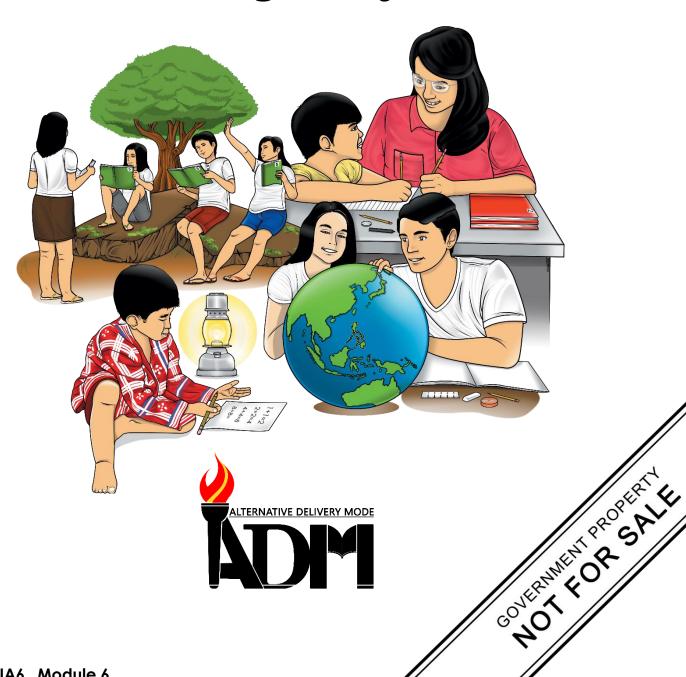




Technology and Livelihood Education

Industrial Arts – Module 6: Constructing A Project Plan



TLE – Grade 6
Alternative Delivery Mode
Industrial Arts – Module 6: Constructing A Project Plan
First Edition, 2019

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Technology and Livelihood Education Industrial Arts – Module 6: Constructing A Project Plan



Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you stepby-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



This module was designed and written with you in mind. It is here to help you to construct project plan. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the learning materials you are now using.

The module is divided into three lessons, namely:

- a. Policies on sustainable development in constructing the project plan
- b. Resourcefulness and Management skills in the use of time, materials, money and effort
- c. Assessing the quality of enhanced products using rubrics

At the end of this module, you should be able to:

- a. Construct project plan; (TLE6IA-0d-6)
- b. Consider deliberate policies on sustainable development in constructing the project plan;
- c. Demonstrate resourcefulness and management skills in the use of time, materials, money, and effort;
- d. Assess the quality of enhanced product using rubrics; and
- e. Refine product based on assessment made.



Why is there a need for a project plan before we build our houses, bridges or even school buildings? Simple project in school?

What is the importance of a project plan?

In planning for a project and getting it materialized, one must know how to be resourceful in the preparation and accomplishment of a project plan. It is important to properly manage the different elements that we can associate in preparation and of a workable project.

Policies on sustainable development in constructing project plan

Why do we need to construct a project plan? Project planning is essential in making and implementing a project that we desire. Starting a project requires careful planning on what to prepare, on how to do it and what to do with the finished product. It enables you to organize your ideas, save time, money and effort.



What's In

Directions: Which of the following project needs a plan? Put a **CHECK** (\checkmark) before the number if it requires a project plan and **CROSS** (X) if doesn't require the plan. Write your answer on a separate sheet of paper.

1. Building a house
2. Cutting a plain sheet
3. Constructing a table
4. Making Dustpan
5. Making artwork
6. Connecting wires
7. Preparing tools and materials
8. Making card for parents
9. cutting of lumber
10. Applying varnish



Andy a Grade 6 learner, wanted to make a "Feather Duster" from recycled materials, the project he planned to develop in his EPP class but was not materialized due to the early closure of his school because of COVID -19 pandemic and he had to stay at home. He would like to start this project, so, he contacted his teacher Mr. Jose online, to get advice on what he will do to be able to start his project.

Mr. Jose was very happy hearing such eagerness of Andy in coming out with an EPP project. So, he instructed Andy to prepare first a project plan that will guide him throughout the development of the project. Mr. Jose patiently discussed the parts of the Project Plan. After, three days of meeting online, Andy is now ready to start his dream project.

Mr. Jose also assured Andy that he will be available anytime via online when he needs some help.

