

# “Innovative Language Teaching: Exploring Digital Tools & AI Strategies”

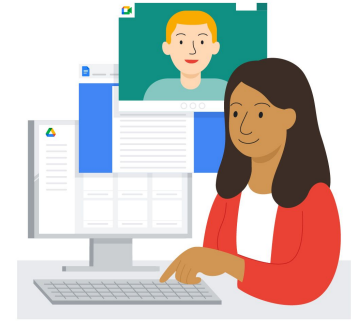


Designing Digital Lessons  
Day 1- October 27, 2025

## Welcome to the Architects of Expression

A very warm welcome to our dedicated Language Teachers. You are the architects of communication, the nurturers of expression, and the guardians of our rich linguistic heritage.

In today's session, we embark on a journey together—not just to learn new tools, but to explore how we can channel our pedagogical expertise into creating powerful digital learning experiences. We will learn how to design lessons that are more engaging, inclusive, and effective, fully aligning with the transformative vision for a 21st-century Indian classroom.



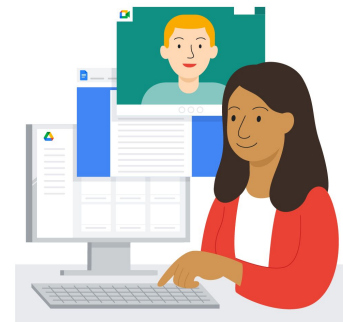
## The Foundation: Why Plan Any Lesson?

### The Blueprint for Learning

Before we step into the digital realm, let's revisit **why** we plan lessons in the first place. A lesson plan is the blueprint that gives structure and purpose to our teaching.

- **What does it do?** It provides a clear roadmap for both the teacher and the student.
- **Why is it crucial?** It ensures that specific learning objectives are met efficiently.
- **How does it help?** It allows for the intentional sequencing of activities and builds teacher confidence.

This is the first step towards creating the **purposeful, competency-based education** envisioned by NEP 2020.



## The Classroom Transformed: Physical vs. Digital

### A Tale of Two Lessons

Let's consider where our lessons live. The medium we choose fundamentally changes the learning experience.

Physical Lesson	Digital Lesson
<b>Static &amp; Linear:</b> Follows a fixed path (e.g., textbook page by page).	<b>Dynamic &amp; Interactive:</b> Can include videos, quizzes, and hyperlinks.
<b>One-Size-Fits-All:</b> Difficult to differentiate for diverse learners in real-time.	<b>Personalized Learning Paths:</b> Easily adapted with AI and varied resources for different levels.
<b>Limited Resources:</b> Confined to the physical materials available in the classroom.	<b>Limitless Resources:</b> Access to the entire internet, global libraries, and multimedia content.

The goal is not to replace, but to **enhance and extend** our reach to every single learner.

## The NEP 2020 Imperative: Why Digital is Essential

### Design Digital Lessons Now

Designing digital lessons is no longer just an option; it is a necessary:

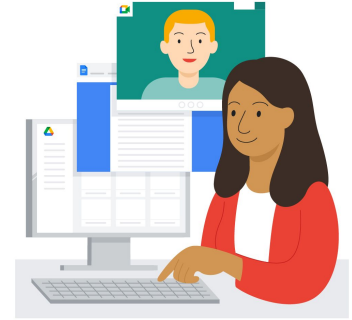
- **To Ensure Equity & Inclusion:** Digital lessons can include accessibility features like text-to-speech and adjustable fonts, ensuring that Divyangjan and learners with different needs can participate fully.
- **To Support Multilingualism:** With one-click translation and the ability to embed content in multiple languages, to celebrate India's linguistic diversity and make learning more accessible in mother tongues.
- **To Foster Experiential Learning:** Digital tools allow us to move beyond rote memorization by incorporating interactive elements, making learning a more joyful, inquiry-driven experience.
- **To foster Critical Thinking:** Digital lessons encourage students to explore, analyze, and connect ideas by moving beyond the textbook to build real-world, 21st-century skills.

## Significance of Digital Lesson Planning

### What Does This Mean for Professional Practice?

Designing digital lessons has a significant and positive impact on effective lesson delivery

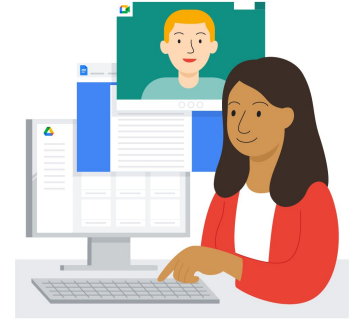
- **Enhanced Efficiency:** It can easily reuse, adapt, and improve lessons year after year, saving valuable time.
- **Seamless Collaboration:** Sharing plans with colleagues and Head of Department for feedback and co-creation becomes effortless.
- **Deeper Insight:** Digital tools can provide data on student engagement, helping you understand what works best.
- **Professional Growth:** It will help to build a powerful digital portfolio of innovative teaching practices, supporting your Continuous Professional Development (CPD).



