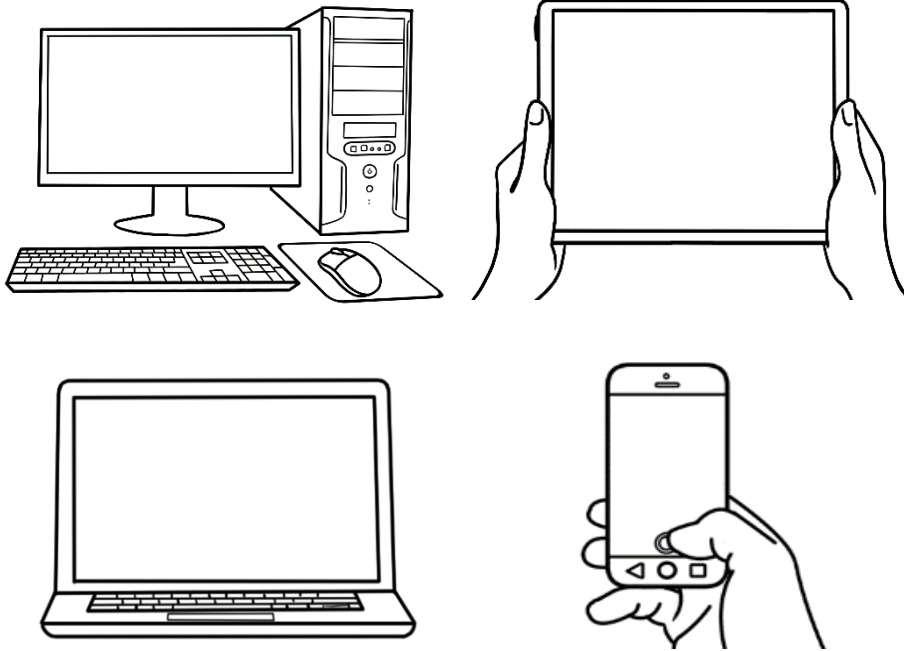


English Ready

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

Student Workbook



Student _____

Teacher _____

Class _____

Date _____

Design team: Bernard Miles, Vicki Hambling, Sue Paull, Frida Dean, Glenise Kleehammer and Mary Wallace

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Illustrations acknowledgements:

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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   Listen, repeat, clap, mime each instruction for students to imitate.


 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

Use a computer / Use a phone = These are practical tasks that can be done on a device. Students can share if there are not enough devices.

②  Do you understand?

 Yes, I understand.

 No, I don't understand.

Can you say it again please?

Are you OK?

No. Can you help me please?

don't = do not

Could you speak slowly please? 

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.



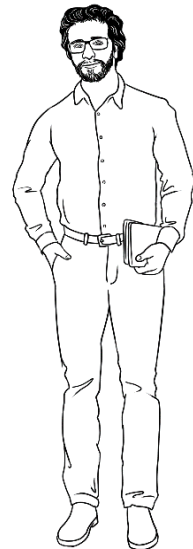
Amina



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



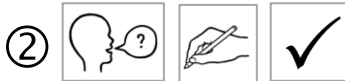
device = any kind of computer



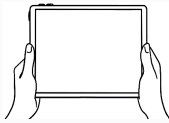

On the table below, students tick the devices they have, then survey 3 classmates.



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

Tally the number of each device in the class. Note the more common names for these devices: *computers, laptops, tablets/iPads, mobiles.*

 _____ 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>



Elicit additional uses of mobiles and add two more to the table below.

When do you 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



See the Teacher Resources pages 6 – 8 for important information about computer scams.



Do you use your laptop a lot Amina?



Yes I do.



I read emails.



I pay bills.



I find information.



I learn English.

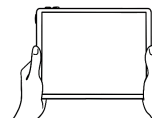


I watch English movies.



I learn English songs.

②



Elicit additional uses of computers and add two more to the table below.

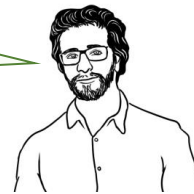
When do you use your computer?	You	Your partner
1. I read emails.		
2. I pay bills.		
3. I find information.		
4. I learn English.		
5. I watch English movies.		
6. I learn English songs.		
7.		
8.		

3. Computers

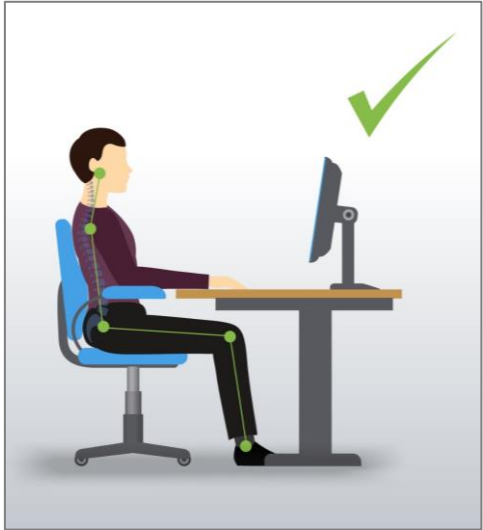
a. Computer safety



Work safely on your computer.



Remind students regularly about OH&S issues. See the Teacher Resources for more ideas and information.



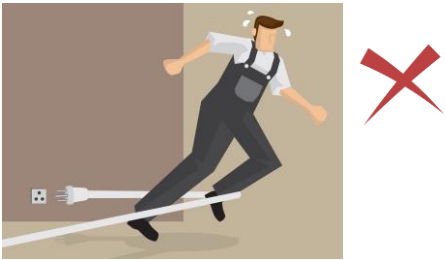
- Point out the need to have:
- a straight back
 - the back against the back rest
 - elbows a little higher than the table
 - feet flat on the floor.

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.



1. Rest the eyes every 20 minutes. Look away for 20 seconds
2. Move and stretch every 30 – 40 minutes. See the Teacher resources for ideas on stretching exercises.

b. Parts of a computer

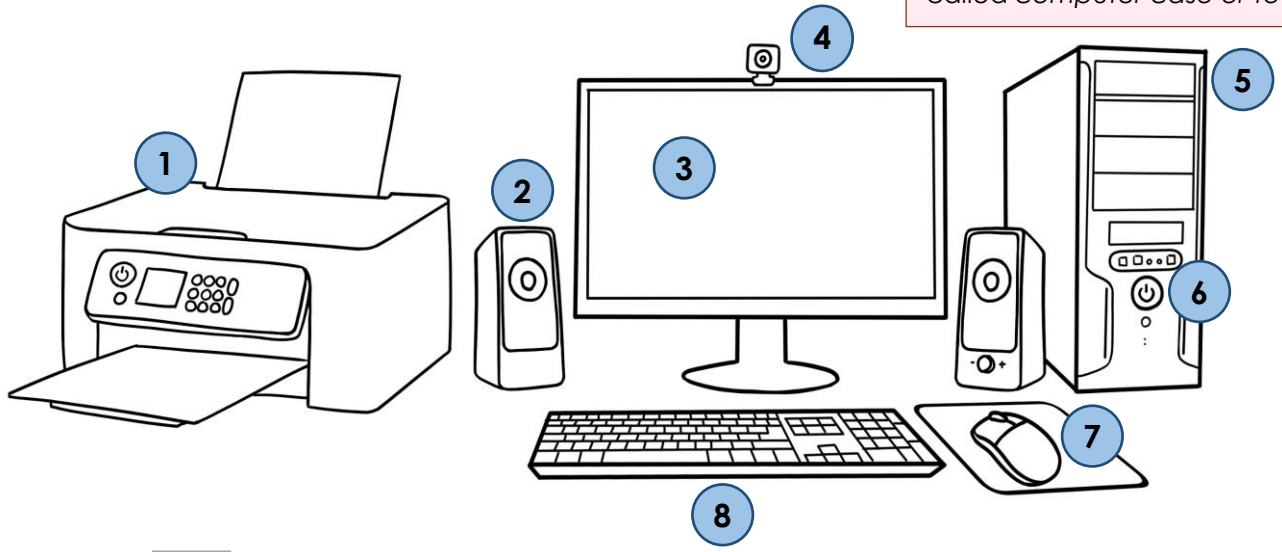


Desktop computer

PPT 1. Parts of a computer

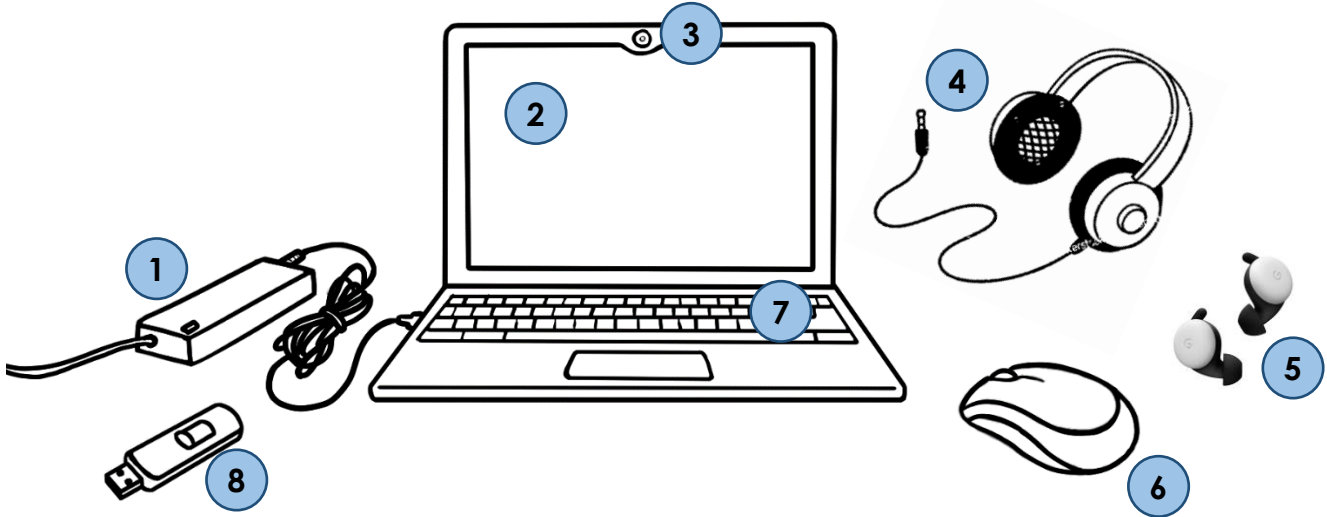
<input type="checkbox"/> 2 speaker	<input type="checkbox"/> printer	<input type="checkbox"/> camera	<input type="checkbox"/> computer box
<input type="checkbox"/> keyboard	<input type="checkbox"/> mouse	<input type="checkbox"/> screen	<input type="checkbox"/> power button

A computer box can also be called computer case or tower.




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



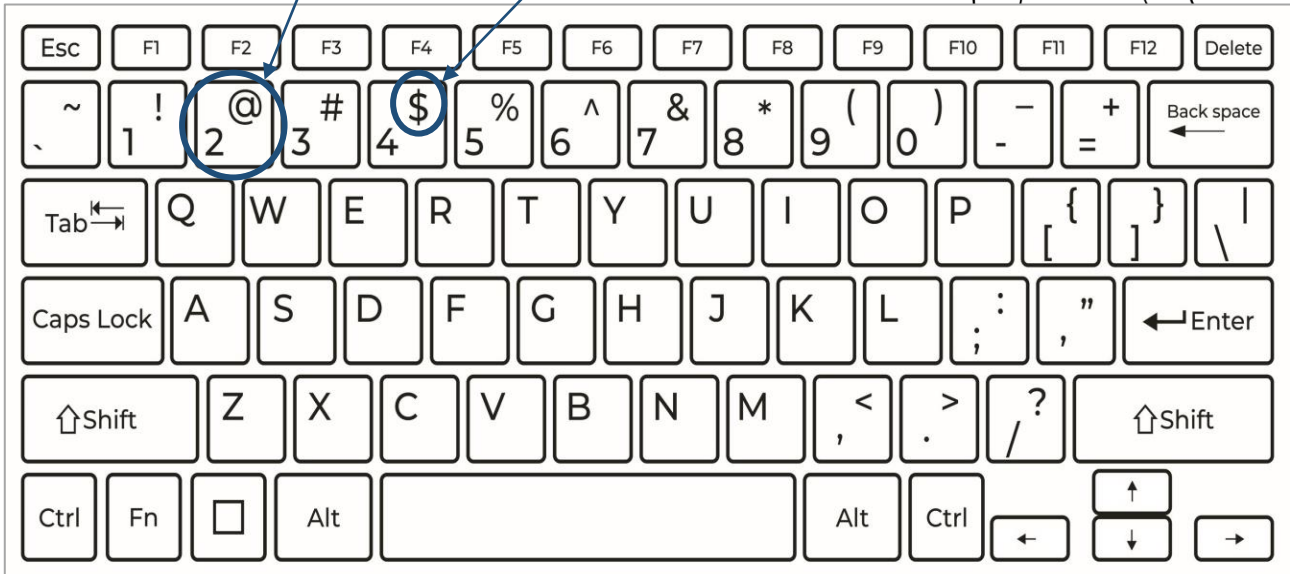
c. The keyboard and the mouse

PPT 2. The keyboard

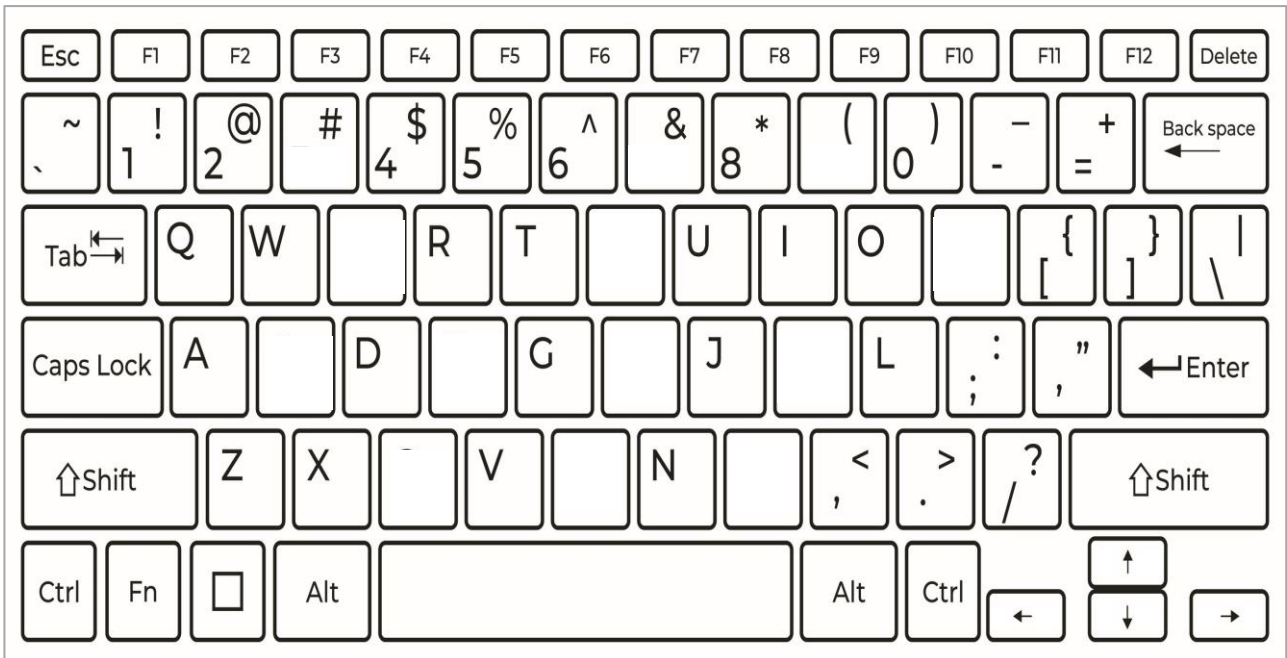
①  This is a **keyboard**. We **type** on a keyboard.



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



②  Write the missing letters and numbers.



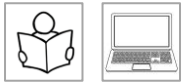
Say any letters or numbers. Students listen and highlight the keys.

Practise locating keys on a computer keyboard.



Colour the letters in your first name.

①



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

②



Say the useful keys in any order. Students listen and highlight.

③



Write the numbers.

Spacebar	Delete	Caps Lock	Enter	Shift	Backspace	Arrows
7						



Type letters.

Practise typing lower-case and upper-case keys on a computer keyboard.

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



Type numbers and symbols

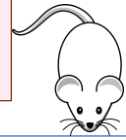
Type a number.	Type a symbol.
<p>1. Press 4.</p>	<p>2. Hold Shift and press \$.</p>
<p>3. Press 2.</p>	<p>4. Hold Shift and press @.</p>



The mouse

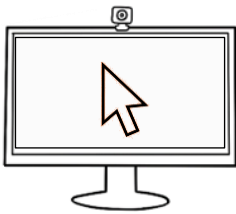


Practise using the mouse on a computer.

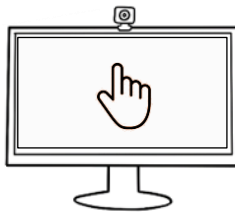


The mouse moves the **cursor** around the screen.

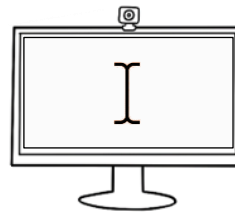
There are three cursors.



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



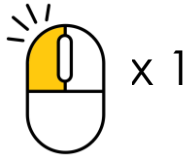
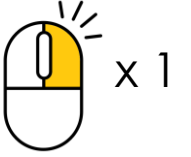
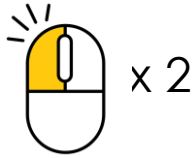
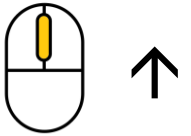
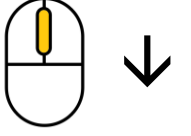
2. Click the **hand** to **open** something.



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



Mouse actions

Click		Right click	
Double click		Scroll up	
		Scroll down	





Practise with a mouse.



Students use a mouse to practise the different actions. Call out the actions at random for students to perform.

d. Ask for help.



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



Students can use the conversation as a model to create other conversations, asking their partner to demonstrate the actions below.

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

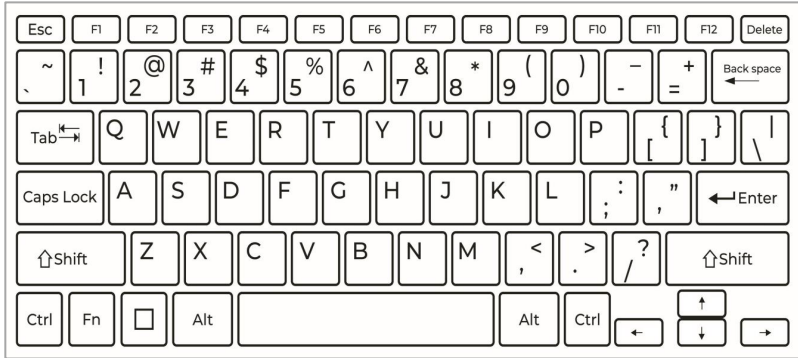
e. What do you remember?



The keyboard

Practise on a computer.

Which keys do you press?



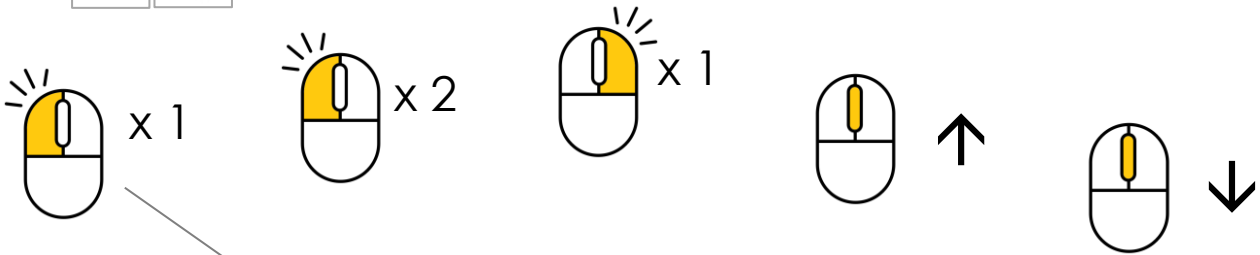
Arrows	Delete	Enter	Shift
Spacebar	Backspace	Caps Lock	



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.	

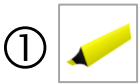


The mouse



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

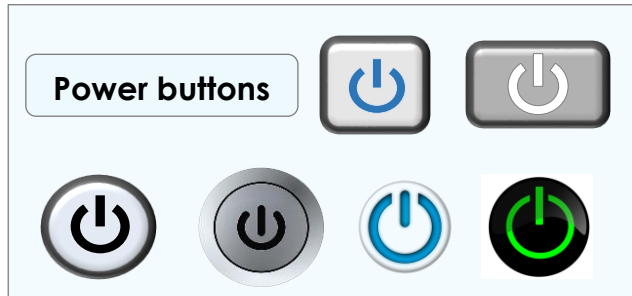
f. Start up and shut down the computer.



Ask, *What is the symbol on all the buttons?* Students highlight the button below that looks like the one on their computer.



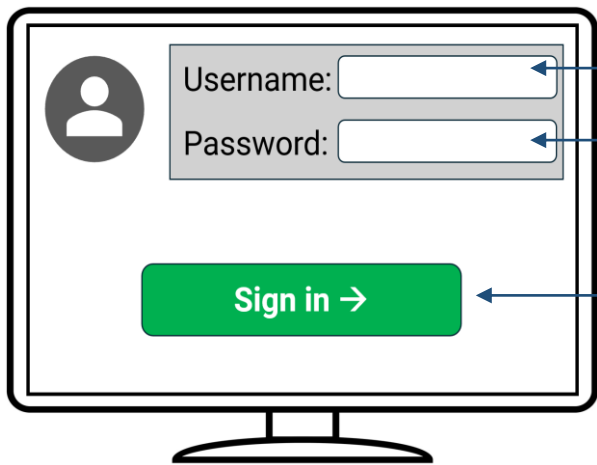
Which power button is on your computer?



Start up the computer.

Computers may have different start up procedures.

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



Click and **type** your username.

Click and **type** your password.

Click Sign in.

See the Teacher resources pages 23 – 25 for activities and information about passwords.



Write **your** username and password.



Username:

Password:

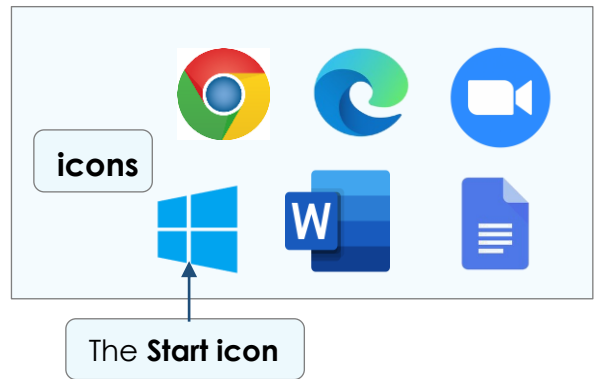
Ensure students keep their password in a safe place.



①



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



Shut down the computer

The colour and position of the graphics may vary depending on the version of Windows installed.

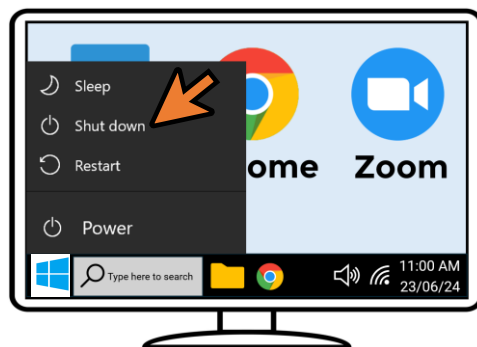
1. First Click the **Start icon**.



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 typing.</p>	Word Google Docs	<p>Word processor</p>
<p>I want to find some information.</p> <p>I want to watch a video.</p>	Google Chrome Edge	<p>The Internet</p>
<p>We want to have an English class online.</p>	Zoom	<p>Meetings</p>



Elicit other things that can be done on the programs above. Introduce additional computer programs such as PowerPoint, calculator etc.

h. Practise typing.



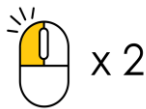
I want to practise **typing** so I use the Word program.



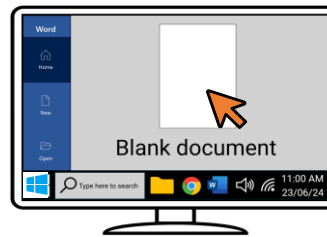
If your students use *Google Docs*, the steps would be slightly different. e.g. In *Google Docs*, you do not need to press save as documents are saved automatically.

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 _____.

Students need to add their name and year of arrival. To do the activity, students need to use Shift, Spacebar and Enter.



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

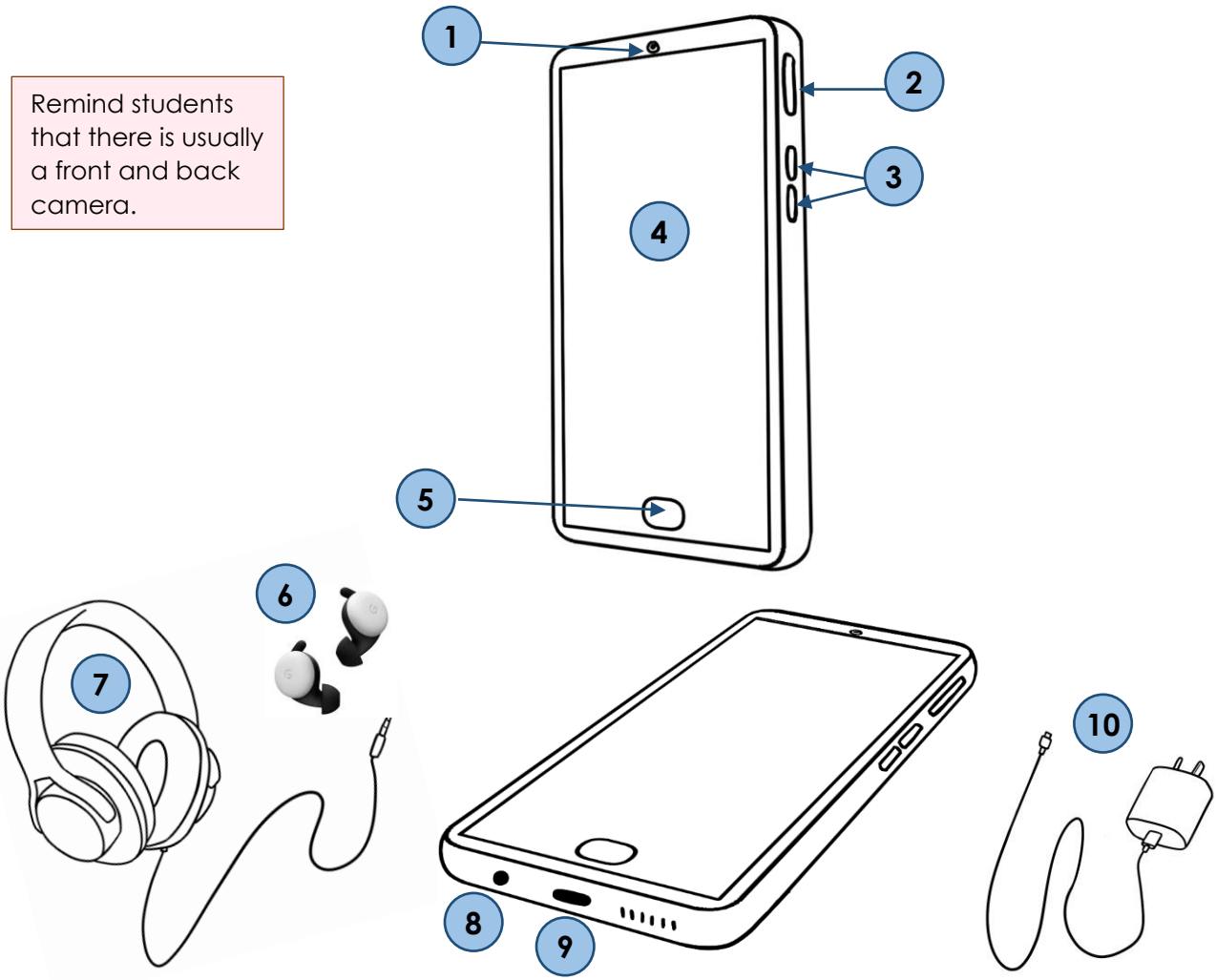
a. Parts and actions of phones



①  **PPT 3. Parts of a mobile phone**

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 |

Remind students that there is usually a front and back camera.



- ②  Listen and point to the mobile phone parts.
- ③  Find the parts on your mobile.

The positioning of parts in each phone model is different. Some new phones don't have a headphone jack.



The actions of phones

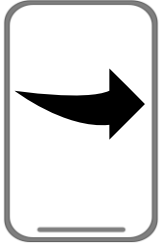
Demonstrate and practise the actions. Most new phones don't have a physical home button. They have an on-screen button instead, which may require tapping or swiping up.

 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.



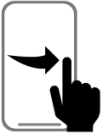


Swipe up.

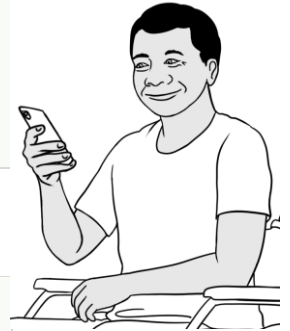


Swipe down.

b. Ask for help.



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



Students can use the conversation as a model to create other conversations, asking their partner to demonstrate the actions below.

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

c. What do you remember?



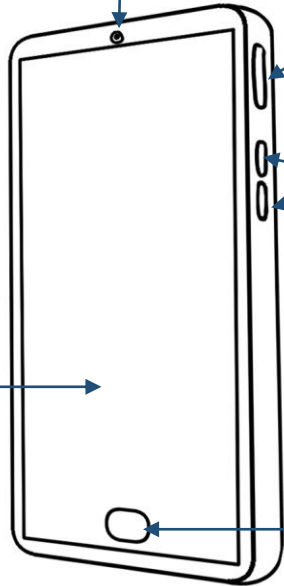
The parts of a phone

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

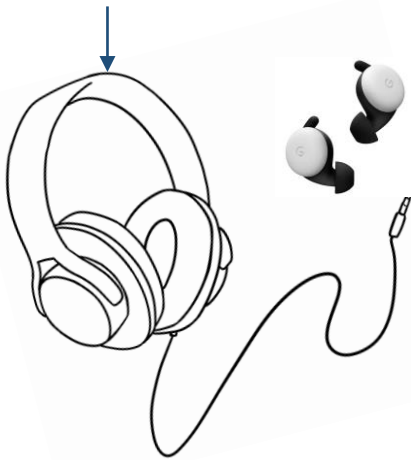
4

5

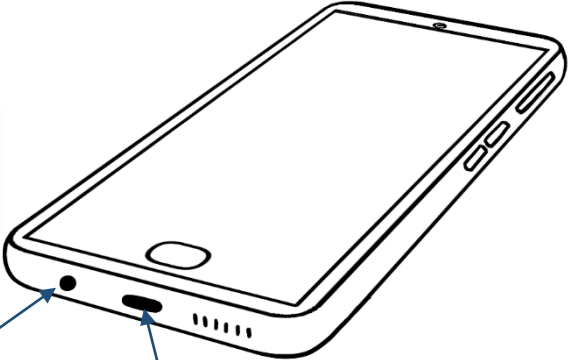
7

6

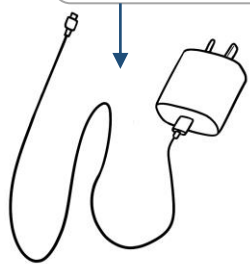
10



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

Ask:
Why the PINs are unsafe.


- 7777 - repeated numbers
- 1234 - a sequence
- 1990 - your birthday year
- 2088 - your postcode

②  Which **PINs** are safe? 

- | | | | |
|------|------|------|------|
| 8351 | 5555 | 2000 | 9381 |
| 6789 | 3624 | 7056 | 3333 |
| 1820 | 4321 | 0617 | 2424 |



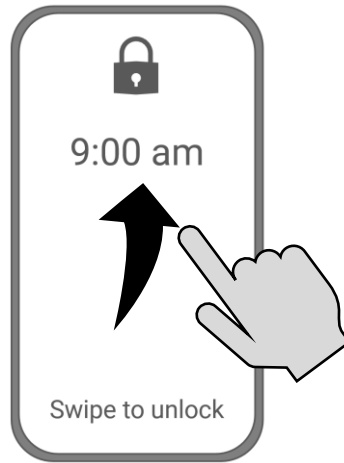
The **unsafe** PINs are 5555, 2000, 6789, 3333, 4321 and 2424.

③  I can remember my **PIN**. It's my friend's birthday.



 **Unlock your phone**

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



Note: There are other ways to unlock a phone, such as pattern drawing or fingerprint/ face recognition.

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

Tap 4 numbers.

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

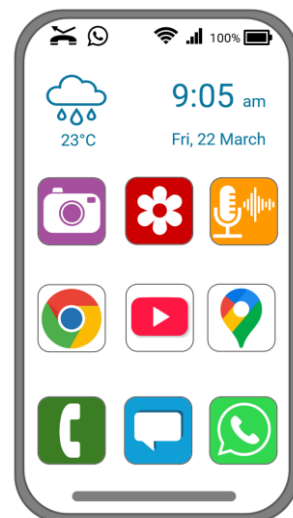


3. Now, your phone is unlocked.



This is the **home screen**.

Grammar focus - Introduce the prefix **un**.
 It makes some verbs negative e.g. lock – unlock
 and adjectives negative e.g. safe – unsafe.
Extension
 Verbs:- do – undo, zip - unzip
 Adjectives: true – untrue, happy – unhappy etc.



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

The position of the volume button/buttons will vary. Where there is just one, it needs to be pressed and held at the bottom to turn off the volume.

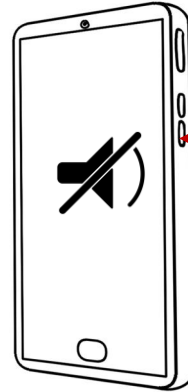


Turn off the volume.

See the Teacher Resources page 29 for an activity on phone etiquette.



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

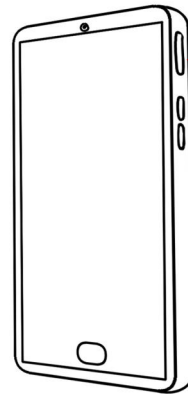


Press and hold the **volume down button**.



Turn off the phone.

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



Power button

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



Some phones will not show this screen.



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

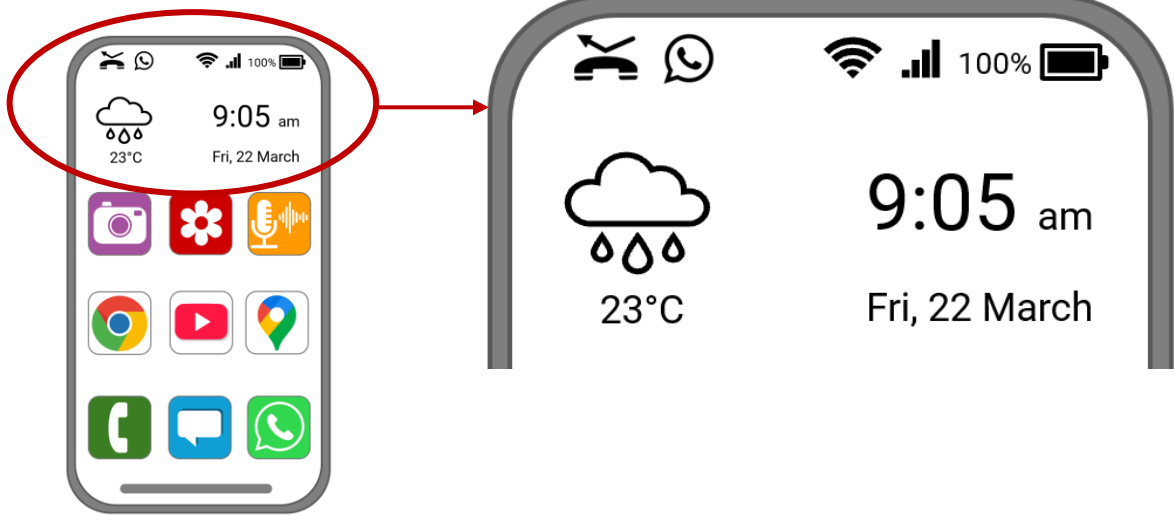


f. The home screen

PPT 4. Mobile phone 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



Students tick the icons on their home screen.

<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.

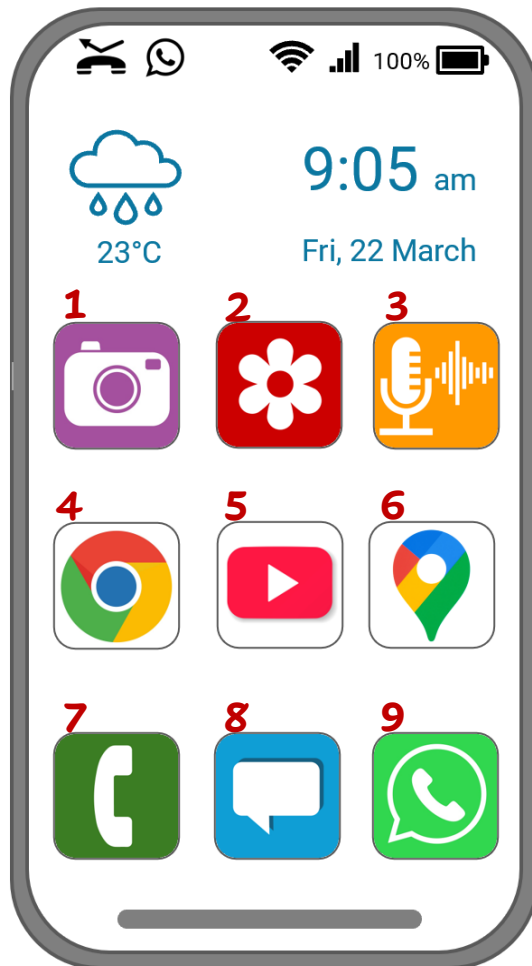


What are **apps**?

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

The app icons may vary from phone to phone.



💡 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?



Students highlight the apps above that are on their home screen. They then ask their partner about the apps on their home screen.



Use the apps

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

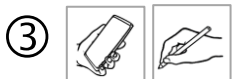


What do you do want to do?

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



Which apps do you use on your phone?



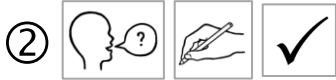
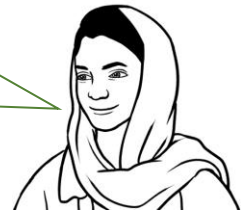
Two more useful apps are _____
and _____.

Other useful apps:
calendar, calculator,
clock [with alarm,
timer & world clock],
Gmail, Meta,
Instagram, Duolingo.










Which apps do you use Parwana?

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



A survey of apps







Students need to walk around the room and interview five other students.

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



How many students use each app?

Ask, What's the **most popular** 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.

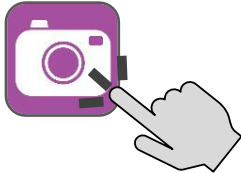


I took a photo of my new home.

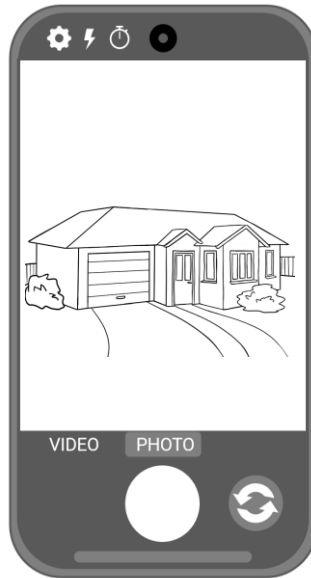
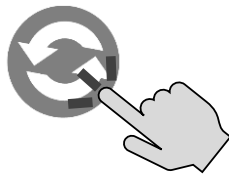


Take a photo

1. Tap the **camera** icon.

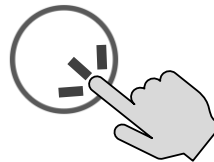


2. Tap the **switch camera** icon to use the back camera.



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.



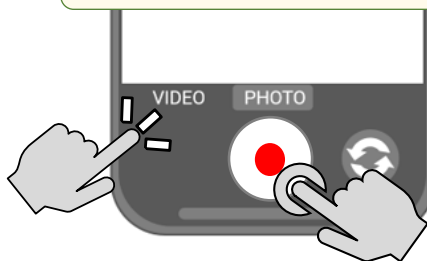
Now take a photo.

Students can practise taking photos inside or outside class, e.g. *Take a photo of the whiteboard. Take a photo of a tree or a building.*
NB. Ask permission before taking photos of people.

Record a video



1. Tap **video**.

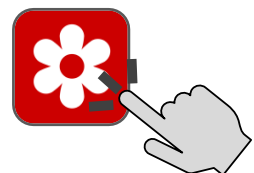


2. Tap the **white circle** with the red dot to **record**.

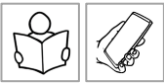
3. Tap **pause** or **stop** at the end.

4 Look at your photos and videos.

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



h. The voice recorder



Record your teacher.

Students can record your voice for a minute and follow the steps below.
NB. Ask permission before recording people.

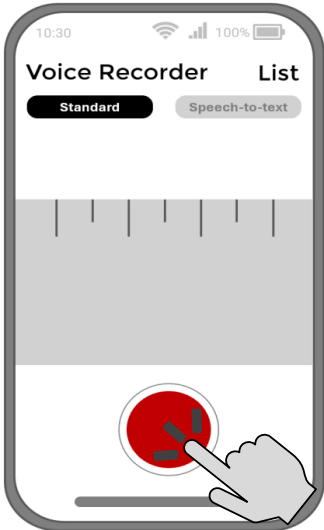
You can record my voice now.
Listen and repeat at home.



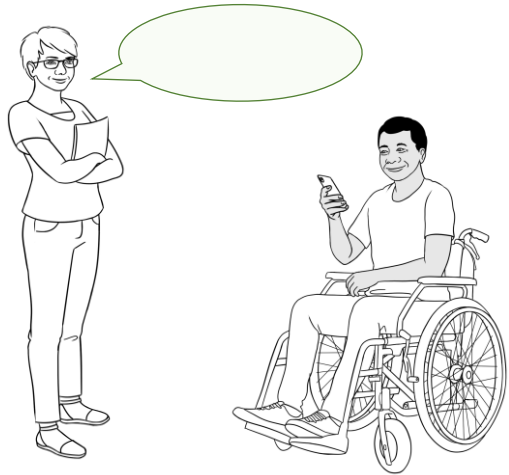
1. Tap the **voice recorder** icon.



💡 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.

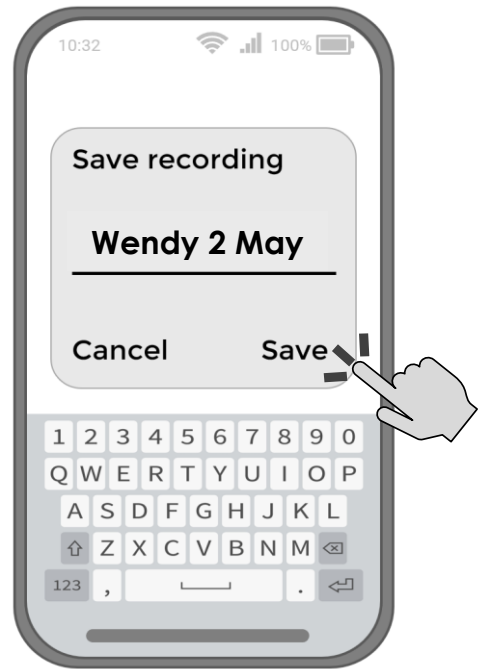
5. Tap **stop** at the end.



Save the recording.

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

Some mobile phones don't come with a voice recorder automatically installed. If a student doesn't have a voice recorder app, they can download a free one from the Play Store or App Store e.g. Easy Voice Recorder

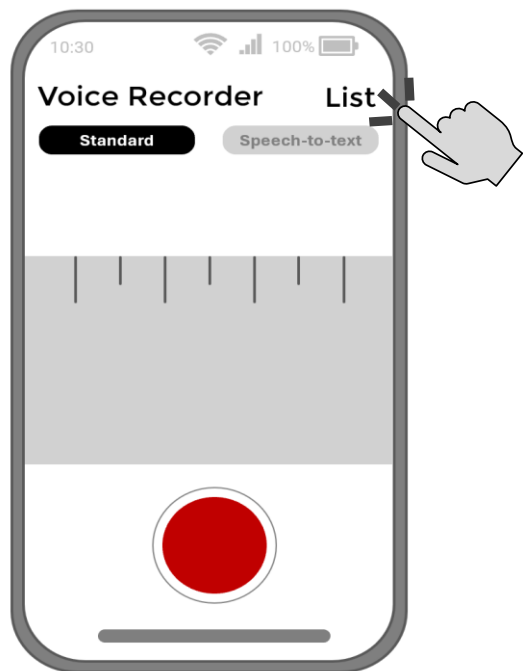


Listen to the recording later.