Why is project plan important according to Mr. Jose?

What is a project Plan? What are its parts?



What is It

A **Project plan** is a formal document designed to guide in the execution of a project. It must be prepared before starting because it serves as the key to a successful project.

Parts of a Project Plan

- A. Project Proponent indicates the owner of the project
- B. Project Title tells what the project is all about
- C. Project Objectives tell the purpose of the project
- D. Working Drawing shows the scale drawing of an object to be made or structure to be built intended for direct use by the workman.
- E. Bill of Materials tell the materials to be used. This part contains the unit, quantity, description, the unit price and the total cost for every item needed.

- F. Tools Needed: tells the different carpentry or industrial tools, machines or gadgets needed in making the project
- G. Procedure: tells the exact steps in the preparation of the project. This will serve as the guide in project making.

Sample Project Plan:

A. Project Proponent: Juan Dela Cruz

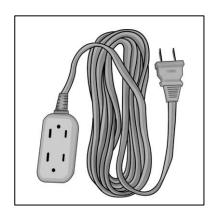
B. Project Title: Extension Cord

C. Project Objectives:

1. To be able to make extension cord.

2. To create a simple project according to prepared plan.

D. Working Drawing:

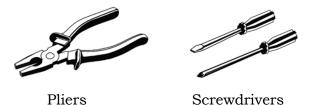


Jofel D. Nolasco, Extension Cord, 2019

E. Bill of Materials:

Quantity	Unit	Description	Unit Price	Total Cost
1	piece	Convenience outlet	P 40.00	P40.00
1	piece	Male plug	P 38.00	P 38.00
5	meter	Electrical wire # 16	P 15.00	P 75.00
		To	otal	P 153.00

F. Tools Needed





Wire Stripper

G. Procedure:

- 1. Prepare all materials and tools needed for the project.
- 2. Measure the parts of the wire to be peeled or stripped.
- 3. Peel off the skin by two centimeters.
- 4. Loosen the screw of the male plug.
- 5. Insert the wire into the male plug.
- 6. Twist both ends of the wire to keep the wires from making contact with each other.
- 7. Put the cover of the plug so the wire will not be exposed and cause electric shock.
- 8. Split the cord wires at the other end about 4 cm long, then follow procedure no. 3
- 9. Connect the wires to the connectors.
- 10. Open the convenience outlet then remove the screw.
- 11. Insert the wire connectors to the screws, tighten it and return the cover.



What's More

A. Directions: Fill in the blanks with appropriate parts of the project plan listed Inside the box below. Write your answer on a separate sheet of paper.

Project Title	Working Drawing	Tools Needed
Project Objectives	Project Proponent	Procedure
Bill of Materials		

 1. shows the scale of an object to be made or structure to be built intended for direct use by the workman
 2. tells the different carpentry or industrial tools, machines or gadgets needed in making the project
 3. indicates the owner of the project
 4. tell the purpose/s of the project
 5. tells the exact steps in the preparation of the project. This will serve as the guide in project making.



G.

Procedure: _____

What I Have Learned

Directions: Fill in the blanks with the correct answer or term found inside the box. Write your answer on a separate sheet of paper.

	DOX. WIII	c your answer on a	scparate sirect	or paper.	
	quantity	objective	money	procedure	tools
Materia importa using a	1) wher ls contains the 3) will sen in purchasi ppropriate	ject Plan. The first e you will determin (2) rve as your guide in ng your material ar (5) will give	ne the purpose _ unit, and de n making your nd other expens you not only o	e of the project. escription of mate project. (4) eses. Following the	The List of terials. The is also are plan and
but also	keep you safe	from any accident.			
	Who \$\\ \\$\\ \\$\\ \\$\\ \\$\\ \\$\\ \\$\\ \\$\	at I Can Do	•		
starting it serve	ga sustainable j s as guide in ac s what needs	an essential docum project. It is necessan ecomplishing the proto be done, how r	ary before unde roject. It gives	rtaking any proje the project imple	ect because ementer an
Direction		earts below constru- neet of paper.	ct your own pr	oject plan. Write	it on a
A.	Project Prop	onent:			
В.	Project Title	:			
C.	Project obje	ctives:			
D.	Working Dr	awing:			
E.	Bill of Mate	rials:			
F.	Tools Neede	d:			