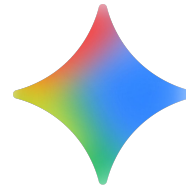
## Blueprint for Today: How We'll Do It

### How to Plan and Build The Digital Lessons?

1. **The Blueprint:** Use **Google Docs** to structure lesson plan, integrating text, tables, hyperlinks, and AI-powered ideas.
2. **The AI Assistant:** Throughout the process, leverage **Gemini** to brainstorm creative ideas, generate content, and differentiate our materials.



# Designing Digital Lessons through Docs, Slides and Gemini



# Introduction to Google Docs

## What is Google Docs?



Google Docs is a tool to create text documents such as reports, stories, or articles. It is a great place for any work that contains a lot of typing. You can include text, images, tables, diagrams. This is useful for learning in many different ways, from group projects to peer feedback and assessments.

## Educational uses of Google Docs

Google Docs is a very versatile tool, here are some use cases:

- Class notes, review notes, lesson planning.
- Writing essays or stories.
- Collaborative writing .
- Collaborative brainstorming.
- Creating templates for students to type on.
- Translations.

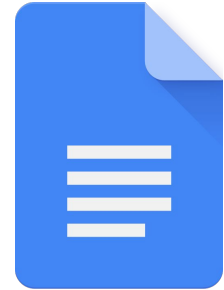
Sample Doc -

<https://docs.google.com/document/d/1PsjIIVSps-sxM-1arWibNgp5nq5WC2uPjLxkgHlpTk0/edit?usp=sharing>

## Features of Google Docs

### What will you learn?

- Creating a new Doc
- Opening a new Doc
- Naming a doc
- Menus
- Ribbon
- Formatting a doc
- Adding Text
- Add Footnote
- Add doc tabs
- Add Image
- Add comments
- Voice Typing
- Translate your doc
- Sharing the Doc



## Creating a doc

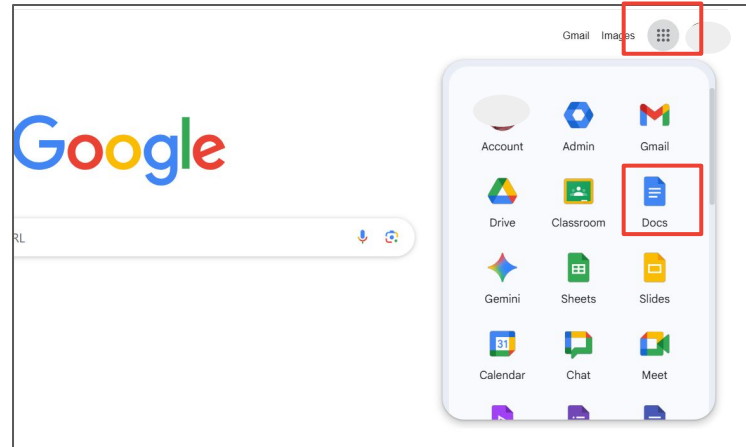
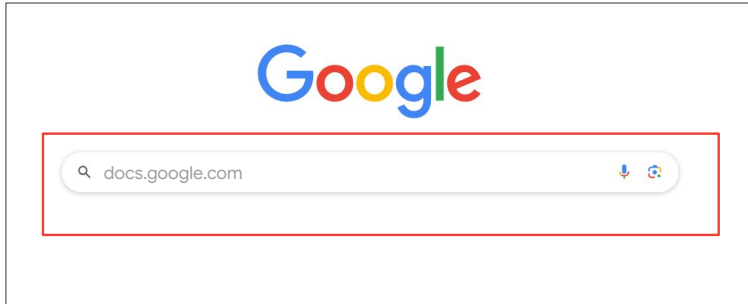
Open the browser

- Sign-in with gmail id
- Type docs.google.com

OR

If Google is the search engine:

- Click on nine dots(waffle)
- Select Docs



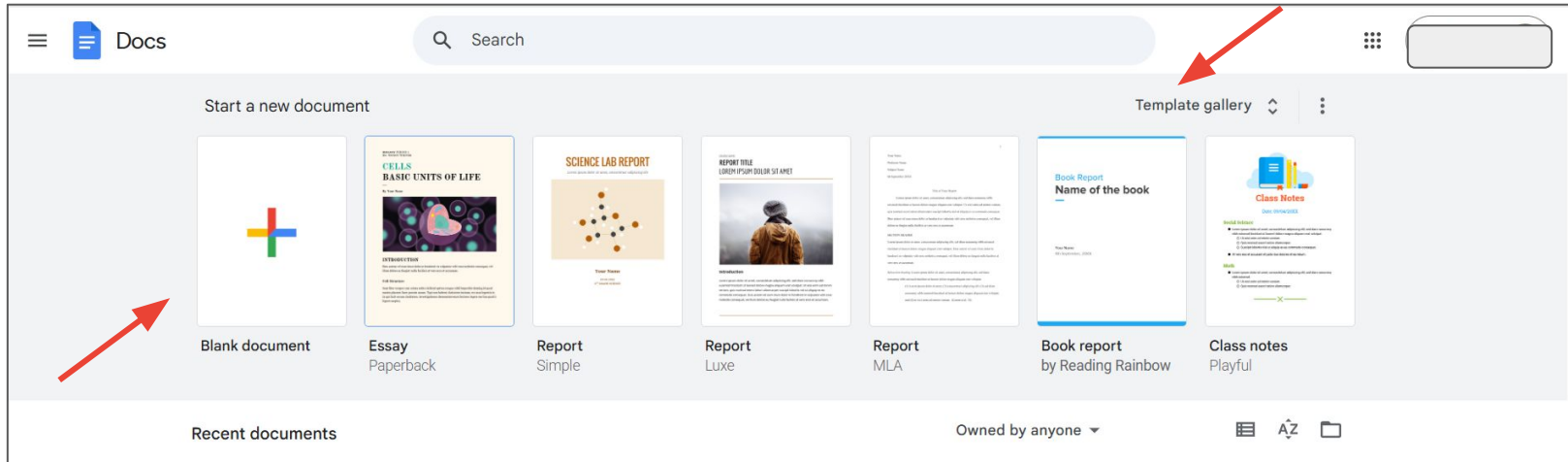
## Opening a blank doc

### Step 2

Open the Blank Document

OR

Select the Template from Template Gallery as per requirement



The screenshot displays the Google Docs home page. At the top left, there is a menu icon and the text 'Docs'. A search bar is located at the top center. On the right side, there is a grid icon and a placeholder for a document. Below the search bar, the text 'Start a new document' is visible. A red arrow points to the 'Template gallery' link on the right. The main area shows a grid of document templates. A red arrow points to the 'Blank document' template on the left. The templates include:

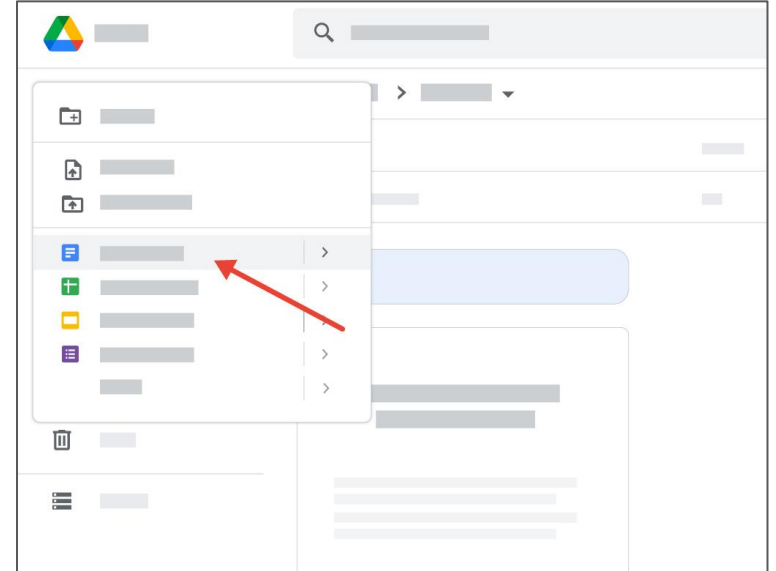
- Blank document
- Essay Paperback
- Report Simple
- Report Luxe
- Report MLA
- Book report by Reading Rainbow
- Class notes Playful

At the bottom of the interface, there is a section for 'Recent documents', a dropdown menu for 'Owned by anyone', and icons for list view, zoom, and a document icon.

