



世界红卍字会新加坡总主会主办
THE WORLD RED SWASTIKA SOCIETY
(SINGAPORE ADMINISTRATION CENTRE)

卍慈学校 RED SWASTIKA SCHOOL

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2016年4月8日

三年级“口头报告”

敬爱的家长：

本校将在今年开展三年级“口头报告”的活动，活动会分两次进行。第一次的活动在第二学段进行（4月11日——4月22日）。

每一个学生需要针对老师规定的主题进行口头报告，过后老师将根据评量表评估他们的表现。第一次的活动是一个练习。我们会在第三学段进行第二次“口头报告”的活动，那次的分数将归入平时测验的分数内。

为了配合学校的活动，练习的主题为《国际友谊日》。华文老师会在上课时指导学生完成“口头报告”的学生手册。过后，学生需要在家里完成自己的报告稿，并以录像的形式进行呈现。

录像时，您可以使用任何具有录像功能的工具，例如手机、照相机、录像机或电脑等，我们也附上了一种录像工具的说明，和呈交的步骤。

录像完成后，请以班级名称和学生姓名储存，例如：3Care_TanMeiMei。学生可以利用 Google Drive 或者 U-盘 (thumb drive) 储存作业并呈交给老师。截止日期为4月22日。

注：第二次“口头报告”的相关详情，您将在活动临近时得到通知。

谢谢

华文部

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三年级“口头报告”回条

班号：

学生姓名：

班级：3

我已经阅读以上的通知，并知道我的孩子将会进行“口头报告”——《国际友谊日》的活动。

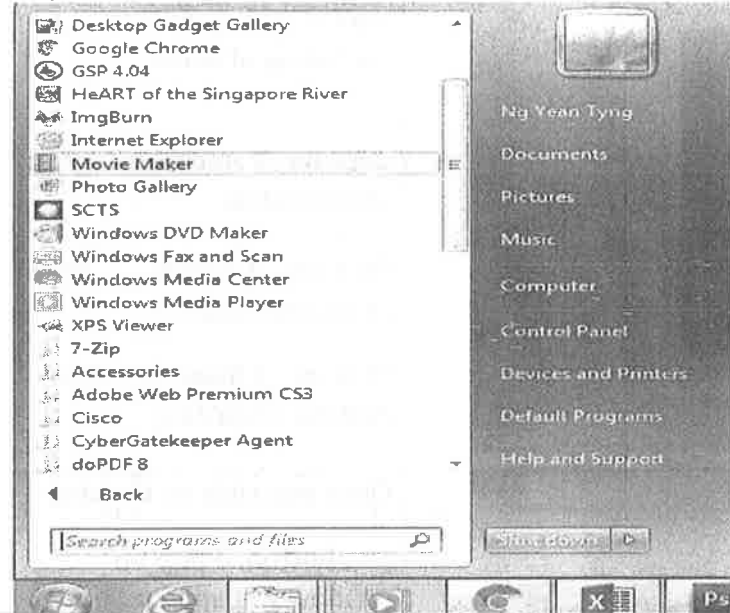
家长签名 / 日期

Name: _____

Class: _____

Step by Step Guide to Record a Video

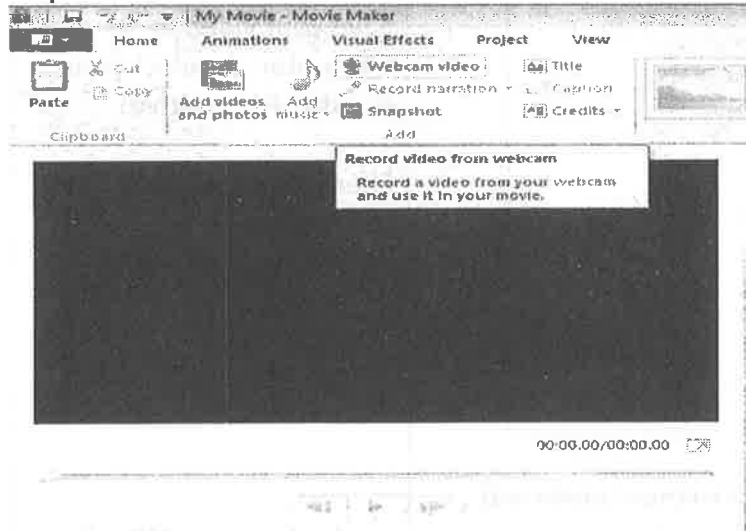
Step 1: Movie Maker



Start → All programs →
Movie Maker



Step 2: Webcam video

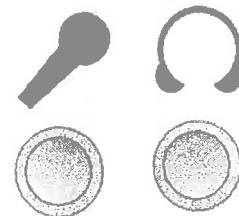


Click on → webcam video
(your laptop should have
an inbuilt webcam or
connected to external
webcam)

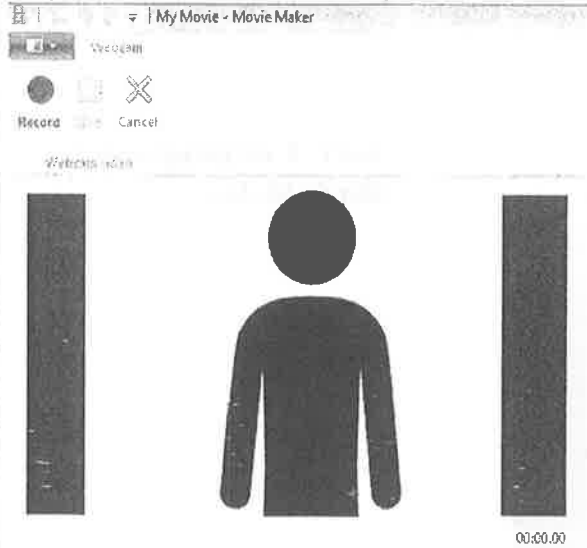
Step 3: plug in your headsets




Plug in the headset and
microphone plug into the
respective inputs.




Step 4: Record, Cancel and Stop



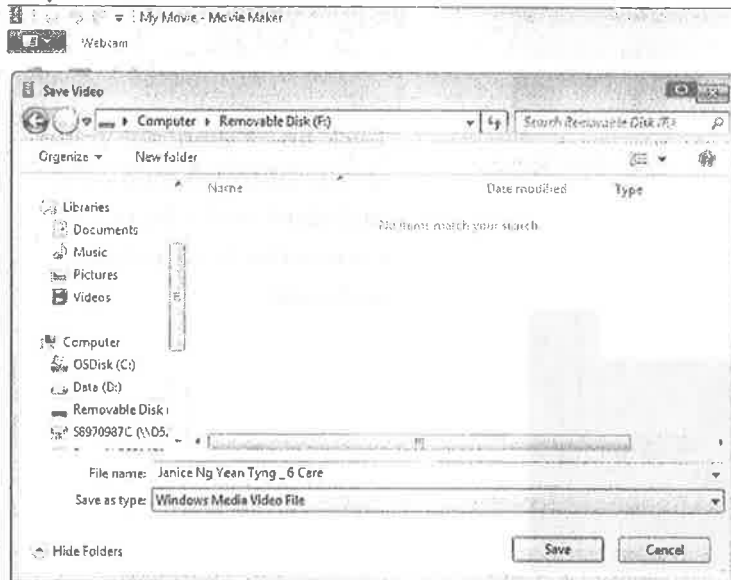
Please ensure that the webcam captures half of your body and microphone should be placed 4 fingers to one palm away from your mouth before the recording of video.


Click on → **Record**  → start reading

Click on → **cancel**  → to re-record again

Click on → **Stop**  → to end the recording

Step 5: Save the video

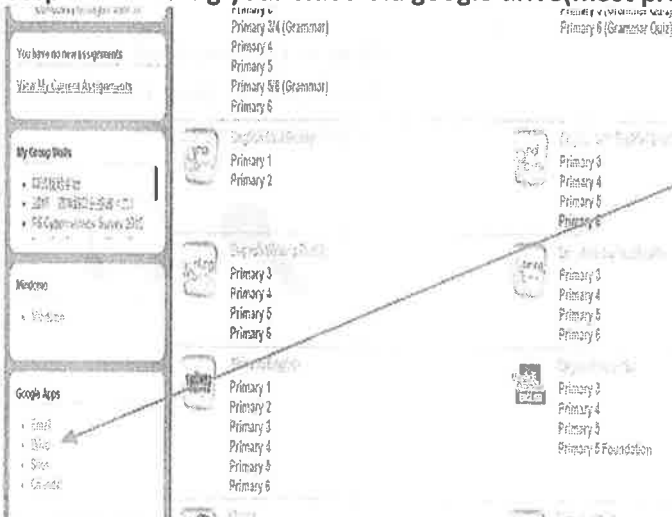


Once you click on the stop  button, a pop up window will appear.

Save your video in → **Computer** → select your desktop/thumdrive

Filename : Yourclass_Your full name
Eg. 3Care_TanMeiMei

Step 6 submitting your video Via google drive(most preferred)



1. Logon to MOnline
2. Look for Drive on the left panel
3. If you have other google account opened, please close them first.

Go gle

Drive

My Drive

NEW

My Drive

Shared with me

Google Photos

Recent

Starred

Trash

2011 4service h...

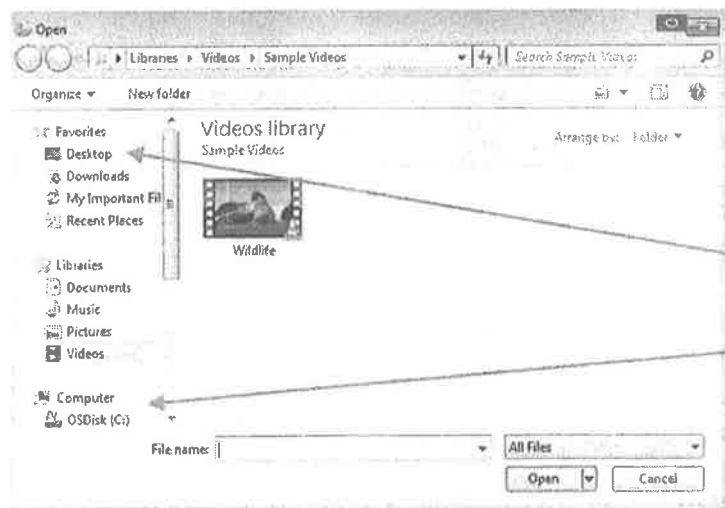
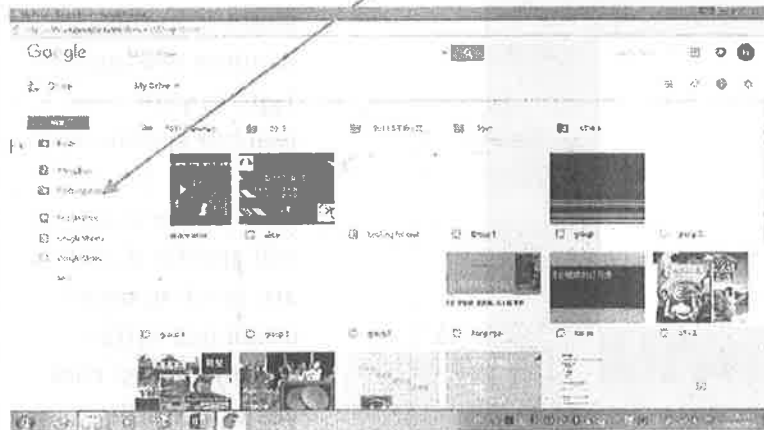
2013