Assessment

A. Directions: Read and answer each que separate sheet of paper.	stion. Write the letter of your answer in a
 What do you call a document designed A. Building Plan B. Action Plan 	ed to guide you in the execution of a project C. Project Plan D. Project Proponent
2. Which part of the project plan containA. Working DrawingB. Tools Needed	ns the quantity of the materials to be used? C. Procedure D. Bill of Materials
3. It shows you the purpose of the plan.A. Project ProponentB. Procedure	C. Objective D. Materials
4. Scissors, glue gun, pliers and cutter aA. MaterialsB. Tools	C. Furniture D. Machine
5. The illustration of the structure to be	e built or made can be found in
A. Procedure B. List of Tools	C. Bill of Materials D. Working Drawing
B. Directions: Match column A with answer in your answer	Column B. Write the letter of the correct er sheet.
A	В
1. Tells the exact steps in the preparation of the project.	A. Project Objectives
2. Indicates the owner of the project	B. Bill of Materials
3. Shows the scale of an object to be made or structure to be built	C. Procedure
4. Tells the purpose of the project	D. Working Drawing
5. It contains the unit, quantity, description, the unit price and the total cost for every item needed	E. Project Proponent



Additional Activities

Directions: Create a simple project plan and observe the format below.

Project Plan

- a. Project Proponent:
- b. Project Title:
- c. Project Objectives:
- d. Working Drawing:
- e. Bill of Materials:

Quantity	Unit	Description	Unit Price	Total Cost

- f. Materials Needed:
- g. Procedure:

Rubrics used in rating the project plan.

Performance	Excellent	Good	Fair	Score
Criteria	5	3	1	
Completeness	6 Parts of the	4-5 Parts of	3 and below parts	
of Parts	Project plan were	the Project	of the Project Plan	
	used	plan were	were used	
		used		
	The content of	The content of	The content of	
	each part of the	each part of	each part of the	
	project plan is	the project	project plan lack	
Content	complete.	plan lack 1-2	3-5 needed	
		needed	information or	
		information or	data	
		data		
			Total	

Lesson

2

Resourcefulness and Management skills in the use of Time, Materials, Money, and Effort

Resourcefulness, effective and efficient management of the following elements are also considered in the preparation of a project, based on prepared plan: Time, Materials, Money and Effort.



What's In

Directions:	Write $\underline{\text{Yes}}$ in your answer sheet if the following situation is essential in the preparation a project plan and $\underline{\text{No}}$ if not.
	_ 1. The amount to be used in the preparation of the project should be given consideration.
	_ 2. Prepare workable and attainable target.
	_ 3. The kind and quality of materials need to be check before the star of a project.
	4. The bill of materials contains the unit, quantity and procedure in the preparation of the project
	5. A project plan is needed only in project costing ten thousand pesos or more.



Randy a Grade 6 learner of San Miguel Elementary School wanted to buy a new pair of shoes. He promised himself that he will not ask money from his Tatay and Nanay he wanted to have it through his savings. During class days, he sees to it that he would have save some of his baon. And on weekends, after doing his household chores, he thought of helping Aling Mameng in making kakanin to have extra income.

Weeks past, but Randy was not able to do his plan, he had a hard time managing his time doing his task at home, his homework and helping Aling Mameng.

What do you think is the problem of Randy?

Will he be able to manage his time? How?



What is It

Accomplishing task, activities or project need thorough planning and preparations. One would be able to achieve his or her goal, if he or she is resourceful enough in managing the time, money, materials and even the effort.

A resourceful person can achieve maximal results from minimal resources. Wise utilization of available resources on hand to implement a propose project. Being resourceful means one can find effective and efficient ways of doing things; they tend to be innovative and imaginative. Resourcefulness is the ability to find a way to achieve your goal or to make one.

Resourcefulness and Management skills in the use of the following:

1. Time – Time management is essentially the ability to organize and plan the time spent on activities in a day. It increases effectiveness and productivity. It is a key aspect of project management and involves skills such as planning, setting goals and prioritizing for a better performance.

Time is an important element in the accomplishment of a project. Poor management of time will result to delayed accomplishment of project or task. Manage your time effectively and you will achieve your goals successfully.

