

Sample Graphic Arts Lesson Plan

Instructor: Jonathan David Poulos

Grade Level: 8-9

Course: Communications Technology

Unit: Graphic Arts- finishing techniques

Lesson Duration: 1-50 Minute class period

Summary: This lesson will introduce some of the most commonly used finishing techniques in graphic arts. Students will learn when different techniques should be used and why.

Rationale/ Purpose: Students will be introduced to the basic processes and equipment used in finishing of printed materials.

Objectives:

- Given a list of various finishing techniques, students will be able to correctly explain the purpose of the various finishing techniques as described in the text.
- Given a desktop folding machine and paper, students will be able to demonstrate the process of using a desktop folding machine to create a 3-fold brochure.

Standards Addressed: Idaho TE 1951-03.14

Materials: Paper, colored pencils, rulers, desktop folding machine, desktop laminating machine, desktop comb binding machine

Pre-assessment: Ask students if they are able to identify machines used for finishing printed materials. Ask if anyone can explain what the machines do.

Anticipatory Set (Attention getter): Turn on desktop folding machine and send papers through to show the process of folding a brochure.

Instructional Procedures/ Activities:

- Start with attention getter- fold papers into brochures
- Explain what finishing is as it relates to printed materials
- Explain how to create a perforation
- Explain how embossing is achieved
- Explain how varnishing is done
- Explain what creasing is
- Explain why each is used for a specific job
- Explain what machines are for- folding, laminating, binding, perforations, creases, embossing,
- Demonstrate how a brochure is designed so it can be folded
- Show how to use the folding machine
- Show how a laminating machine works
- Show how comb binding machine works

Fun incorporated into the lesson: Have students design a quick brochure and allow students to use the folding machine to fold papers into brochures.

Review/ Recap/ Summary: Why are folding machines used? What is a benefit of using a folding machine? Why are laminating machines used? What is the benefit of using a comb binding machine?

Post-assessment: Ask students to name the three machines used in class demonstrations. What is the purpose of the machines? What is a benefit for each machine?

Closure: Have students turn in their completed (designed and folded) brochures.

Clean Up: Have students put away colored pencils, rulers, and paper. Clean up around machines for next class.

Homework: *Printed Materials Finishing Worksheet*- due next class period

Additional Reminders: Have folding, binding and laminating machines in front of room. Have colored pencils, rulers, and paper ready for class.

Self Assessment (Reflection):

Name _____

Class Period _____

Printed Materials Finishing Worksheet

For each of the following finishing procedures, explain how and why each are used in the printing industry. Also explain one advantage for using each of them.

Perforating:

Creasing:

Embossing:

Varnishing:

Laminating:

Folding:

Comb Binding:
