



# A Combined Literacy, Numeracy and IT Project



This project is suitable for a combined topic based piece of work with Level 1/2 students.

## Literacy

**Rt/L1.5; Rt/L2.7, 8.**

Reading: researching information on this topic

**Wt/L1.1, 2, 3, 6; Wt/L2.1, 2, 3, 4, 6, 7.**

Write:

- a report based on the information they have found;
- a questionnaires to ascertain people's views on this issue

**SLlr/L1.1,3,4,5; Slc/L1.1,3,4; Sld/L1.1,2,3; SLlr/L2.1,3; Slc/L2.3,4;  
Sld/L2.1,2,3,4,5**

- Speaking and listening: make a short presentation on the philosophy behind fair trade and how it could be implemented.
- Contribute to a discussion on the issues surrounding fair trade.

## Numeracy

**HD1/L1.2; HD/L2.2**

- Interpret the results from the questionnaires to create tally charts and frequency tables and create bar graphs and pie charts

**HD1/L1.3, 4; HD/L2.3, 4.**

- Collect the prices of fair trade products stocked in the local supermarkets and work out the mean, median and mode of those prices to present as part of your report.

## IT

- Research the issue and for product prices using the internet.
- Word process the draft questionnaire using the word processing tools to create an attractive document that people will be interested in reading
- Use IT tools to create the pie charts and bar graphs.



## A Business Project



JPC (Joseph Priestley College) Enterprises is considering stocking fairly traded products in its canteen.

Your assignment is to advise the management team whether this would be a successful and viable option for the company. You will need to ask the employees whether they know what Fair Trade products are and whether they are prepared to buy them. From this information you will prepare a report including your findings and conclusions to the management team for them to make an informed decision.

In the course of your research it becomes apparent to you that many people are unable to make a decision as they do not know enough about Fair Trade products. You will need to research and make a short presentation with visual aids to present to staff. You will set aside time for them to discuss the issues and you will be involved in the discussion.

On completion of your research, you will write a report which includes your conclusions and will advise the management team whether to proceed with this venture.

### Good Websites for Research and Reading

It is important to read around the subject of Fair Trade and the following websites are very helpful with this.

[www.traidcraftshop.org](http://www.traidcraftshop.org)

[www.fairtrade.org.uk](http://www.fairtrade.org.uk)

[www.oxfam.org/en/campaigns/trade](http://www.oxfam.org/en/campaigns/trade)

[www.wfto.com](http://www.wfto.com)

However, you may wish to read something on the negative side of Fair Trade as not everyone is positive about it. A good place to start will be the Adam Smith Institute.

<http://www.adamsmith.org/blog/globalization/unfair-trade-20080225957/>

## Questionnaires

Questionnaires provide an opportunity to run a session on open and closed questions. Sometimes it is necessary to use a closed question in order to obtain the information you want but most of the time people respond with more information with an open question.

An Example of a Questionnaire:

# Questionnaire

**Please ring your chosen answer or write your reply in the space provided.**

1. What do you know about Fair Trade products?
2. Where do you buy Fair Trade products?  
Morrisons, Asda, Sainsburys, Specialist shop
3. If the canteen offered to sell tea made from fairly trade teabags, how much more are you prepared to pay for drink?  
10p, 20p, 30p, more than 30p
4. What other products would you be prepared to buy?  
Biscuits, chocolate, coffee

## **Planning to lead a discussion or give a talk**

1. What will you say?
2. How will you say it?
3. What do you need to include?
4. What images/visual aids do you need to use?
5. Will you use PowerPoint?

## **Presenting your findings**

You will need to present your findings to your audience. Consider how best to show what you have found out. It will be good to create bar charts and pie charts to represent the information from the questionnaires that have been completed for you and these can be included in your final report.

## **Planning your writing**

This should include work on the contents of a report such as in the suggested format below:

1. Introduction – what you intended doing and finding out.
2. Body of information that has been gathered from your research.
3. Conclusion – what you recommend to the Management Team.
4. Bibliography and web addresses
5. Appendices including your pie charts and bar charts.

The resource 'Report Writing' at [skillsworkshop.org](http://skillsworkshop.org) is also very useful in this part of the exercise.

<http://skillsworkshop.org/context/l2formalreportwriting.pdf>