Time Management includes:

- 1. Effective Planning
- 2. Setting goals and objectives
- 3. Setting deadlines
- 4. Delegation of responsibilities
- 5. Prioritizing activities as per their importance
- 6. Spending the right time on the right activity

Effective time management allows individuals to assign specific time slots to activities as per their importance.

- 2. Money One of the most important thing in the accomplishment of a project or plan. Managing money or finances well will result to a better project implementation thus, make sure that is managed wisely to avoid wastage of materials.
- 3. Effort The result of an action to achieve your goal. You must be persistent in pursuing your goal and achieving your desired project. Investing energy also sometimes means investing physical strength to do something. Follow strictly what is written in the plan to go away of errors and repetitions.
- 4. Materials The supplies that you will need in making your project. Materials may include apparatus, equipment, tools, gears, machinery and other physical resources that are necessary for completing the different processes in project management.



What's More

Directions: Read the situations below. Tell whether it tells about wise use of Time, Money, Materials or Effort. Write your answer on a separate sheet of paper. _ 1. Mr. Cruz always consider the amount she will be using in the preparation of his project. ____ 2. Nancy always prepares delicious and nutritious merienda for her younger siblings. She uses her strength to make them happy and satisfied. 3. Mang Adong always arrive fifteen minutes before the scheduled meeting. 4. Lando check the kind and the quality of wood he will be using in the construction of their side table. 5. Linda always prepare her daily plan of activities ahead. This serves as her daily guide. What I Have Learned Directions: Fill in the blank with the appropriate word or terms from the box below. Write your answer on a separate sheet of paper. Money Time Materials Effort Resourcefulness Resourceful 1. A _____ person can find effective and efficient ways of doing things; they tend to be innovative and imaginative can achieve 2. is the ability to find a way to achieve your goal or to make one. ___ the most important thing in purchasing materials in the accomplishment of a project or plan. ____ include apparatus, equipment, tools, gears, machinery

5. ______ is the result of an action to achieve your goal.

different processes in project.

and other physical resources that are necessary for completing the



The Grade 6 learners of Mr. Ramos planned to make souvenir items to be sold during the city "Pasalamat Festival" as their income generating project.

If you were one of Mr. Ramos learner, what are you going to consider in the preparation of their project as a resourceful learner in terms of?

1.	Time Management
2.	Money -
3.	Materials -
4	Effort -



Assessment

I. Directions: Match column **A** with the simple description of terms found in column **B**. Write the letter of correct answer on your answer sheet.

A B

Money
 Supplies that you will need in making your project
 Effort
 effective, efficient and innovative ways of doing things
 Resourcefulness
 It means investing physical strength to do something
 Materials
 It should be managed wisely to avoid wastage or additional budget.
 Time
 It is a key aspect of project management and involves

skills such as planning, setting goals and prioritizing

for a better performance

- II. Directions: Read the situations below. Tell whether it tells about management of Time, Money, Materials or Effort. Write your answer on a separate sheet of paper.
 - 1. Using resources that are available in the locality in the preparation of a project.
 - 2. Simeon sees to it that he is in the right condition before starting his work, he is 100 percent ready and is prepared.
 - 3. Observing the allocated number of days in accomplishing of a plan or a project.
 - 4. Checking the prices of the resources to be used that is durable but within allocated budget.
 - 5. Observance of the objectives and activities in the planned task.

amount in purchasing materials.

_5.

III. Direction	E - if it demonstrates effort, M for money, MM for management of materials, T for time and R for being resourceful.
1.	Keeping a journal and making a list of what needs to be accomplished for a day, a week or a month.
2.	Carlo buys cheap but durable materials for his project.
3.	Linda and Lowela check and compare all prices of the materials that they will use in their project before buying their needed materials.
4.	Allan's group use the skills they've learn in their EPP class in making the project.

Reno check available materials that can still be used to lessen the



Additional Activities

List down the different activities or steps in the preparation of your previous project plan. Check whether you are managing your Time, money, materials and effort efficiently and effectively. Write your answer on your answer sheet.

1.	Time	
2.	Money	
	<i>y</i> -	
3.	Materials	
1	Effort -	
ᇽ.	EHOIT -	

Lesson 3

Assessing Product Using Rubrics

The preparation of a product is a long way process. One must be resourceful enough in the choice of his materials to be used and he/or she must have a concrete plan in order to make it successful.



What's In

Directions.	Write your answer on a separate sheet of paper.			
	_1.	Assessing a project plan will include list of workable criteria.		
	_2.	Time is an important factor in the preparation and accomplishment of a plan.		
	_3.	Any kind of materials can be used in making a project.		
	_4.	Score or rating is essential in the final decision if the project passed or failed.		
	_5.	Checking current prices of materials can be of help in selecting low cost but durable resources.		
	_6.	Rubric is an essential tool in assessing a finish project.		
	_7.	Performance in the rubric will tell the learners his or her score in the preparation of the output		
	_8.	Parents and learners will not be guided on how their output will be rated using rubrics.		
	_9.	There are at least 3 indicators in a rubric.		
	_10.	Rubrics should not be shared or provided to the learners before doing their output, it should be given during the rating of the output or project.		



Teacher Carlos wanted to give fair and just grades to all his Grade 6 learners in the submission of their EPP output. He informed them that they will have 1 project output per grading period for a total of 4 for the whole school year.

What should teacher Carlos' basis in giving grades or rating to his individual learners' output. When should teacher Carlos give the rubric/s to the learners so that that they will be guided in the preparation of their project?



What is It

In assessing learners' output or project, an assessment tool called **Rubrics** is very essential in checking the quality of the output or project, including the preparation of a workable and attainable project plan.

What is a rubric?

Rubric is a "guide" that states what is expected in an assignment or project and helps to evaluate the learners' performance.

It is also a tool used to measure learners' work, a working guide for learners and teachers.

What is the importance of a Rubric?

Rubrics help learners, parents and teachers identify what quality work is. Learners can judge their own work and accept more responsibility of the final product.

Rubrics help the teacher to easily explain to the learners why they got the grade that they received. Parents who work with their children also have a clear understanding of what is expected for a project.

Why use Rubrics?

Rubrics improve learners end products and help increase learning. When learners received rubrics beforehand, they understand what is expected and how they will be evaluated, and they can prepare accordingly.

What are the parts of a rubric?

Rubric is a scoring guide use to evaluate performance, a product, or a project. It has three parts.

- 1.Performance criteria describe the key elements of the learners' work or product.
- 2.Rating scale identifies levels of performance
- 3.Indicators provide examples or concrete descriptors of the level of performance. This could be found under each sections of the rating scales.

Example of a rubric in assessing Project

Performance	Excellent	Good	Fair	Score
Criteria	5	3	1	
	The material is	The materials	Some of the	
Workmanship	properly put	are put	materials are not	
& Creativity	together and	together but	properly put	
	neatly done.	not so neatly	together and not	
		done.	neatly done	
Materials Used	Uses 100% locally	Uses 75%	Uses 50% locally	
	available/	locally	available/	
	indigenous	available/	indigenous	
	materials.	indigenous	materials	
		materials		
Procedure	Followed	One-two steps	Three or more	
	procedure	was not	steps not applied	
	correctly.	applied	correctly	
		correctly		
Total				



What's More

Activity 1: Understanding the terms learned

Directions: Match the terms in column **A** with the appropriate meaning or

description found in Column B. Write your answer in a separate

sheet of paper.

A 1. Rubrics	B a.Identifies levels of performance
2. Indicator	b.Describes the key elements of the learners work or product.
3. Performance Criteria	c.A tool used to measure learners work, a working guide for learners and teachers.
4. Rating Scale	d.The process of checking or evaluating quality of the product
5. Assessment	e.Concrete descriptors of the level of performance. This could be found under each sections of the rating scales.

Activity 2: Identification of the elements of rubrics

Directions: Read each statement below and Write <u>I</u> if it tells about the Importance of a rubric, <u>U</u> for uses of Rubrics and <u>P</u> for parts of a rubric. Write it in your answer sheets.

- 1. Rubrics improve learners end products and help increase learning.
- 2. Performance criteria describe the key elements of the learners' work or product.
- 3. Rubrics help learners, parents and teachers identify what quality work is.
- 4. Rubrics help the teacher to easily explain to the learners why they got the grade that they received.
- 5. Learners will understand what is expected and how they will be evaluated.



