

SUBJECT: Business Basics

GRADE: 7

UNIT: Managing Resources & Technology

DATE:

TOPIC: Office Stationery – PAPER (Sizes and Types)

LESSON DURATION: 60 mins

ATTAINMENT TARGET: Students will develop an understanding of stationery that is used in a business office

SCIENCE STANDARDS: Scientific principles relating to the manufacturing of paper

MATHEMATICS STANDARDS: Measure paper to confirm their sizes

TECHNOLOGY STANDARDS: Develop an understanding of the skills and processes required to make paper

RESOURCE MATERIALS: scissors, paper, computer, video, speaker, projector, curriculum guide, Resource & Technology Textbooks 1 & 2, notebook, sample stationery, internet, dictionary, handouts, cartridge paper, marker, ruler, sample papers

LEARNING OBJECTIVES:

Students should be able to:

1. Define the term stationery
2. Identify various stationery used in business offices
3. Explain the process of how paper is made
4. Differentiate among paper types and sizes and their uses in the business office
5. Select appropriate paper types for a variety of business uses / tasks

CONTENT OUTLINE: Stationery may be defined as writing materials, envelopes and other office materials. Example: paper clips, pen, pencil, paper folders, eraser. Paper which is one of the most common office stationery is a consumable resource made from trees. This is done by removing the bark of tree trunks, cutting them into small pieces and then boiling the bark to form a pulp. Chemicals are added to give the paper colour. The pulp is then passed through a machine which then removes any excess water from the pulp and, at the same time, presses the pulp into sheets of paper. A machine is then used to cut the paper into the desired sizes. Special types of paper are used in an office to print documents such as letters, reports and to record messages. Paper is available in different qualities and sizes.

Types of Paper:

1. Bond Paper – This is a high quality paper, usually with a shiny side that indicates the right side of the paper. It is used for letterheads and for original documents used in official business correspondence.
2. Onion Skin – This is a thin but tough paper mainly used when creating a carbon copy of a document
3. Bank Paper (Flimsy) – This paper is of lower quality than bond paper and is usually used for carbon copies of forms.
4. Parchment paper is grease- and moisture-resistant paper specially treated for oven use. It is very versatile and it is used to line cake molds and baking sheets, to wrap fish and other dishes and to cover countertops during messy tasks to make cleanup easy.
5. No Carbon Required (NCR) – This is referred to as carbonized paper. There are two sheets in carbonized paper. Chemicals are applied to the back of the first sheet and on the front of the second paper. It is used in certain types of accounting books eg. receipt

Paper sizes used in the office fall into a group called International Standards Organization ‘A’ series (ISO). **The first measurement is the width and the second the length.**

Paper Size	Uses
A4 – Foolscap – 210mm x 297mm	long letters, reports, forms, legal documents, budgets, advertisements, price lists
A5 – (A4 folded in half from top to bottom) – 210 x148	short memoranda, invitations, notices, vouchers, invoices, circulation slips
A6 – (A5 folded in half from right to left) – 105 x 148	post cards, invitations, receipts, index cards
A7 – (A6 folded in half from top to bottom) –105 x 74	labels, index cards, business cards

DIFFERENTIATION STRATEGIES: The slower learners will be grouped with the faster ones

CLASSROOM SAFETY: Students will use stationeries and other resources in a safe manner and assume responsibility for their safety and the safety of others.

ACTIVITY HIGHLIGHTS:

ENGAGEMENT: The students will be divided into four groups and provided with different size papers (foolscap/Letter). Each group will select from a bag strips of papers with a particular category requiring them to either make an item or draw an item on the paper. Example 1: from the category, “ANIMAL” students may wish to draw a cat. With the eyes closed, each person in the group will draw an aspect of the cat. Example 2: From the category “THE SEA” students can use the paper to create a boat or other items relating to the sea; each group member contributing to the finish product. A discussion will ensue about stationery used in businesses.

EXPLORATION: Students will be placed in groups. They will visit the school’s office to observe stationery items being used there. They will record at least three examples of stationery seen. Students will share their findings from their visit to the office. Students will watch a short video from <https://youtu.be/7IP0Ch1Va44> or <https://www.youtube.com/watch?v=jmgMdDH14sE> on the paper making process. Each group will be provided with different size paper. They will use their rulers to measure the length and width of the paper, then use the internet/handouts to research about the name given to that size paper and possible uses.

EXPLANATION: Each group will then present their findings on the paper they were assigned. Teacher will facilitate and make clarifications or address concerns where necessary.

EXTENSION/ELABORATION: Students will be shown examples of paper products. They will be required to determine which paper size will be more appropriate for that item. This will require them to research other paper sizes. Resource: <https://youtu.be/b2LqtP6epew> or <https://www.jetpens.com/blog/paper-sizes-explained/pt/836>