4 Service wmv

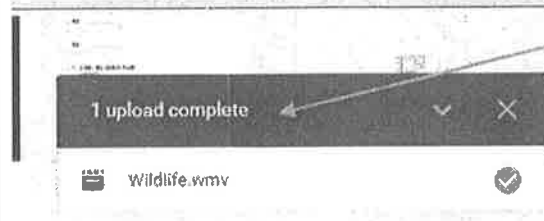
alice

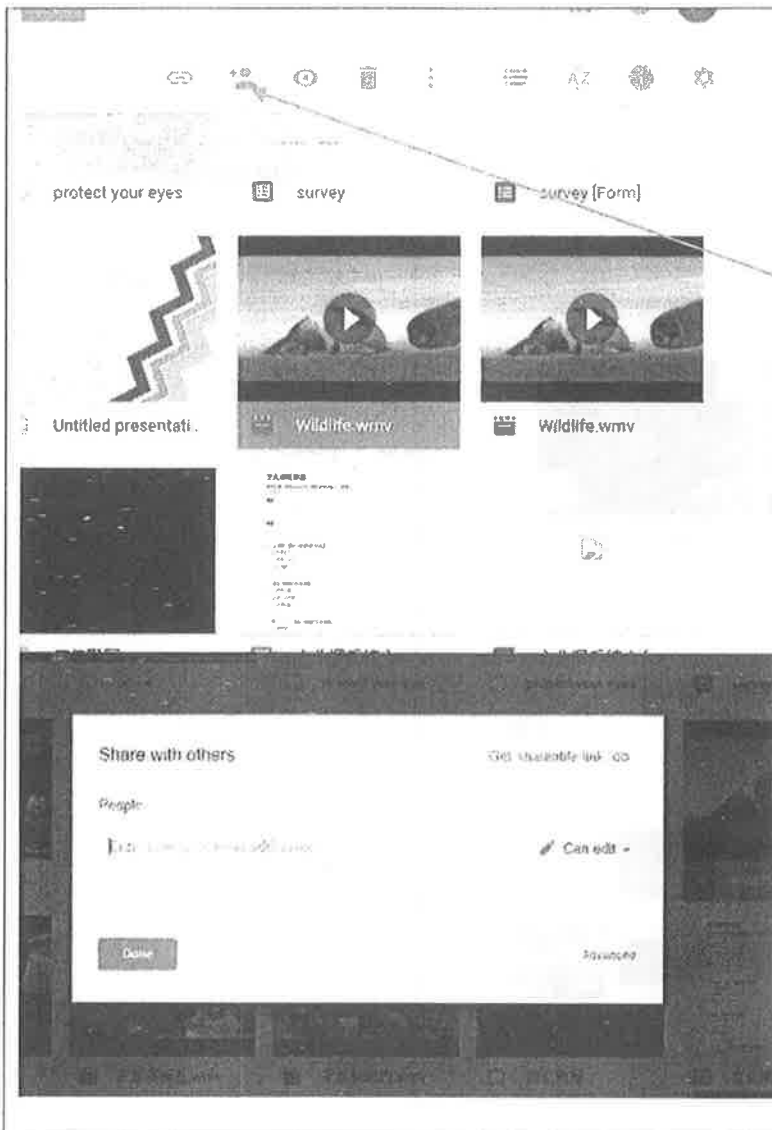
4. Click on **New**, then **File Upload**



5. Once you click on file upload, a window to choose your file will pop out, You either choose from your **desktop** or your **thumbdrive**

6. Click on your video, then click **open**. Wait for the file to be uploaded.





7. Choose your video from the list of videos you have on your google drive. Your video will be highlighter in blue

8. Click the share icon

9. Once you click the **share icon** this window will appear. Type in your teacher's name and click send. (A confirm message will appear if you are sending to an email not within Mconline, just click yes to confirm)