## Creating a doc

We begin by going to Google Drive,

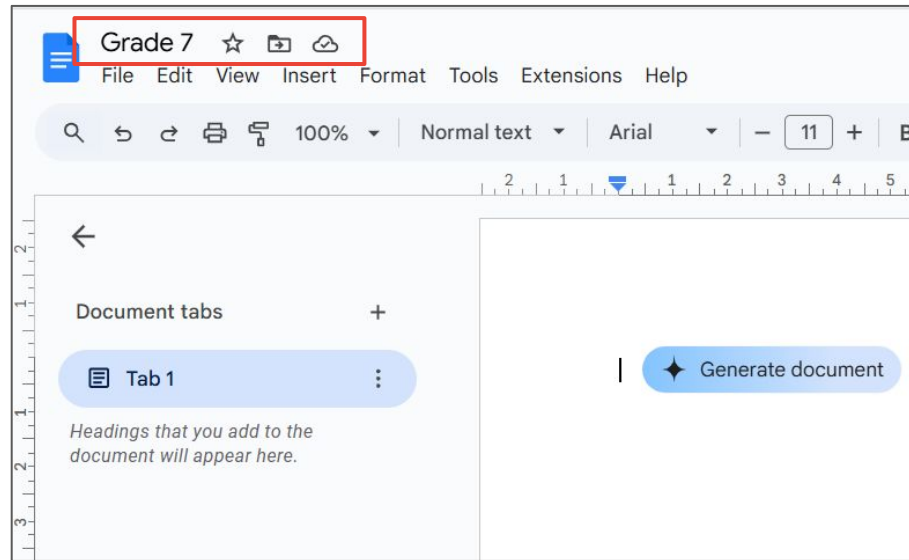
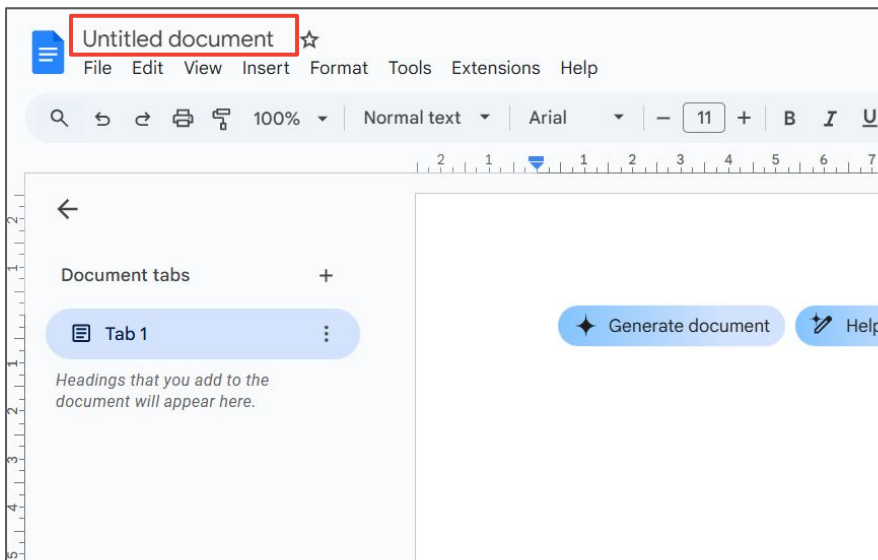
- Logging into Google account if prompted to do so.
- In Google Drive, click **New** and then click **Google Docs** (not the arrow).
- A new tab will open with a new doc for edit.



## Naming your doc

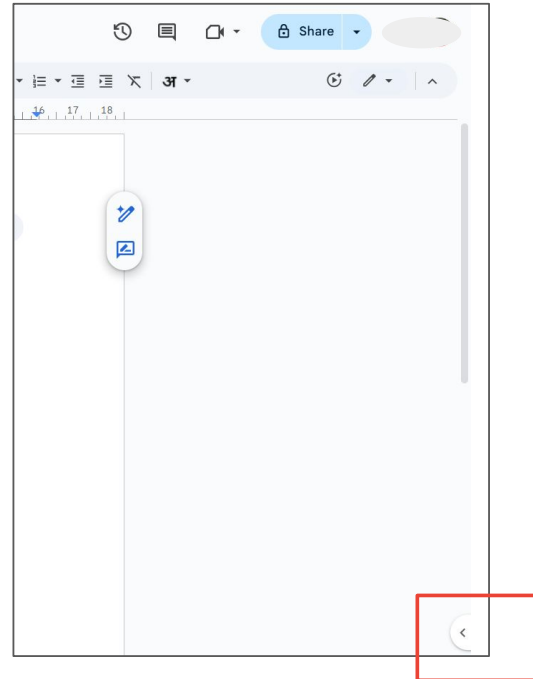
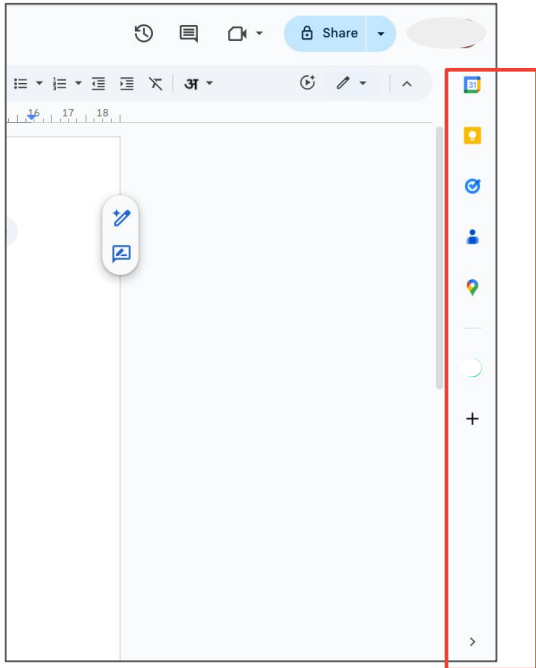
The name of doc needs to show what the doc is about to make it easier to find and open again later.

- Click **Untitled document** on the top left.
- Type in a name for your document then press **Enter** on your keyboard.
- Doc name will be saved automatically.