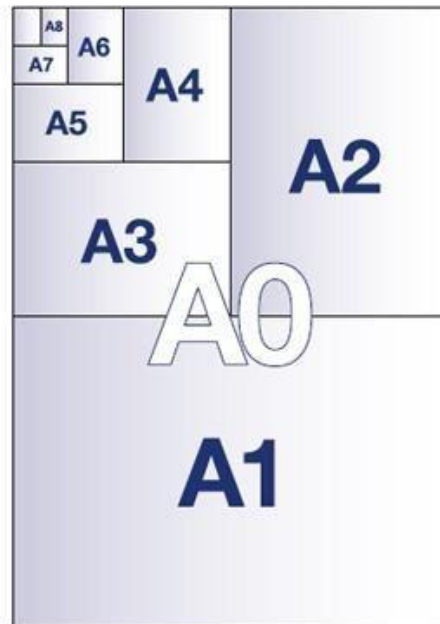
EVALUATION: Students will be required to fold paper to demonstrate the ISO A Series paper sizes and correctly label each providing the size and name. Eg: A5 (8.3’x 5.8’)

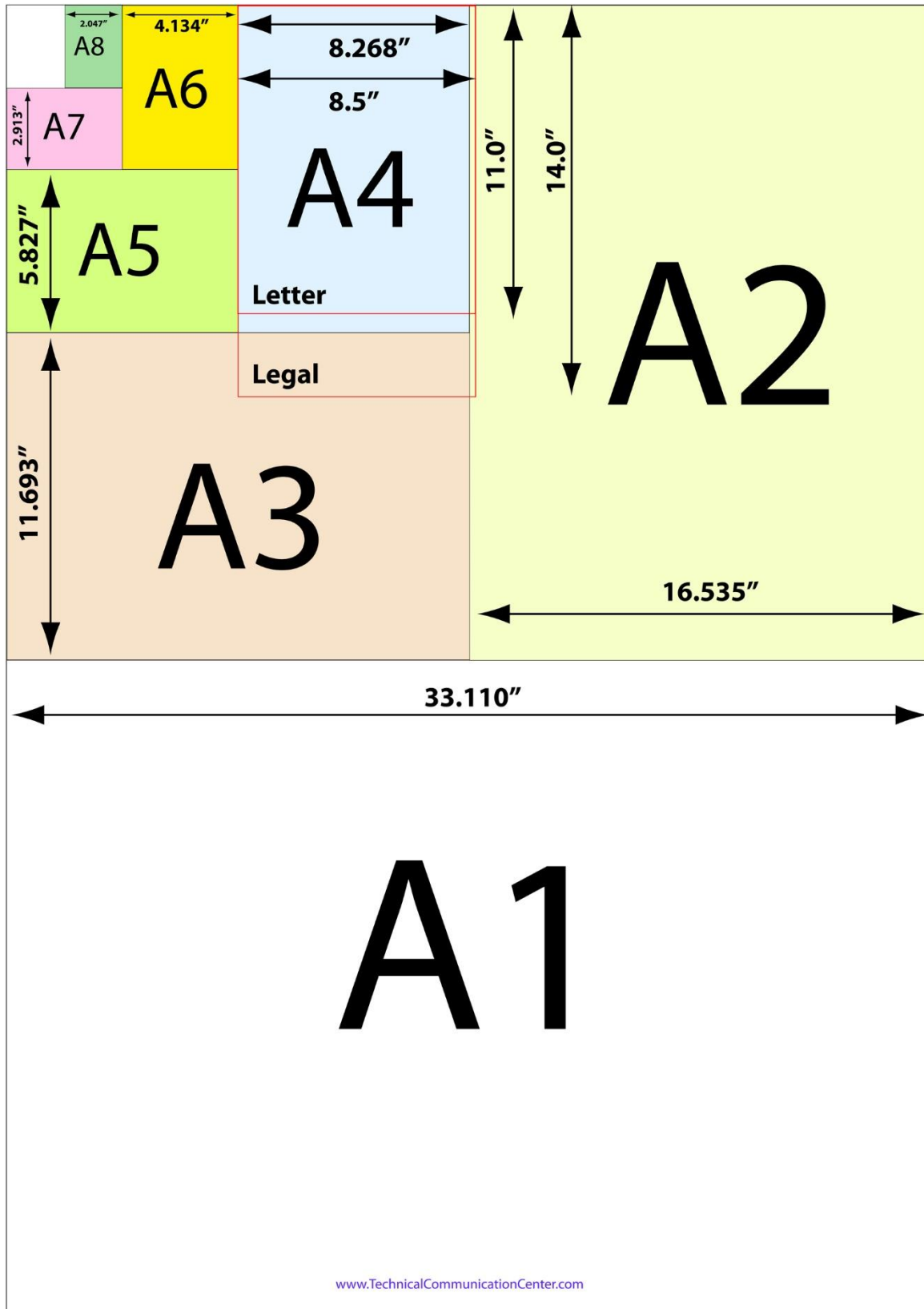
EVALUATION:.....
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INTERNATIONAL PAPER SIZES

A series

Size	mm x mm	in x in
0	841 x 1189	33.1 x 46.8
1	594 x 841	23.4 x 33.1
2	420 x 594	16.5 x 23.4
3	297 x 420	11.7 x 16.5
4	210 x 297	8.3 x 11.7
5	148 x 210	5.8 x 8.3
6	105 x 148	4.1 x 5.8
7	74 x 105	2.9 x 4.1
8	52 x 74	2.0 x 2.9
9	37 x 52	1.5 x 2.0
10	26 x 37	1.0 x 1.5





PAPER PRODUCTS.....

WHICH PAPER SIZE IS IDEAL FOR EACH PRODUCT?

Specimen #1



Specimen #2

Specimen #3



Specimen #4