search for a source that you cited in another document.

1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



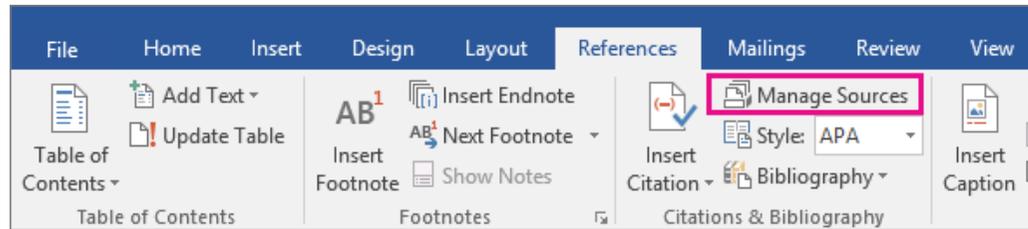
If you open a new document that does not yet contain citations, all of the sources that you used in previous documents appear under **Master List**.

If you open a document that includes citations, the sources for those citations appear under **Current List**. All the sources that you have cited, either in previous documents or in the current document, appear under **Master List**.

2. To find a specific source, do one of the following:
 - In the sorting box, sort by author, title, citation tag name, or year, and then look for the source that you want in the resulting list.
 - In the **Search** box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

Edit a source

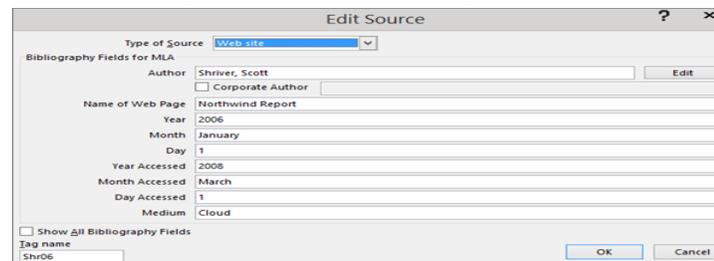
1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



- In the **Source Manager** dialog box, under **Master List** or **Current List**, select the source you want to edit, and then click **Edit**.

Note: To edit a placeholder to add citation information, select the placeholder from **Current List** and click **Edit**.

- In the **Edit Source** dialog box, make the changes you want and click **OK**.



3. Lesson Activity

(See worksheet #2 for the activity which students will accomplish.)

A. Citing Resources. Proper citation and referencing are an important skill for students to learn. This worksheet will help you practice citing sources and creating references in Microsoft Word.

- Introduction**
 - Engage** students by discussing the significance of citing sources.
 - Explain** that citations give credit to original authors and allow readers to verify information.
 - Discuss** common citation styles (e.g., MLA, APA) and their use in different fields.
- Understanding Citations**
 - Define** what a citation is: a reference to a source used in a document.
 - Show** examples of in-text citations (e.g., (Smith, 2023)) and bibliographic entries.

Add citations in a Word document - Microsoft Support. (n.d.-b). <https://support.microsoft.com/en-us/office/add-citations-in-a-word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127>

Assessment:

- Observation:** Monitor students during practice.
- Discussion:** Engage students in a discussion about the role of citations in scholarly work.

Answer key:

- author
- reference list
- cited
- page number
- citation

- **Discuss** the purpose of each component (author, title, publication date, etc.).
- 3. **Creating a Simple Document**
 - **Provide** students with sample content (e.g., an article or paragraph).
 - **Instruct** them to create a new Word document.
 - **Demonstrate** how to insert in-text citations:
 - **Place** the cursor where the citation should appear.
 - **Go to** the **References** tab.
 - **Click** on **Insert Citation** and choose the appropriate source.
 - **Guide** students in creating a bibliography:
 - **Navigate** to the end of the document.
 - **Click** on **Bibliography** and select a citation style (e.g., MLA).
 - **Word** will generate the bibliography based on inserted citations.
- 4. **Practice and Exploration**
 - **Assign** students a topic or let them choose one.
 - **Research** relevant sources (books, websites, etc.).
 - **Insert** in-text citations and build a bibliography.
 - **Discuss** challenges encountered during the process.
- 5. **Closure**
 - **Review** the steps for inserting citations and creating a bibliography.
 - **Emphasize** the importance of accurate and consistent citations.
 - **Encourage** students to explore other citation styles and tools.

B. Fill in the blank with the correct words.

Word bank:

Page number	author	citation
reference list	cited	

1. In-text citations indicate the _____ of the source.
2. The full details of the source are provided in the _____ at the end of the document.
3. The reference list includes all sources _____ in the text.
4. Quotations require a citation with the author and _____.
5. Paraphrased information also requires an in-text _____.

<p>D. Making Generalizations</p>	<p>1. Learners' Takeaways The teacher will ask the learners:</p> <ul style="list-style-type: none"> • Teachers will emphasize the importance of the different computer number systems. • The teacher will ask the learners to expound or recap the concept of the different computer number systems. • The teacher will process their answers and let the students again create a single generalization. <p>2. Reflection on Learning The teacher will ask the learner this question: How do you find today's lesson? Was it hard? Which part of the lesson do you find difficult?</p>	
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IV. EVALUATING LEARNING: FORMATIVE ASSESSMENT AND TEACHER'S REFLECTION		NOTES TO TEACHERS
<p>A. Evaluating Learning</p>	<p>DAY 4</p> <p>1. Formative Assessment</p> <p>A. Multiple Choice Questions: Choose the correct answer from the choices for each question.</p> <ol style="list-style-type: none"> 1. Which of the following is NOT required in an in-text citation? <ol style="list-style-type: none"> a) Page number b) Author's last name c) Year of publication d) Title of the source 2. Where should the reference list be placed in a document? <ol style="list-style-type: none"> a) Beginning of the document b) End of the document c) Separate section at the end d) Anywhere in the document 3. How should you cite a direct quote that is longer than 40 words? <ol style="list-style-type: none"> a) Indent the quote and include an in-text citation b) Include it in quotation marks with an in-text citation c) Paraphrase the quote and include an in-text citation d) No citation is needed for long quotes 4. Which of these is the correct format for a book reference? <ol style="list-style-type: none"> a) Author. (Year). Title. Publisher. b) Author, A. A. (Year). Title of work. Publisher. 	<p>Answer key:</p> <ol style="list-style-type: none"> 1) d 2) c 3) a 4) b 5) d

	<p>c) Author LastName, FirstInitial. (Year). Title. Publisher. d) Author. Title. (Year). Publisher.</p> <p>5. What should you do if you cannot find all the required information for a reference? a) Consult your teacher for guidance b) Skip that source and do not include it in the reference list c) Make up the missing information to complete the reference d) Use "n.d." for the year and include as much information as possible</p> <p>B. Open Ended Questions: Answer the following questions in complete sentences: • Explain the difference between an in-text citation and a reference list entry.</p> <p>2. Homework (Optional)</p>			
<p>B. Teacher's Remarks</p>	<p><i>Note observations on any of the following areas:</i></p>	<p>Effective Practices</p>	<p>Problems Encountered</p>	<p>The teacher may take note of some observations related to the effective practices and problems encountered after utilizing the different strategies, materials used, learner engagement and other related stuff.</p> <p>Teachers may also suggest ways to improve the different activities explored/ lesson exemplar.</p>
	<p>strategies explored</p>			
	<p>materials used</p>			
	<p>learner engagement/ interaction</p>			
	<p>others</p>			
<p>C. Teacher's Reflection</p>	<p><i>Reflection guide or prompt can be on:</i></p> <ul style="list-style-type: none"> ▪ <u>principles behind the teaching</u> <i>What principles and beliefs informed my lesson? Why did I teach the lesson the way I did?</i> ▪ <u>students</u> <i>What roles did my students play in my lesson? What did my students learn? How did they learn?</i> ▪ <u>ways forward</u> <i>What could I have done differently? What can I explore in the next lesson?</i> 			<p>Teacher's reflection in every lesson conducted/ facilitated is essential and necessary to improve practice. You may also consider this as an input for the LAC/Collab sessions.</p>