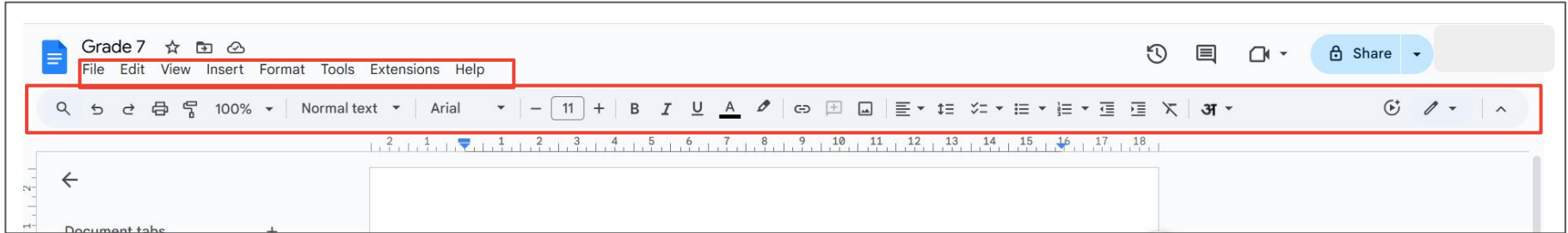
## Right side of doc

- The right side of the doc shows the communicating and organising tools.
- Hide it by clicking the arrow on bottom right corner



## Menu Bar and Ribbon

- The Menu Bar will show - File, Edit, View, Insert, Format, Tools, Extensions, Help, Version History, Comments, Gmeet, Share
- The Ribbon shows the most commonly used icons from Menu Bar

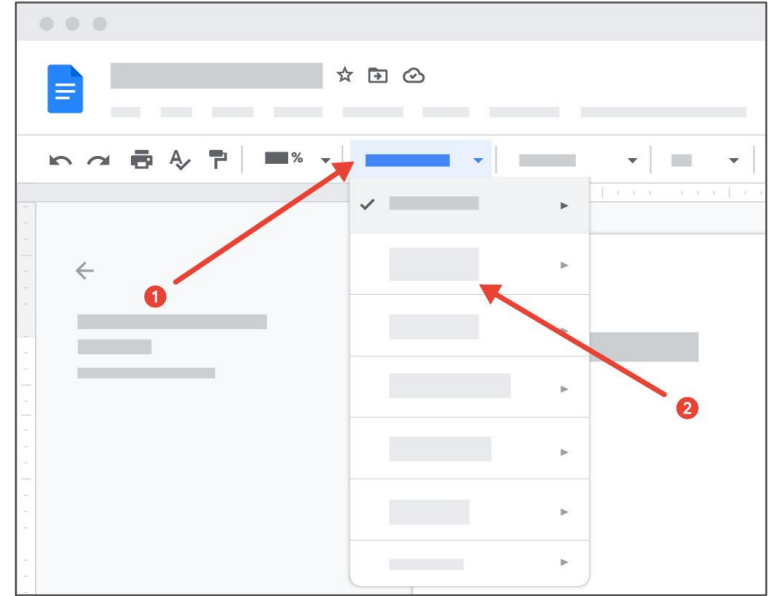


## Adding and formatting text

You can easily add text to your doc and format it.

Click on the empty white space and type the title of your Doc. The title should tell students what they will be learning about.

1. You can change the text style to **Title**, to make it stand out. To do so, click **Normal text**.
2. In the menu that just opened, click **Title**.



Besides the title, headings can help us structure our docs.

- Press **Enter** on your keyboard to start a new paragraph.
- Start typing your first heading. You can change the text style to **Heading 1**, to make it stand out. Just like you did with the title before, click on **Normal text**. In the menu that just opened, click on **Heading 1**.
- Press **Enter** to start a new paragraph. Add some more text, without changing the styles.

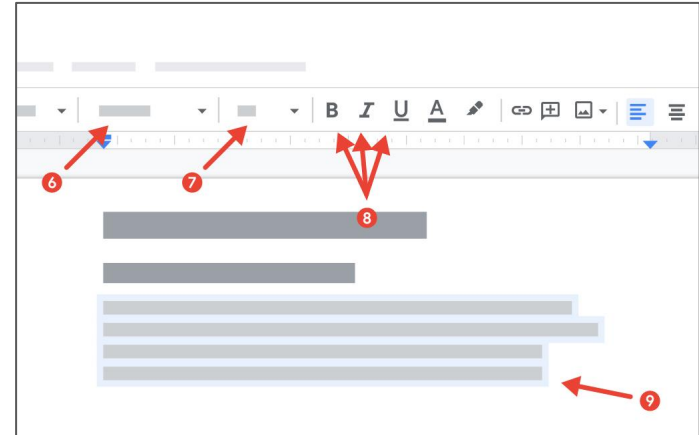


3. Title.
4. Heading 1.
5. Normal Text.

You can further customize your text, by changing the font, the size, making it **bold**, *italic*, or underlined.


6. Click **Arial** to change the font. Select the font you like from the dropdown menu.
7. Click on **11** to change the size of the text. The larger the number you choose, the larger the writing will be.
8. Optional: You can make the text **bold**, *italic*, or underlined by clicking the 'B' 'I' or 'U' buttons.
9. Select the text you want to customize: click and hold at the end of the text and drag your cursor across everything you want to customize and make the the text changes.

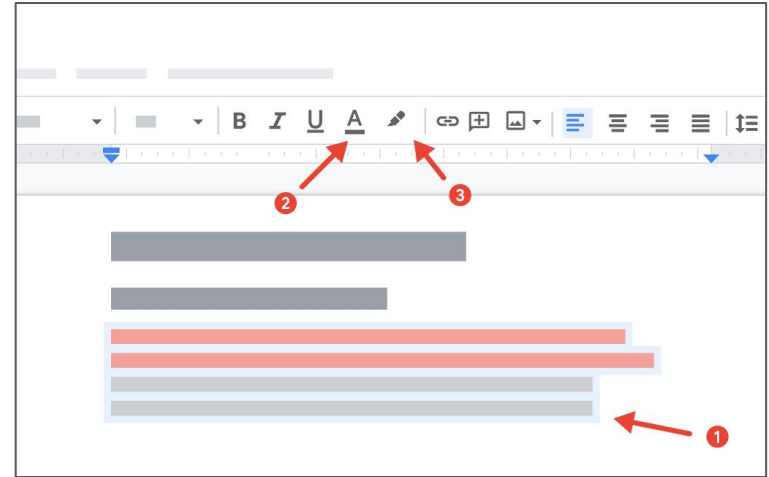
**Tip:** Double click on a word to select it. Triple-click on a word to select the whole paragraph.



## Adding color

You can also add a touch of color to your docs. You can change the color of the text, and/or highlight it in any color you want.

1. Select the text you want to customize: click and drag your cursor through the text.
2. Click **A** . Choose the desired color for your text.
3. Click  . Choose the desired highlight color.

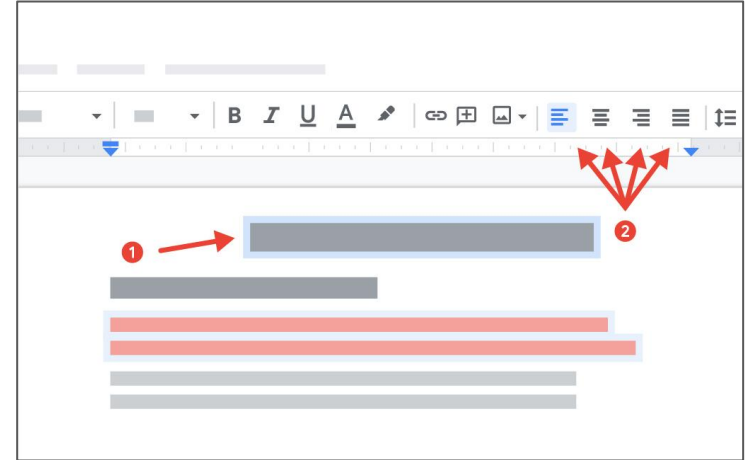


## Change alignment

You can change the alignment for your text. This means that you can choose whether the writing is on the left/right side of the screen, or in the middle. We have four options:

- Left align.
- Center align.
- Right align.
- Justify.

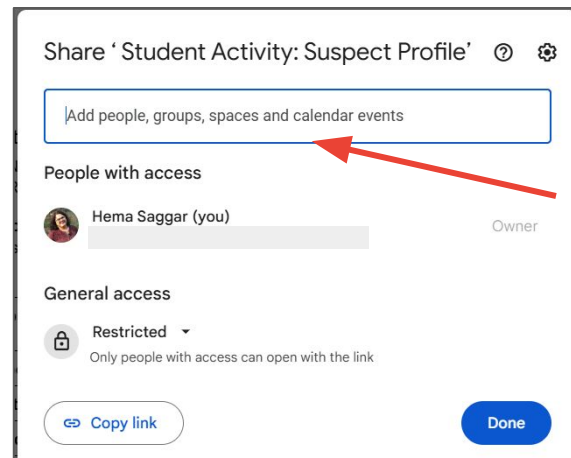
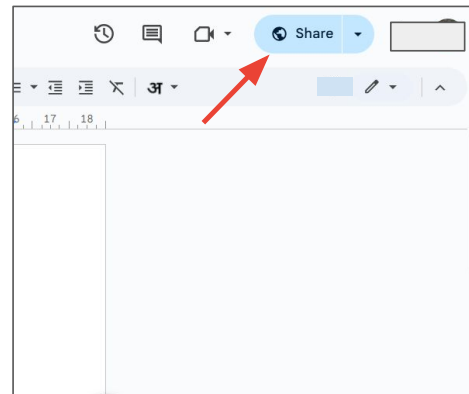
1. Select the text you want to customize: click and drag your cursor through the text.
2. Click on the different alignment buttons to see what each one does.



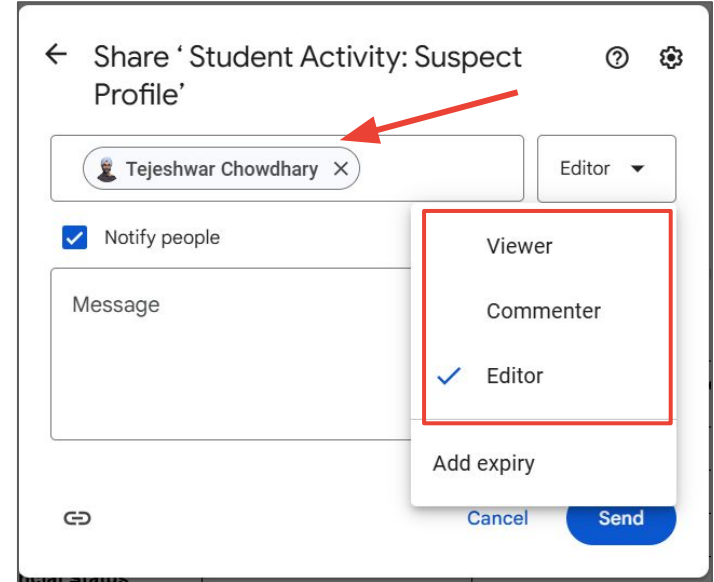
## Sharing your doc with Specific people/group

To collaborate on a doc with a colleague, you need to share your doc. You can share it with specific people, or you can share it using a link. Let's share this doc with a specific person.

1. Click **Share** on the top right-hand side. This will open the Sharing window.
2. To share the doc with a specific colleague or student, click **Add people and groups**.
3. Type in the email address of your colleague/student. You can also add more than one email at a time.



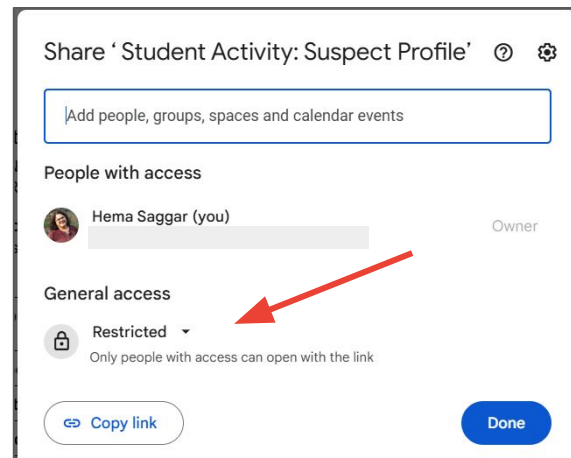
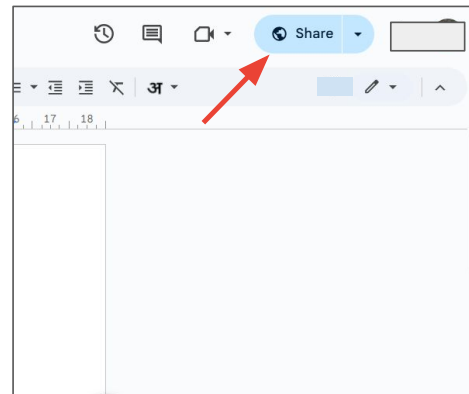
4. Click **Send**. You will see a confirmation popup, confirming that a person was added.
5. Select the mode of sharing the document.
  - a. Viewer - only view available
  - b. Commenter - suggestive and commenting can be done
  - c. Editor - rights provided to edit anything on the doc



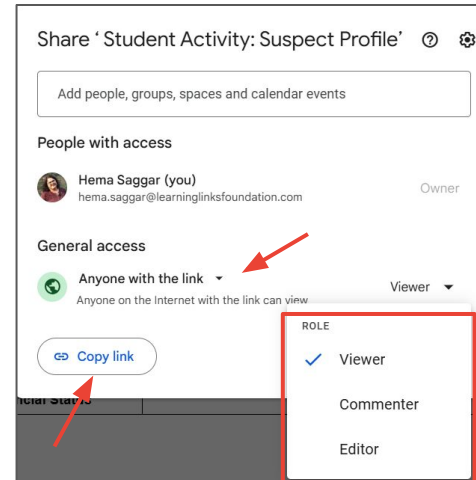
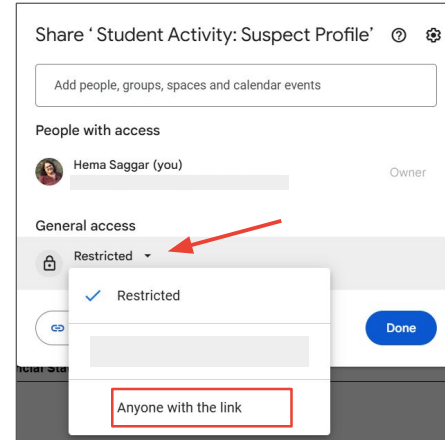
## Sharing your doc using link

To collaborate on a doc with a colleague, you need to share your doc. You can share it with specific people, or you can share it using a link. Let's share this doc with a specific person.

1. Click **Share** on the top right-hand side. This will open the Sharing window.
2. To share the doc using link, see for **General access**.
3. Click drop down arrow besides **Restricted**.



4. Click **Anyone with the link**. Select the role of sharing the document.
  - a. Viewer - only view available
  - b. Commenter - suggestive and commenting can be done
  - c. Editor - rights provided to edit anything on the doc
  
5. Click **Copy link**. Share it by any medium



## Adding comments to a doc

Comments are a useful tool when collaborating on a doc.

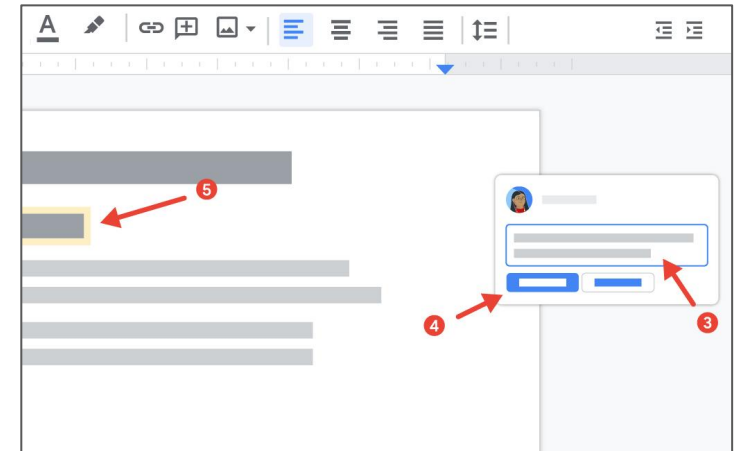
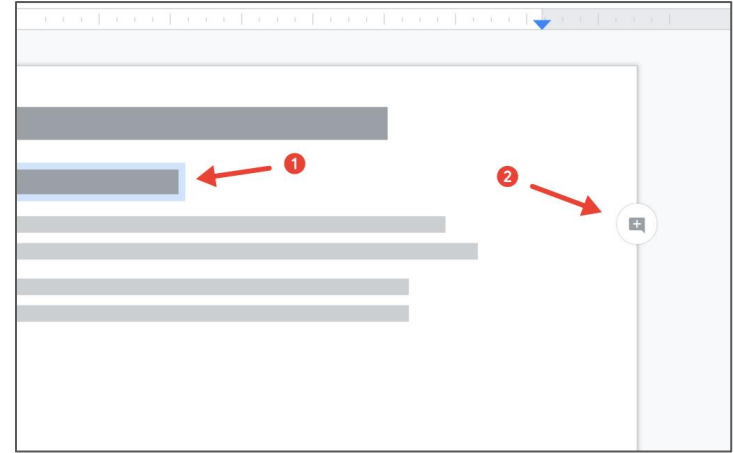
- You can add comments to the side of the doc, without actually changing the content of the doc. This allows for collaborators to share ideas, add feedback, request changes etc. For example, you might want to give some feedback on a lesson plan another teacher created - a comment is a great place to do this.
- In order to add a comment to a doc, you first need to select some text.

*Tip: Double click on a word to select it. Triple click on a word to select the whole paragraph.*



1. Select any sentence from your text.
2. Click the add comment button that has now appeared on the right-hand side of the selected text.
3. Click **Comment** or **add others with @** and start typing your comment.
4. Click **Comment** when done.
5. Your comment will now be shown on the right hand side of the doc. The text the comment is attached to is highlighted in yellow.

Please note: Comments will only be visible to people who have been given Editing or Commenting permission.



## **Lesson complete - congratulations!**

Now you know how to create a Google Docs file, name it and give it a title, add text in different styles and leave comments for other people. You can create docs that will be easy for students to read and navigate.

### **Challenge**

Create a lesson plan outline using Google Docs. Make sure to include a title and 2-4 headings, in order to help students navigate through the doc. Share your plan with a colleague.

## FAQs

- I can't find the 'Save' button. How do I save my work?  
There is no save button because Google Docs and Slides save your work automatically every few seconds to your Google Drive. You'll never lose your work again.
- Can I work on my lesson plan if my internet at home is not working?  
Yes! You can enable offline access in your Google Drive settings. This allows you to open, edit, and create documents and slides even without an internet connection. The files will sync automatically once you are back online.
- Can I edit my lesson plans on my smartphone?  
Yes! You can download the free Google Docs apps for your Android or iOS device. This allows you to make quick edits, review student work, and present directly from your phone.
- I created a file, but now I can't find it. Where do my files go?  
All your Google Docs and Slides are automatically saved and organized in your Google Drive. Think of it as your digital filing cabinet. Just go to [drive.google.com](https://drive.google.com) to find all your work.
- Can I work on my lesson plan if my internet at home is not working?  
Yes! You can enable offline access in your Google Drive settings. This allows you to open, edit, and create documents and slides even without an internet connection. The files will sync automatically once you are back online.

Thank You!