What I Have Learned

Directions: Fill in the blanks with the word or words from the list below that will make the statement correct. Write your answer on a separate sheet of paper.

	rubric	rating scale	explain	
	descriptors	performance		
1.	are criteri	a that describe tl	ne key element of the learne	rs work
2.	is a guide of an assignment or a pr		tool that states what is exp	pected in
3.	To identify the level of	performance	is provided.	
4.	Indicators provide cor learner.	acrete	of the level of performance	of each
5.	Rubric helps teachers in their output or proj	ŭ	to the learners how they	are rated



What I Can Do

Directions: Read the situation below and answer the questions that follows. Write your answer on a separate sheet of paper.

The Grade 6 learners of Mr. Ortega will make a project in their EPP class. He emphasizes the use of cost efficient and locally available materials in the preparation of their project. Peter searched for available materials in their home. He used indigenous and recyclable materials as part of the material for his EPP project.

- 1. What kind of a learner is Peter?
- 2. Is he right in doing such thing? Why or why not?
- 3. How do you value your time, money, effort and material in making your project and for the accomplishment of your plan?



Assessment

- I. Directions: Read and answer the test below. Write the letter of the correct answer on a separate sheet of paper.
 - 1. What tool is used to guide learners in improving their project.

a. Rubrics

c. Assessment

b. Evaluation form

d. indicators

2. What part of the rubric identifies learners level of performance?

a. Performance

c. Rating Scale

b. Indicators

d. Tool

- 3. What will you do to get a rating of 5, as the highest in an output that used indigenous materials?
 - a. Use 75% indigenous material in making the project.
 - b. Use 50% indigenous materials in making the project.
 - c. Use 100% indigenous materials in making the project.
 - d. Use 100% imported materials in making the project
- 4. What will be your rating in workmanship, when your project was properly and neatly done?

a. 5 or excellent

c. 1 or fair

b. 3 or good

d. no score

5. What part of the rubric provides example and concrete descriptions of the level of performance in the preparation of the output?

a. Performance criteria

c. indicators

b. Rating scale

d. Score

- II. Directions: Write **Yes** if the statement tells importance and uses of rubric and **No** if not. Write it on your answer sheet.
 - 1. Rubrics help the teachers evaluate and give accurate ratings to the learners.
 - 2. Parents have a clear understanding of what is expected of their children's project.
 - 3. A Rubric is a tool in acquiring mastery of the lesson.
 - 4. Rubrics can only be used by teachers and not the learners.
 - 5. A Rubric is used to measure learners work, a working guide for learners and teachers.



Additional Activities

Look for a previous project you submitted to your teacher. Using the rubrics below assess your project and give your rating.

Performance	Excellent	Good	Fair	Score
Criteria	5	3	1	
	The material is The materials		Some of the	
Workmanship	properly put	are put	materials are not	
& Creativity	together and	together but	properly put	
	neatly done.	not so neatly	together and not	
		done.	neatly done	
Materials Used	Uses 100% locally	Uses 75%	Uses 50% locally	
	available/	locally	available/	
	indigenous	available/	indigenous	
	materials.	indigenous	materials	
		materials		
Procedure	Followed	One-two steps	Three or more	
	procedure	was not	steps not applied	
	correctly.	applied	correctly	
		correctly		
Total				

Answer Key

Additional Activities Answer may vary				Additional Activities Answer may vary
2. B				6. C 5. Yes
A .4				3. C 3. Yes
3. D				2. C 2. Yes
7. E				1. A 1. Yes
1 .c				I. II.
B.		learners' respo		Assessment
2. D	1	est yary tea		
d. B	se	ional Activitie	JibbA	Answer may vary
3. C				What I Can Do
7. D	5. R	5. Time	2' E	5. explain
I. C	4. E	4. Money	A .4	4. rating scale
Assessment A.	3. M	2. Effort 3. Time	3. B	3. descriptors
,	T.I MM.2	l. Material	1. D	2. Rubric
SUSWET	.III	II.	I.	l. Performance
Teacher will check the	""	a men t	-	What I have Learned
Answer may vary		·	•	1 .0
What I Can Do		st may vary	wsnA	7. U .5 I .5.
		I can Do	What	3. U
5. tools				2. P
4. money			2. Eff	I . I
3. procedure			4. Ma	Activity 2
Z. quantity			ioM .E	2. D
I. objective		ourcefulness		A .4
What I Have Learned		ourceful	Pes 1	3. B
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