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| --- | --- | --- |
|  | Description | Images (optional) \* |
| Name of activity: |  |  |
| Course area: |  | N/A |
| Level: |  | N/A |
| Technology used: |  | N/A |
| Target skill(s): |  | N/A |
| Activity length: |  | N/A |
| Author: | Contributed by [name], [Division], [email] |  |
| Overview of activity: |  |  |
| Aims: |  |  |
| Set-ups: | (Preparations needed to conduct this activity) |  |
| Procedure: | (Instructional steps to carry out this activity with students) |  |
| Caveats and alternatives: |  |  |
| Additional information: | (e.g.: Appendix, Worksheets, References, further readings, video demos, etc.) |  |

**Example published activity:**

<https://www.readytotell-xjtlu.com/collections/2023-collection/1487621_review-vocabulary-with-an-interactive-worksheet-on-edform>

\* a. Make sure the images included are clear.

b. Images that are referred to in the text need to be numbered (e.g.: Image 1, Image 2). Example:

