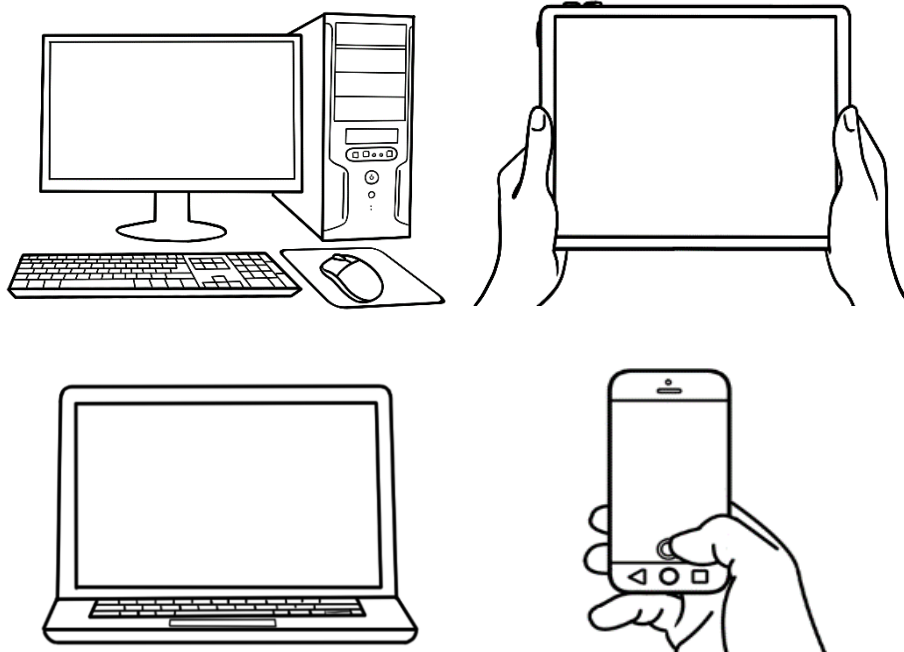


# English Ready

22638VIC Certificate 1 in EAL  
VU23556 Use limited digital technology and skills

---

## Student Workbook



Student \_\_\_\_\_

Teacher \_\_\_\_\_

Class \_\_\_\_\_

Date \_\_\_\_\_

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**Illustrations:** Madelena Scott

**Illustrations acknowledgements:**

Ear buds, *Start* icon [This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

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No volume icon [This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

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This workbook is designed to be used with the support of a teacher.


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# 1. Introduction

## a. Workbook instructions

①  


 1. listen

 2. say


 3. read


 4. write


 5. ask questions

 6. work with a partner

 7. tick

 8. highlight

 9. use a computer

 10. use a phone

②

Do you understand?



Are you OK?

Yes, I understand.



No, I don't understand.

Can you say it again please?



No. Can you help me please?

Could you speak slowly please?



**don't** = do not

**b. Meet the students and teachers.**



**At the AMEP Centre**

**Meet the students.**  
This is Amina, Ahmad and Basam.

**Meet their teacher.**  
This is Peter.



Amina



Ahmad



Basam

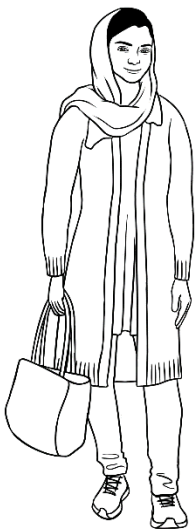


Peter

**At the Learning Centre**

**Meet the students.**  
This is Parwana, Linh and Ko.

**Meet their teacher.**  
This is Wendy.



Parwana



Linh



Ko



Wendy

## 2. Computer devices





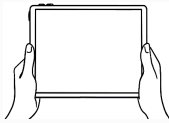

**device** = any kind of computer



What computer devices do you have Amina?

I have a mobile phone and a laptop.



Name	 desktop computer	 laptop computer	 tablet	 mobile phone
Amina		✓		✓
Me				




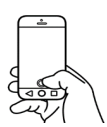


I have a \_\_\_\_\_ .

I don't have a \_\_\_\_\_ .



In our class, there are

 _____ desktop computers.	 _____ laptop computers.	 _____ tablets.	 _____ mobile phones.
---	--	--	---



When do you use your mobile Amina?

Every day.



<p>I send messages.</p>	<p>I call my family and friends.</p>	<p>I take photos.</p>
<p>I check the time.</p>	<p>I record my teacher.</p>	<p>I get directions.</p>



When do <b>you</b> use your mobile?	You	Your partner
1. I send messages.		
2. I call my family and friends.		
3. I take photos.		
4. I check the time.		
5. I record my teacher.		
6. I get directions.		
7.		
8.		

①

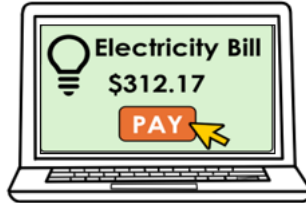


Do you use your laptop a lot Amina?

Yes I do.



I read emails.



I pay bills.



I find information.



I learn English.

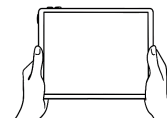


I watch English movies.



I learn English songs.

②



When do **you** use your computer?

**You**

**Your partner**

1. I read emails.

2. I pay bills.

3. I find information.

4. I learn English.

5. I watch English movies.

6. I learn English songs.

7.

8.

### 3. Computers

#### a. Computer safety



Work safely on your computer.



① Sit correctly.



② Don't have a bright light on the screen.



③ Be careful of electric cords.



④ Take a break, move and stretch.

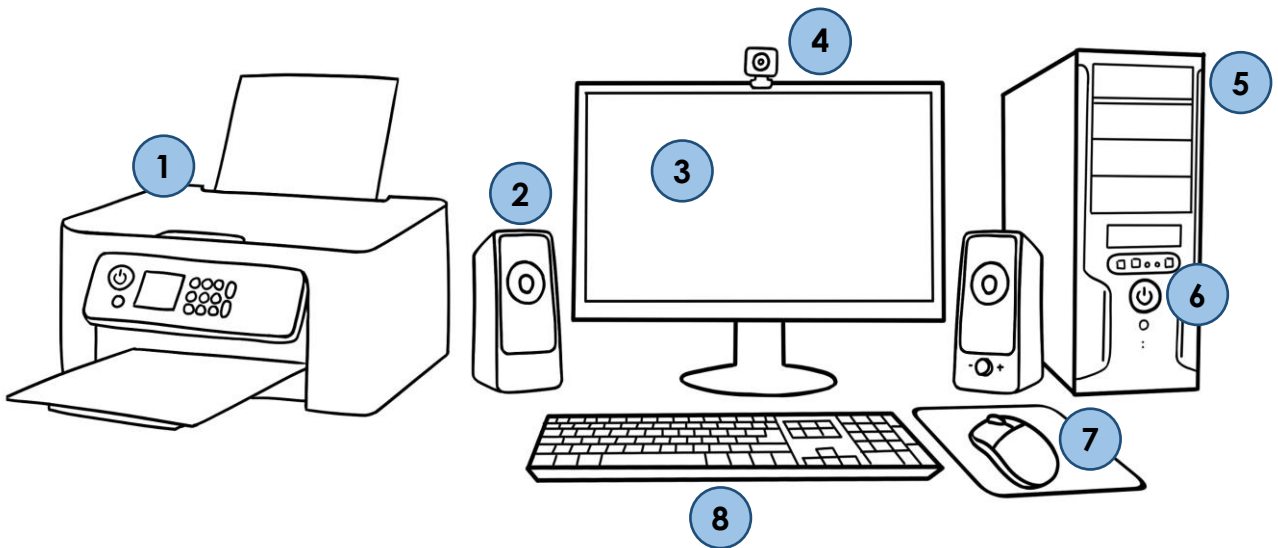


**b. Parts of a computer**



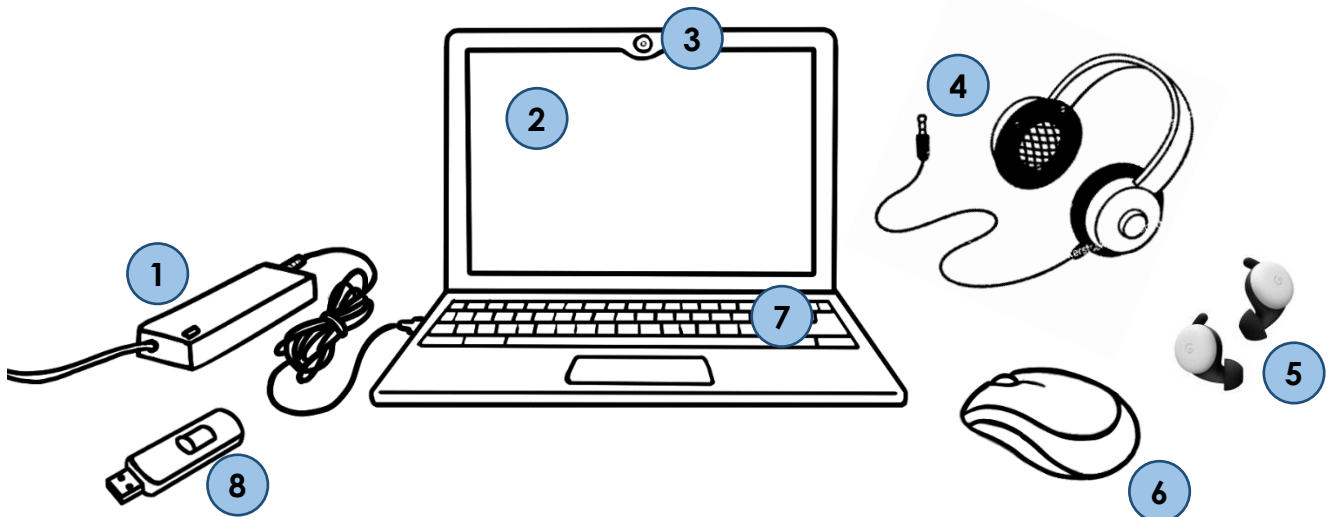
**Desktop computer**

<input type="checkbox"/> 2 speaker	<input type="checkbox"/> printer	<input type="checkbox"/> camera	<input type="checkbox"/> computer box
<input type="checkbox"/> keyboard	<input type="checkbox"/> mouse	<input type="checkbox"/> screen	<input type="checkbox"/> power button



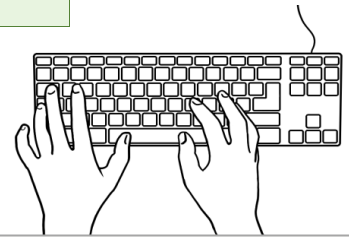
**Laptop computer**

<input type="checkbox"/> charger	<input type="checkbox"/> screen	<input type="checkbox"/> camera	<input type="checkbox"/> headphones
<input type="checkbox"/> USB	<input type="checkbox"/> keyboard	<input type="checkbox"/> mouse	<input type="checkbox"/> ear buds

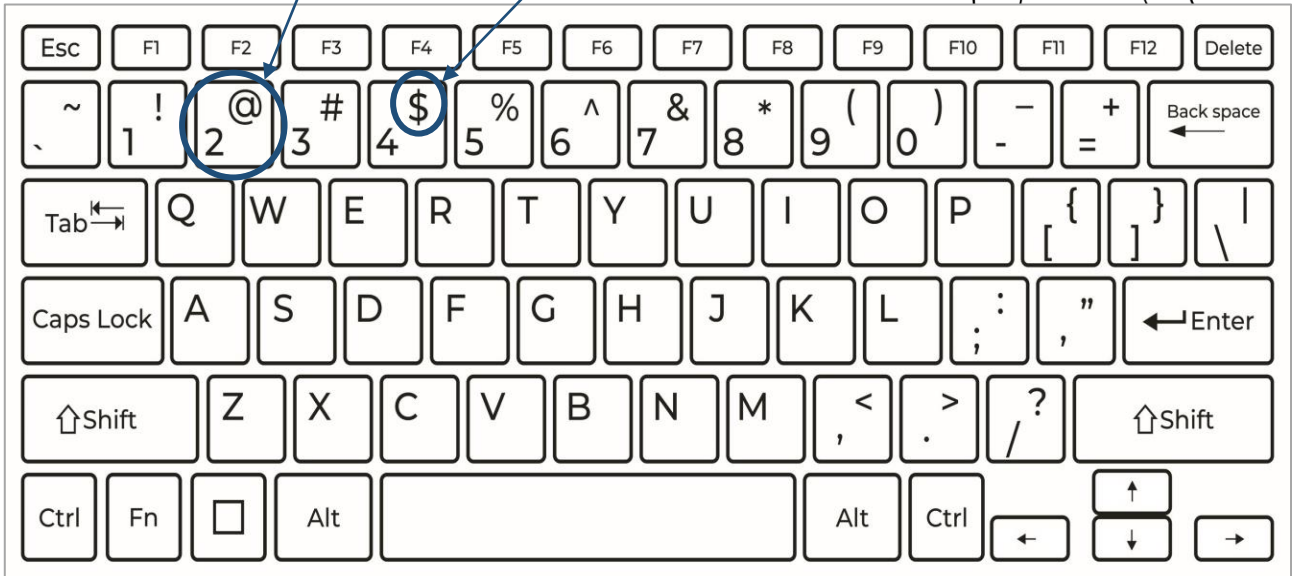


### c. The keyboard and the mouse

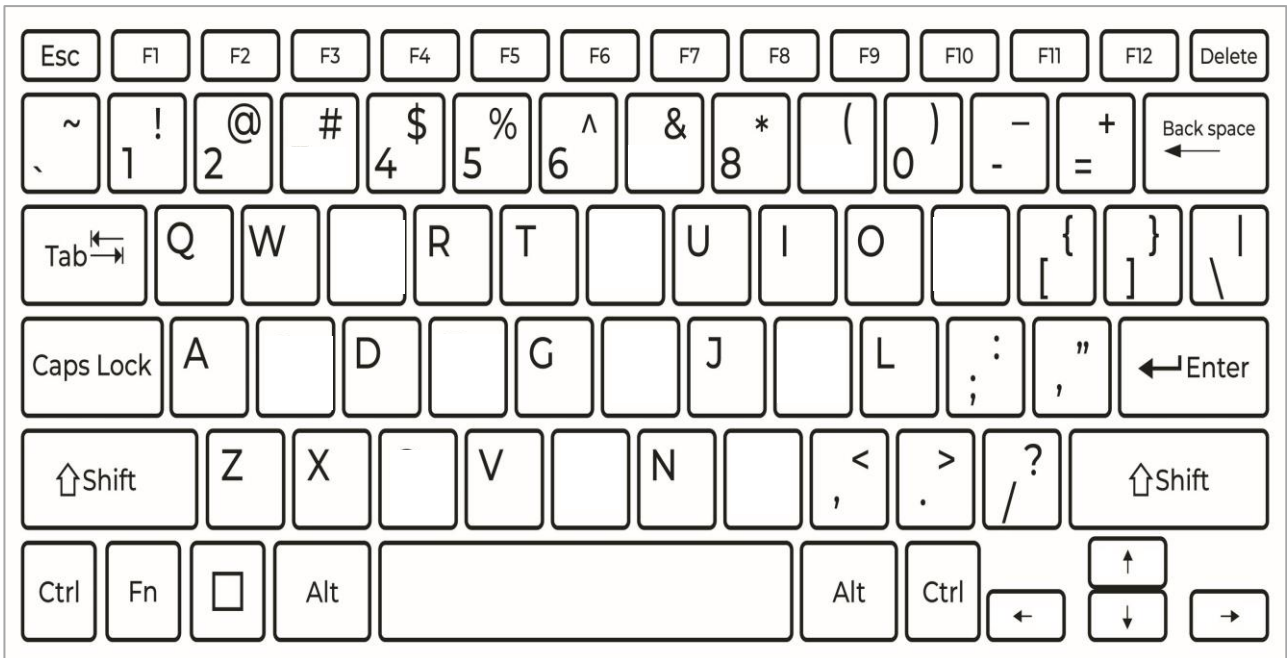
①  This is a **keyboard**. We **type** on a keyboard.



This is a **key**. This is a **symbol**.



②  Write the missing letters and numbers.



③ 

④  Colour the letters in your first name.



**Useful keys.**

**3. Delete**  
Remove letters this way. →

**1. Caps Lock**  
For capital letters only.

**2. Shift**  
For a capital letter or a symbol

**4. Backspace**  
Remove letters ← this way.

**5. Enter**  
Go to the next line.



**7. Spacebar**  
For a space

**6. Arrows**  
Move around the screen



**3** Write the numbers.

Spacebar	Delete	Caps Lock	Enter	Shift	Backspace	Arrows
7						



**Type letters.**

Type a small letter.	Type a capital letter.
<p>1. Press <b>H</b>.</p>	<p>2. Hold <b>Shift</b> and press <b>H</b>.</p>
<p>3. Press <b>E</b>.</p>	<p>4. Hold <b>Shift</b> and press <b>E</b>.</p>



**Type numbers and symbols**

Type a number.	Type a symbol.
<p>1. Press <b>4</b>.</p>	<p>2. Hold <b>Shift</b> and press <b>\$</b>.</p>
<p>3. Press <b>2</b>.</p>	<p>4. Hold <b>Shift</b> and press <b>@</b>.</p>

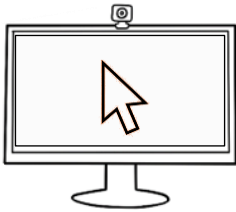


**The mouse**

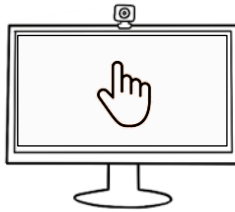


The mouse moves the **cursor** around the screen.

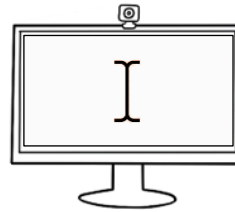
There are three cursors.



1. The **arrow** **points** to things.



2. Click the **hand** to **open** something.



3. Click the **I** cursor to **type**.



**Mouse actions**

Click	x 1	Right click	x 1
Double click	x 2	Scroll up	↑
		Scroll down	↓





Practise with a mouse.




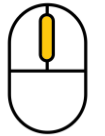
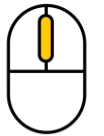


**d. Ask for help.**



<b>Amina</b>	Excuse me. Can you help me please Peter?
Peter	Sure. How can I help?
<b>Amina</b>	How do I double click?
Peter	Hold the mouse. Then, press the left button <b>two times quickly</b> . Let me show you. 
<b>Amina</b>	Can you show me again please?
Peter	Sure. 
<b>Amina</b>	Oh. I need to press it <b>very</b> quickly.
Peter	Yes, <b>very</b> quickly.



 x 1 Click.	 x 2 Double click.	 x 1 Right click.	 ↑ Scroll up.	 ↓ Scroll down.
---	--	---	--	---

**e. What do you remember?**



**The keyboard**

Which keys do you press?



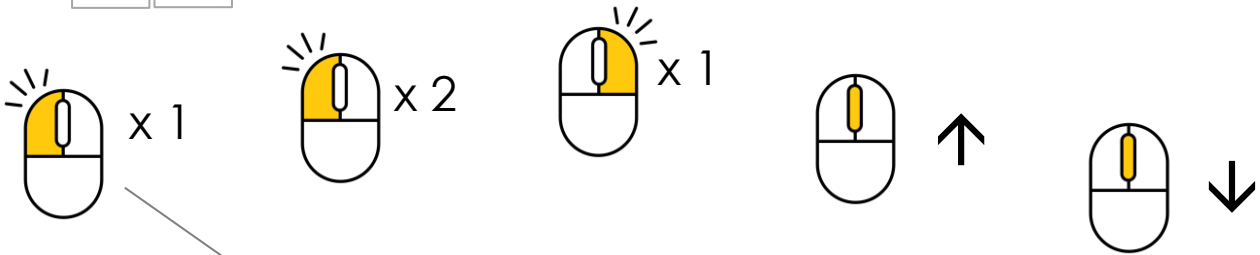
Arrows	Delete	Enter	Shift
Spacebar	Backspace	Caps Lock	



1. Remove letters this way.	
2. Remove letters this way.	
3. Go to the next line.	
4. Make a space.	
5. For a capital letter or a symbol.	
6. For capital letters only.	
7. To move around the screen.	




**The mouse**



Scroll up	Click	Double click	Scroll down	Right click
-----------	-------	--------------	-------------	-------------

**f. Start up and shut down the computer.**

① 




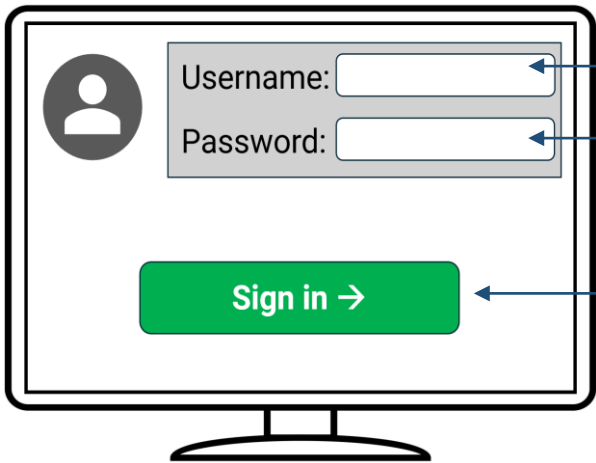
Which power button is on your computer?



②  

**Start up the computer.**

1. First, **press** the power button. 
2. Next, **sign in**.



Click and **type** your username.

Click and **type** your password.

Click Sign in.

③ 

Write **your** username and password.



Username:

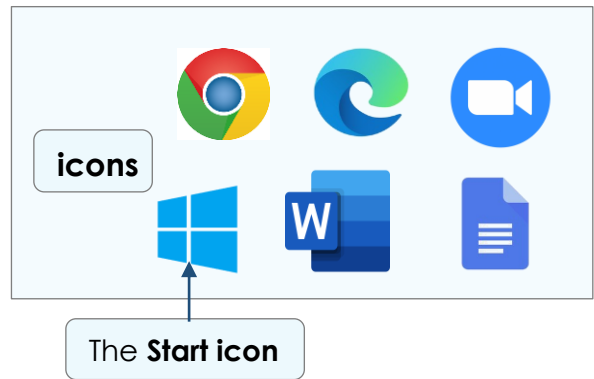
Password:



①



Use the **Start icon** to shut down the computer.



### Shut down the computer

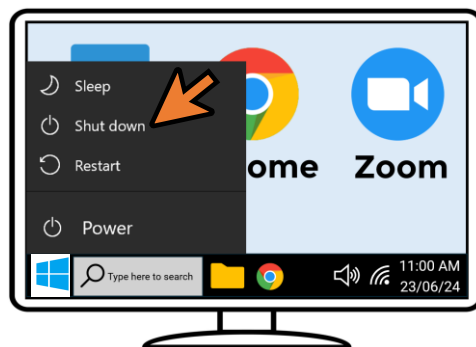
1. First Click the **Start** icon.



2. Next, click **Power**.



3. Then, click **Shut down**.



**Don't press** the power button to shut down the computer.

**g. Computer programs**



**Computer programs do different jobs.**



Click on an icon to open a computer program.

**Computer program icons**

1. What do you want to do?	2. Click on an icon.	3. Use this program.
<p>I want to practise <b>typing</b>.</p>	Word Google Docs	<p><b>Word processor</b></p>
<p>I want to find some <b>information</b>.</p> <p>I want to watch a <b>video</b>.</p>	Google Chrome Edge	<p><b>The Internet</b></p>
<p>We want to have an <b>English class</b> online.</p>	Zoom	<p><b>Meetings</b></p>



**h. Practise typing.**

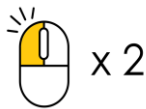


I want to practise **typing** so I use the Word program.

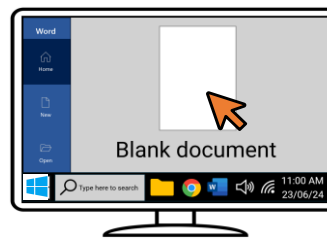


**Typing**

1. First double click the **Word** icon.

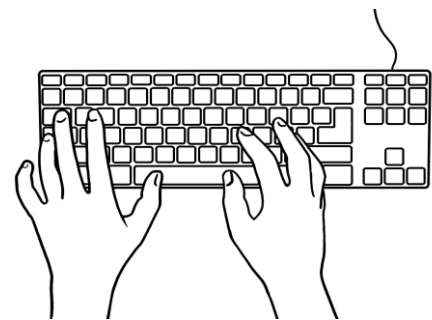


2. Next, click **Blank document**.



3. Then, use the **keyboard** to type this:

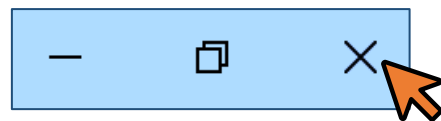
What is your name?  
 My name is \_\_\_\_\_.  
 When did you come to Australia?  
 I came to Australia in \_\_\_\_\_.



4. Show your work to the teacher.



5. Close Word. Click the **X** in the top corner.



6. Click **Don't save**.



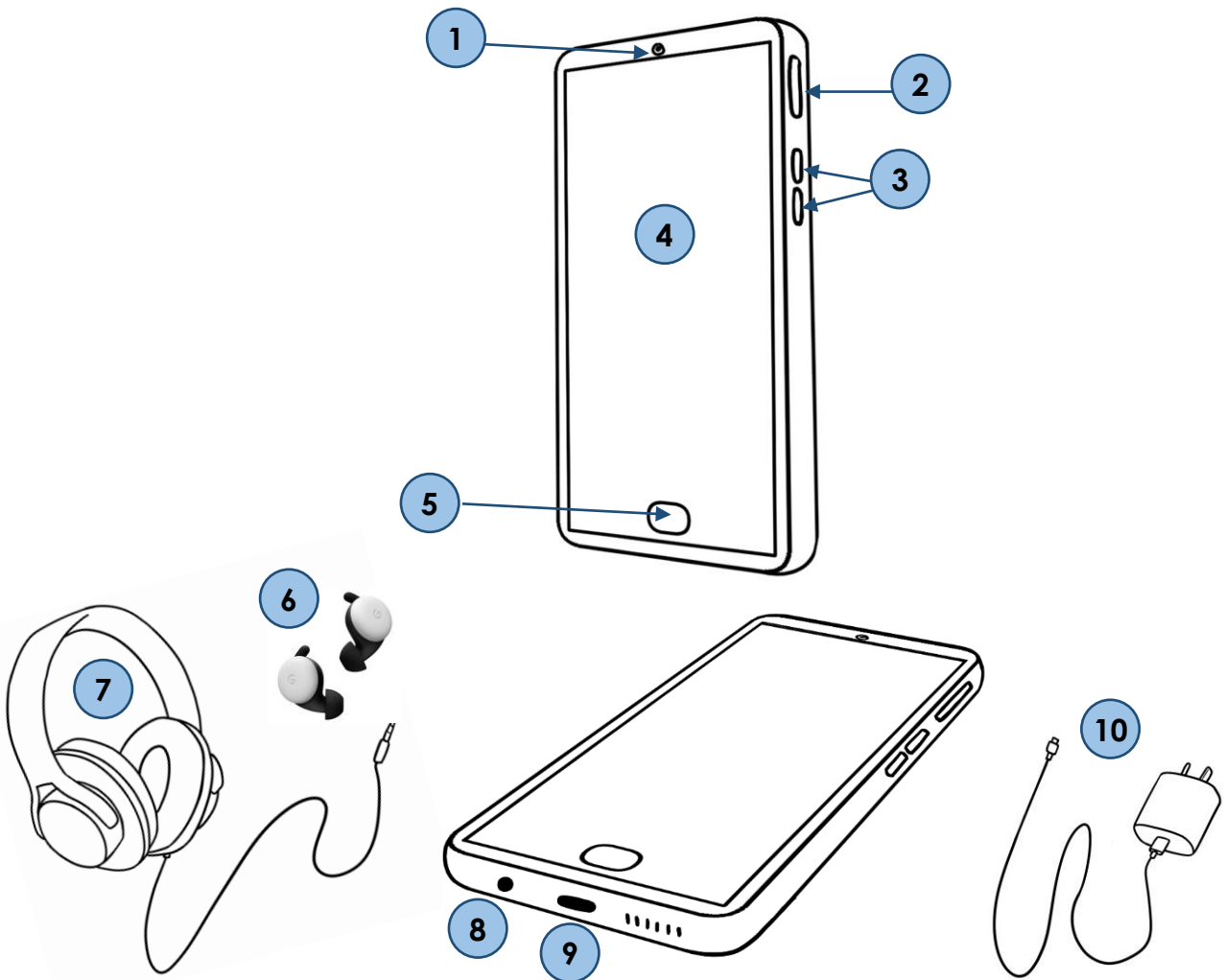
# 4. Mobile phones

## a. Parts and actions of phones



### The parts of a phone

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 5 home button  | <input type="checkbox"/> camera         | <input type="checkbox"/> ear buds      |
| <input type="checkbox"/> charger        | <input type="checkbox"/> screen         | <input type="checkbox"/> charging port |
| <input type="checkbox"/> volume buttons | <input type="checkbox"/> headphone jack | <input type="checkbox"/> power button  |
|   |   | <input type="checkbox"/> headphones    |



② Listen and point to the mobile phone parts.

③ Find the parts on your mobile.



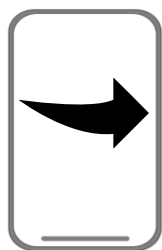
**The actions of phones**

swipe	tap	hold
press home	rotate	recharge

Practise the actions on your mobile.



1. tap			
2. hold			
3. swipe			
4. press home			
5. rotate			
6. recharge			



Swipe right.



Swipe left.



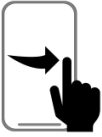
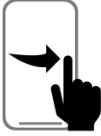
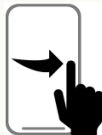
Swipe up.



Swipe down.

**b. Ask for help.**



<b>Ko</b>	Excuse me Wendy. Can you help me, please?
Wendy	Sure. How can I help?
<b>Ko</b>	How do I swipe my phone?
Wendy	Slide your finger across the screen. 
<b>Ko</b>	Could you show me again, please?
Wendy	Sure. 
<b>Ko</b>	Like this? 
Wendy	Yes, that's right.



 tap	 hold	 press home	 rotate	 recharge
--	---	---	--	---

**c. What do you remember?**



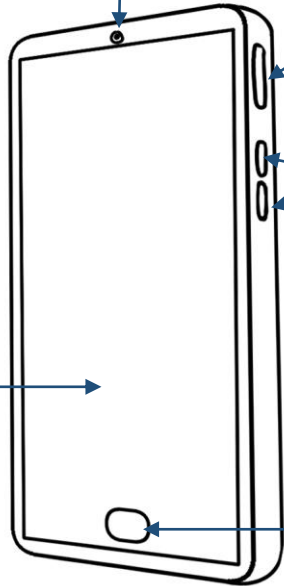
**The parts of a phone**

charger	camera ✓	ear buds	screen
home button	volume buttons	power button	
charging port	headphone jack	headphones	

Write and say the parts of a phone.



1 camera



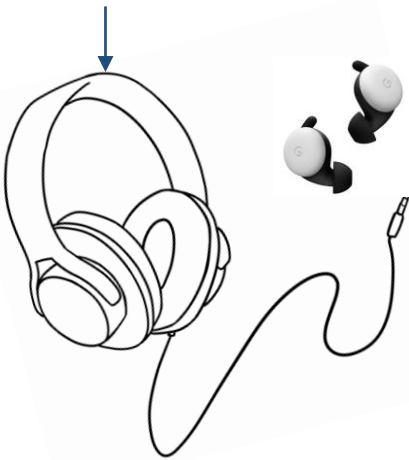
2

3

4

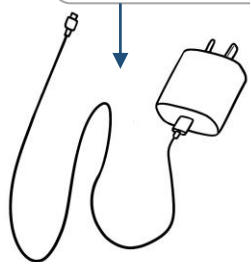
5

7



6

10



8

9

**d. Unlock your phone with a PIN.**



**PIN = Personal Identification Number**



You need a safe **PIN** to unlock your phone. It's like a key. 

What's a safe **PIN**?



Safe PINs ✓	Unsafe PINs ✗
7358	7777
1602	1234
3127	1990
6853	2088



Which **PINs** are safe?

8351

5555

2000

9381

6789

3624

7056

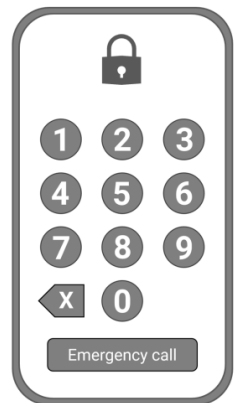
3333

1820

4321

0617

2424

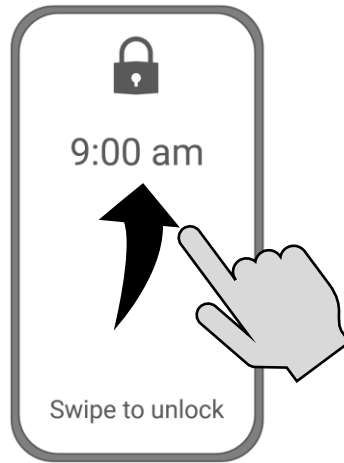


I can remember my **PIN**. It's my friend's birthday.



 **Unlock your phone**

1. First, **swipe** the screen.



2. Next, enter your **PIN**.

Tap 4 numbers.

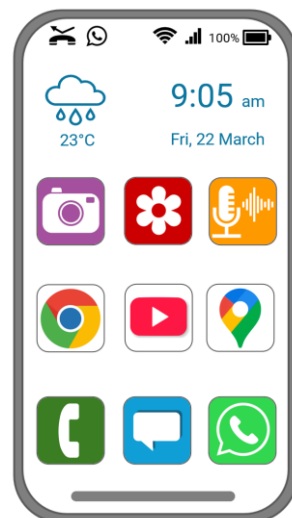
Tap **Backspace** if you make a mistake.



3. Now, your phone is unlocked.



This is the **home screen**.



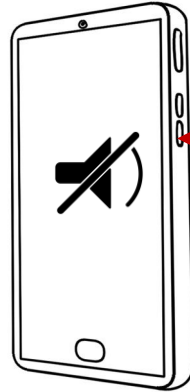
**e. Turn off the volume and turn off your phone.**



**Turn off the volume.**



Please **turn off** the volume on your phone in class.

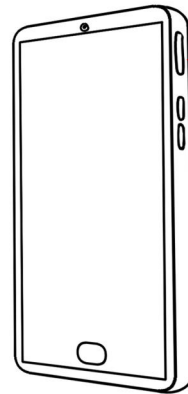


Press and hold the **volume down button**.



**Turn off the phone.**

1. First, **press** and **hold** the **power button**.



**Power button**

2. Next, **tap** the **Power off** icon.



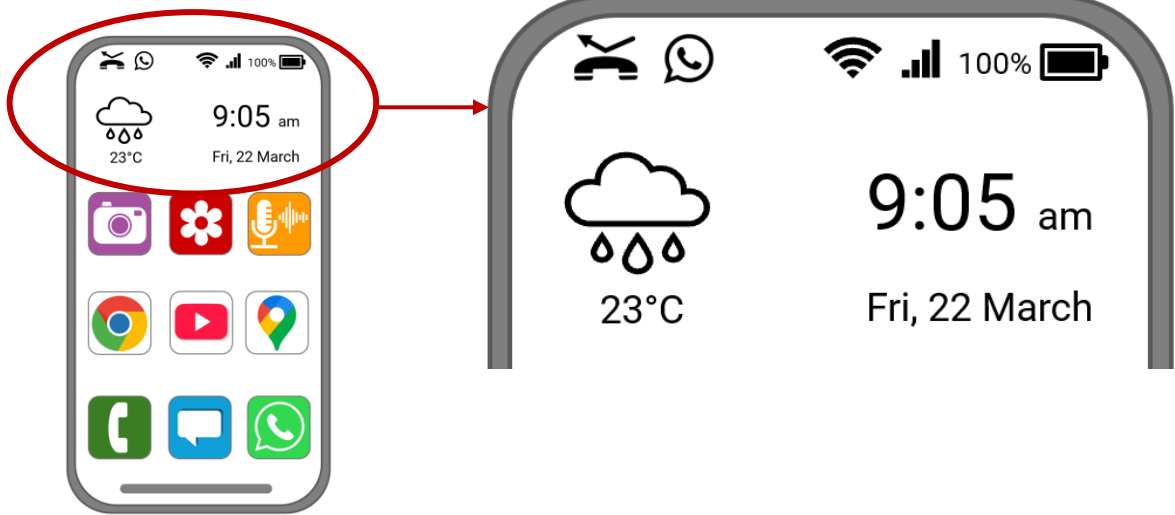
Press and hold the power button again to **turn on** your phone.



**f. The home screen**

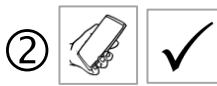


**The top of the home screen**



**Icons on the home screen**

	9:05 am	Fri, 22 March	
weather	time	date	missed call
			100%
new message	internet	phone signal	battery level



<input type="checkbox"/>	<input type="checkbox"/> 9:05 am	<input type="checkbox"/> Fri, 22 March	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100%



What's on your home screen?



**The home screen - apps**



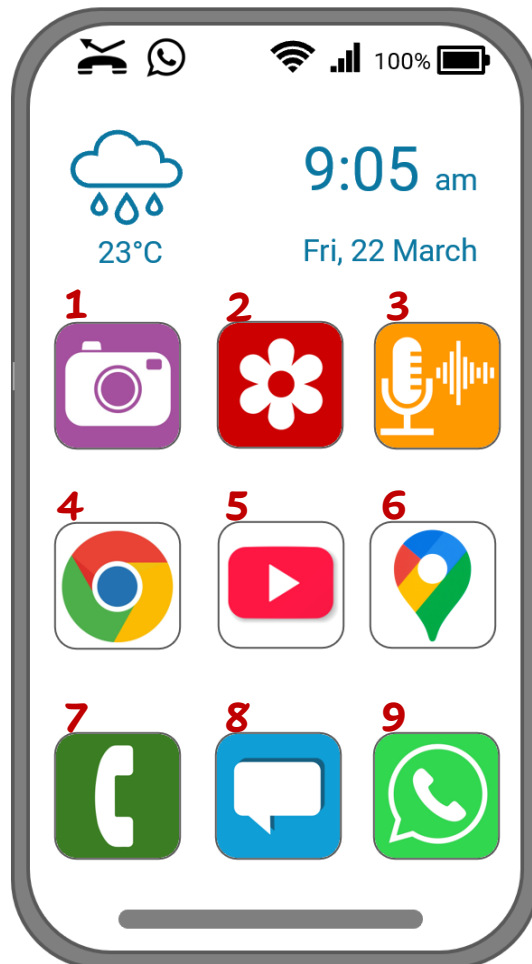
There are some **apps** on your home screen.



What are **apps**?

**Apps** are tools on your phone.

<input checked="" type="checkbox"/> WhatsApp	<input type="checkbox"/> camera	<input type="checkbox"/> voice recorder
<input type="checkbox"/> phone	<input type="checkbox"/> maps	<input type="checkbox"/> text message
<input type="checkbox"/> internet browser	<input type="checkbox"/> YouTube	<input type="checkbox"/> photo gallery



💡 You can change the apps on your home screen.

💡 Swipe left ← or swipe right → to see more apps.



What **apps** are on your home screen?





**Use the apps**

What do you want to do on your phone?  
Which icon do you tap?

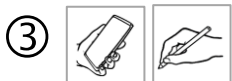


**What do you do want to do?**

	1. I want to take photos and record videos.
	2. I want to look at my photos and videos.
	3. I want to record my teacher and listen to my teacher.
	4. I want to find information.
	5. I want to get directions.
	6. I want to watch videos.
	7. I want to send messages and make video calls.



Which apps do you use on your phone?



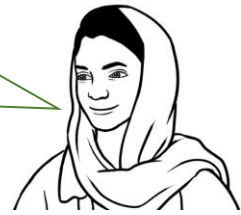
Two more useful apps are \_\_\_\_\_  
and \_\_\_\_\_.




① 










Which apps do you use Parwana?

I use the camera and photo gallery.  
I also use YouTube.









②   

**A survey of apps**

Which apps do you use?							
Student Name							
Parwana	✓	✓			✓		
Me							

③ 

How many students use each app?

					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**g. Take a photo and record a video.**

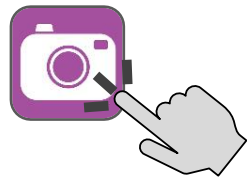


I took a photo of my new home.

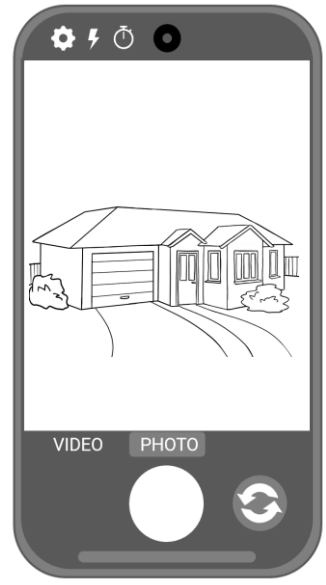
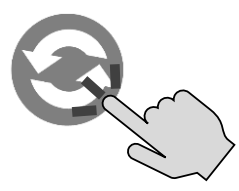


**Take a photo**

1. Tap the **camera** icon.

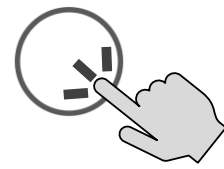


2. Tap the **switch camera** icon to use the back camera.



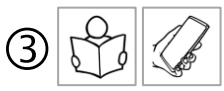
**The back camera** takes photos of things in front of you.  
**The front camera** takes **selfies**.

3. Tap the **white circle** to take a photo.

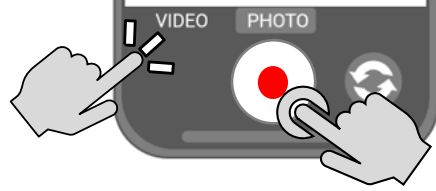


Now take a photo.

**Record a video**



1. Tap **video**.

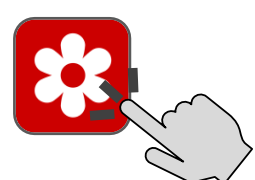


2. Tap the **white circle** with the red dot to **record**.

3. Tap **pause** or **stop** at the end.

**4 Look at your photos and videos.**

Go to the home screen and open the **photo gallery**.



## h. The voice recorder



**Record your teacher.**

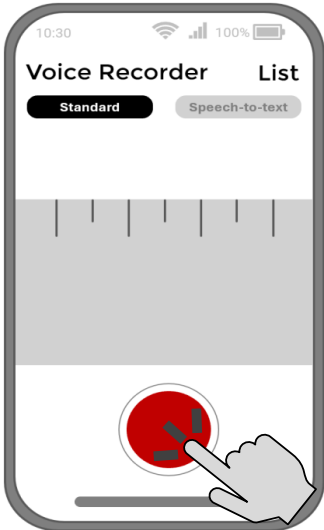
You can record my voice now.  
Listen and repeat at home.



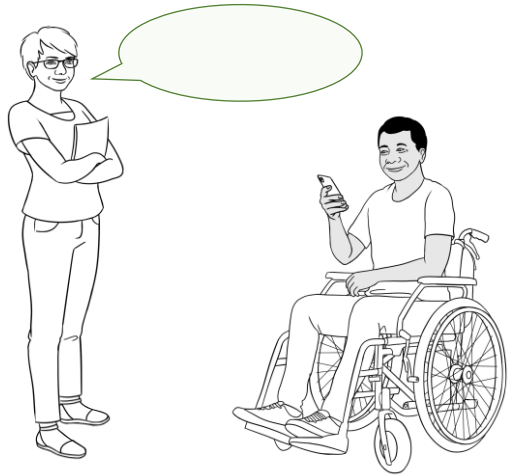
1. Tap the **voice recorder** icon.



💡 The voice recorder icon can also look like this:



2. Tap the **red record** button.




3. Tap **pause**  and stop for a short time.

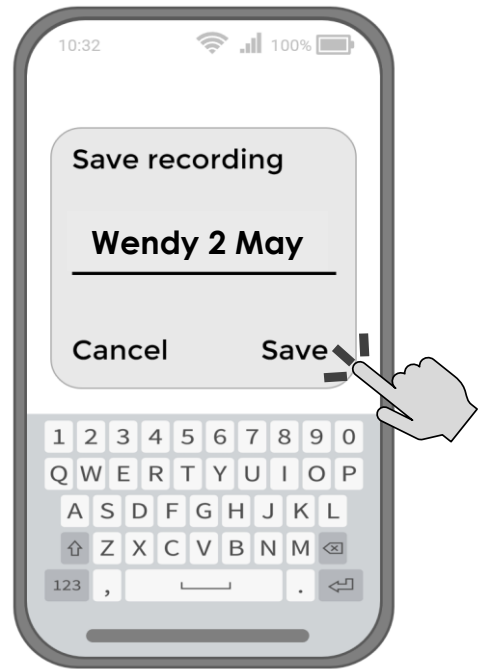
4. Tap **play**  and listen.

5. Tap **stop**  at the end.



**Save the recording.**

1. First tap **stop**. 
2. Next type **a name** for the recording.
3. Then tap **Save**.

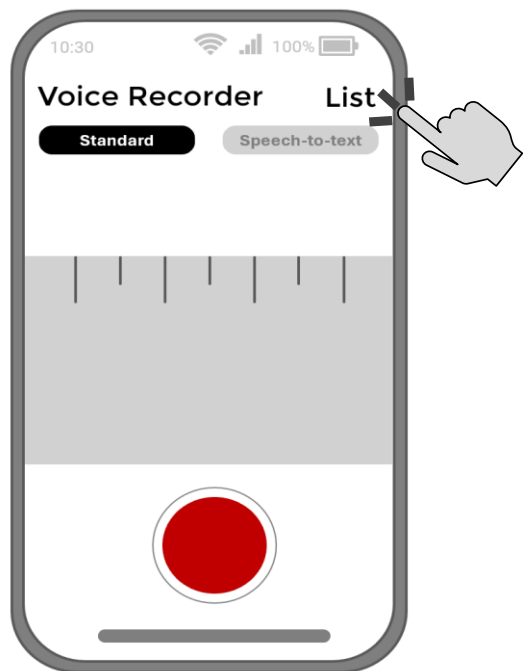


**Listen to the recording later.**

1. Tap on the **voice recorder** icon.



2. Tap on **List**.



3. Tap on the **recording** and listen.

## 5. Learn English on computers and phones.

### a. Free apps and programs

①



Which apps and programs help you learn English?



videos

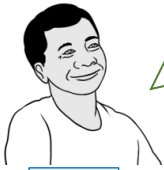
songs

record

messages

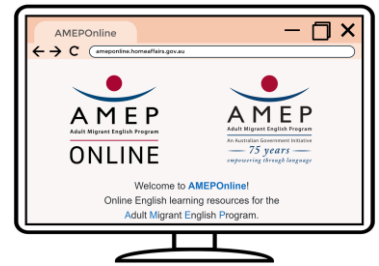
Google

AMEP



Ko

I \_\_\_\_\_ my teacher on my phone and I use \_\_\_\_\_ Online.



Parwana

I use \_\_\_\_\_ Translate to learn new words. I watch English YouTube \_\_\_\_\_.



Linh

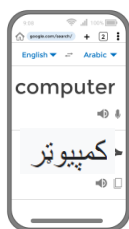
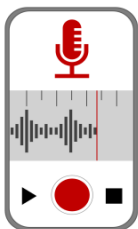
I write \_\_\_\_\_ to my teacher on WhatsApp. I learn English \_\_\_\_\_ online. I love singing.



②



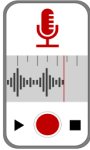





Which apps and programs help **you** learn English?





Ask your partner about apps and programs.



Apps and Programs	Me	<hr/>
1. Do you use the voice recorder? 	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you use Google Translate? 	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you use WhatsApp? 	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you use AMEPOne? 	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you watch YouTube videos? 	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you learn English songs? 	<input type="checkbox"/>	<input type="checkbox"/>

③



Who helps you use the apps and programs?

Name	Family	Friend	Librarian	Volunteer tutor
Me				
<hr/>				

## b. AMEPOne



You can use AMEPOne on any computer device.

Yes. I use it on my phone and my laptop.

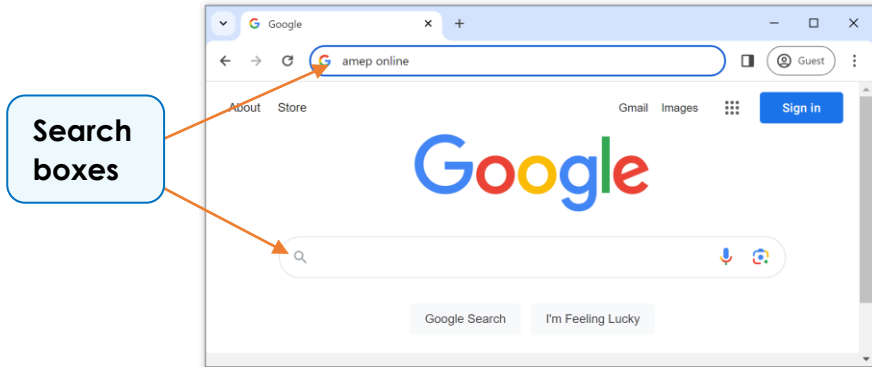


### Open AMEPOne

1. First, open the **internet browser**.

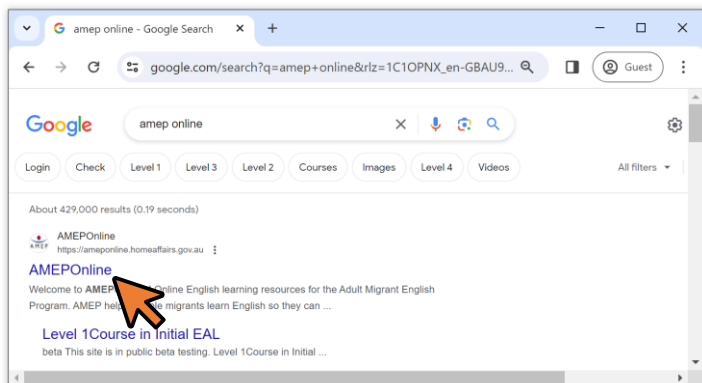


2. Next, type **ameponline** in a search box.



You **don't** need CAPITAL letters in a search box.

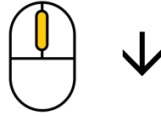
3. Click **AMEPOne**.





4. This is the **home page**.

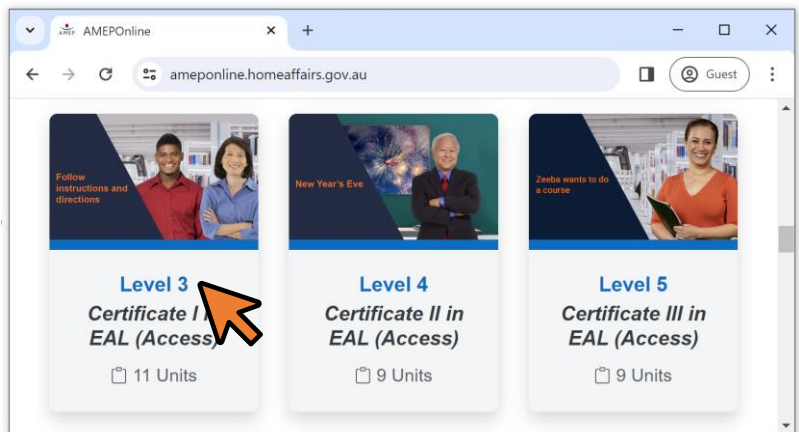
Scroll down.



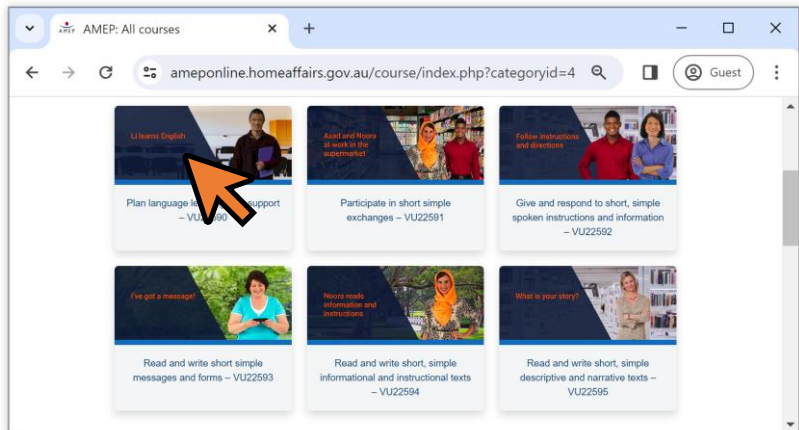
5. Find **Level 3** and click.



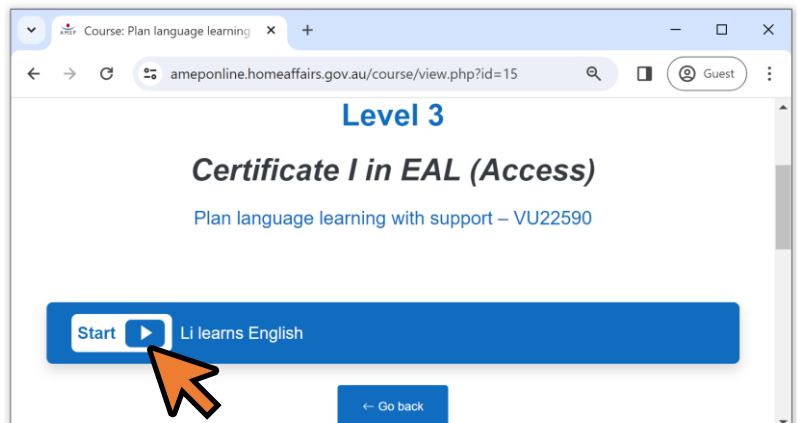
There are 11 lessons in Level 3.



6. Click the first lesson, **Li learns English**.



7. Click **Start**.





# Lesson 1 - Li learns English

1. Click **Start**. **START >**



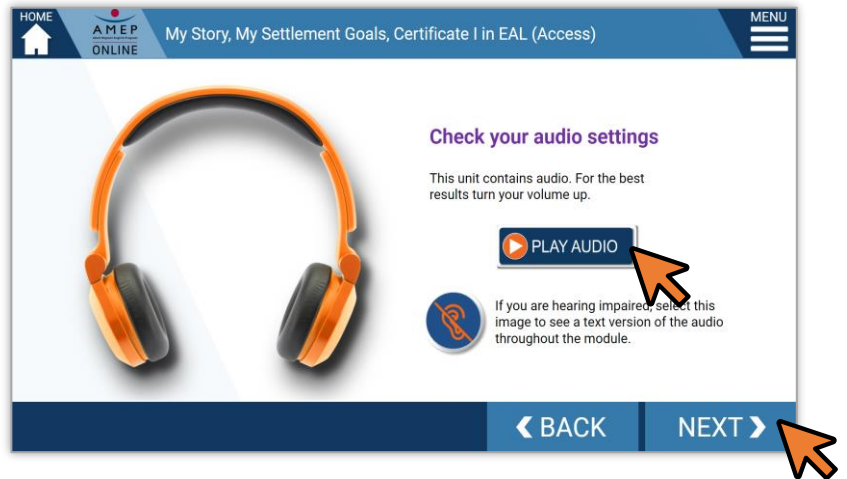
Click **HOME**  and go back to the home page any time.



2. Click **Play audio** to check the volume.



Then, click **Next**.

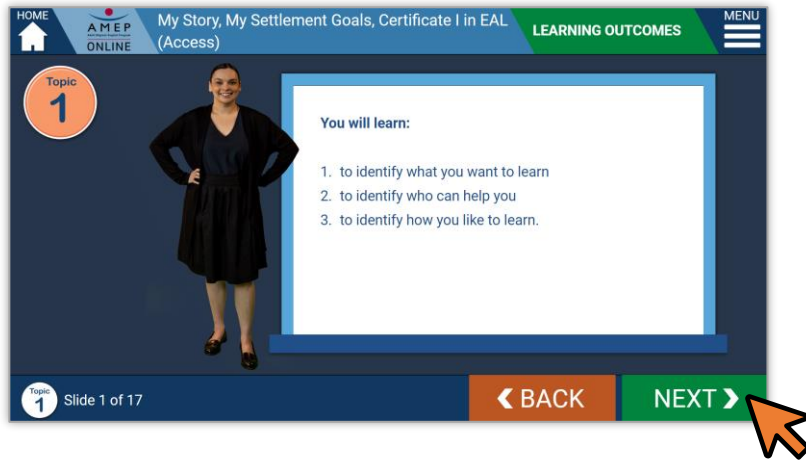



3. Click **Topic 1**.





4. Click **Next**.



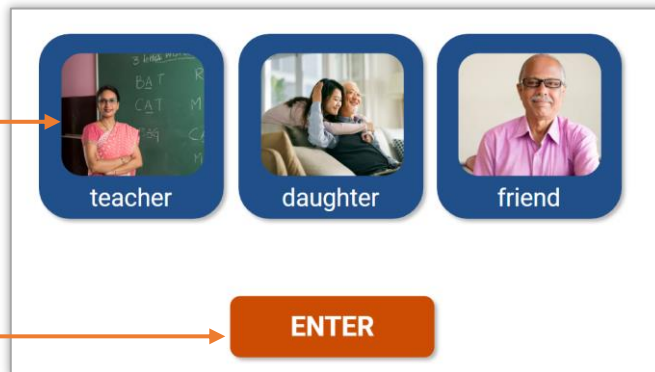
Click  and go to the next page.

Click  and go back to the page before.

Click  and listen.

5. Follow the instructions on each page.

Click **a picture** and answer a question.



Click **Enter** and check your answer.



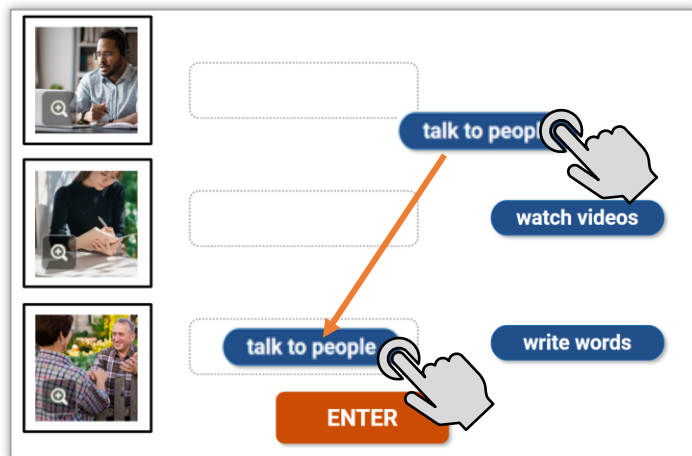
Learn to **drag and drop** boxes.

**Drag and drop**

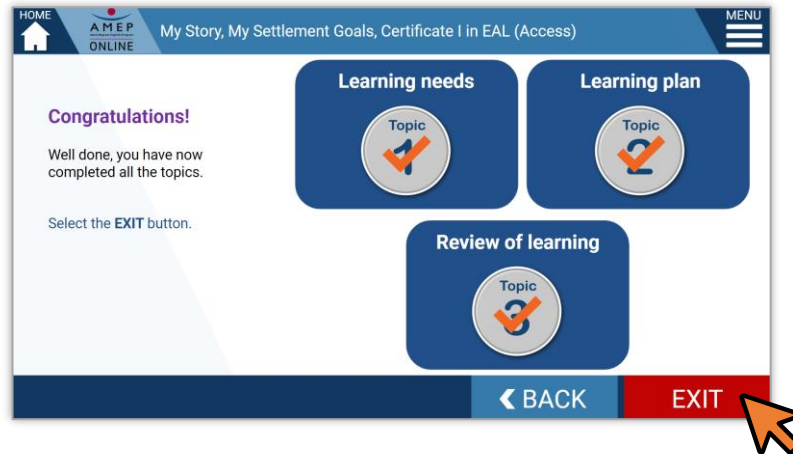
First, click the box and **hold**.

Next, **move** the box.

Then, **lift your finger**.



6. Click **Exit** at the end of the lesson.



Tick the lessons you have done.

Certificate I in EAL (Access) - Level 3		
1	Li learns English.	✓
2	Asad and Noora at work in the supermarket.	
3	Follow instructions and directions.	
4	I've got a message!	
5	Noora reads information and instructions.	
6	What is your story?	
7	Stay well.	
8	Noora joins the library.	
9	Hana plans a birthday party.	
10	Stay safe.	
11	Christine makes Anzac biscuits.	