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

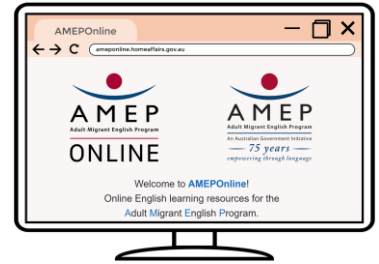
Google

AMEP



Ko

I _____ my teacher on my phone and I use _____ Online.



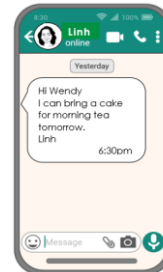
Parwana

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.



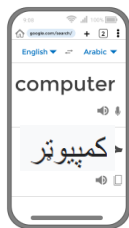
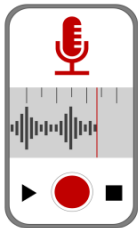
②



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



Instructions for the use of **WhatsApp & Google Translate** can be found in the Teacher Resources.

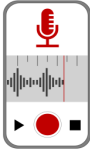


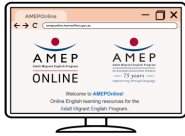






Ask your partner about apps and programs.



Students ask their partners the questions on the table. They write their partner's name on the red lines and tick the relevant boxes.

Apps and Programs	Me	_____
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?

Students ask their partner about the people who help them use apps and programs outside class time.

Name	Family	Friend	Librarian	Volunteer tutor
Me				

b. AMEPOne

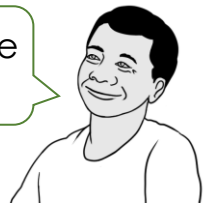


Students will need step by step guidance using AMEPOne until they become familiar with its layout and instructions.



You can use AMEPOne on any computer device.

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

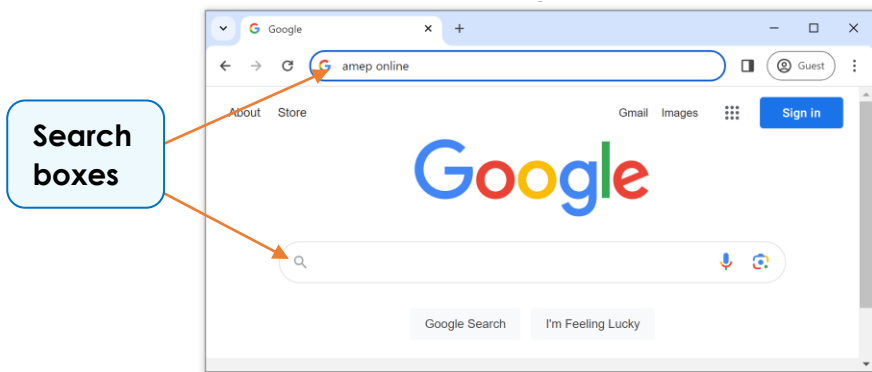


Open AMEPOne

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



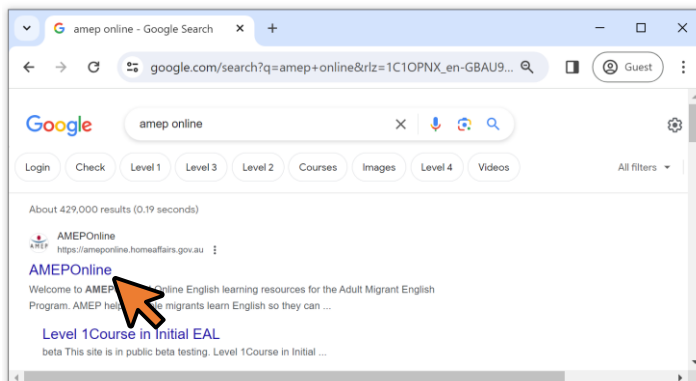
2. Next, type **ameponline** in a search box.



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



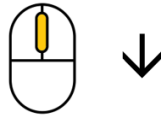
3. Click **AMEPOne**.





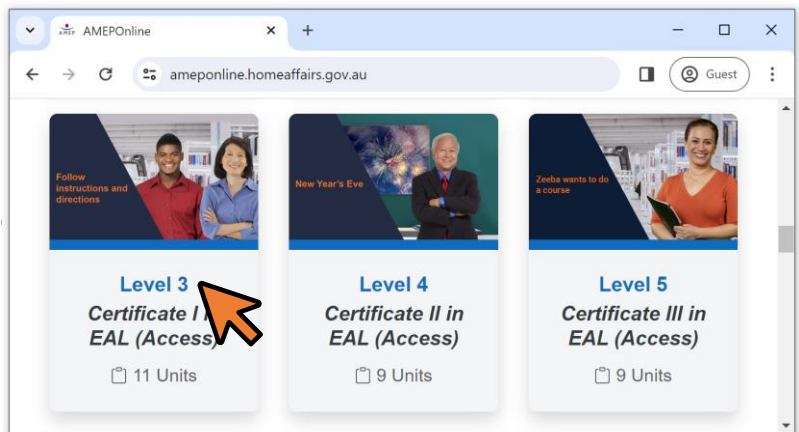
4. This is the **home page**.

Scroll down.

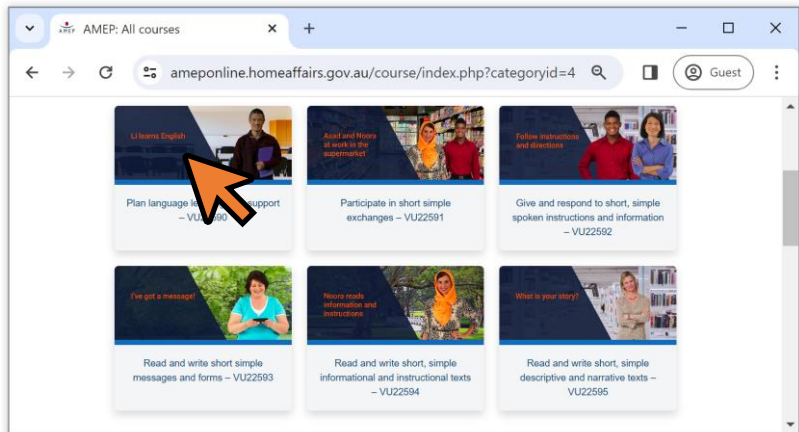


Certificate 1 in EAL = Level 3 on AMEPOnline

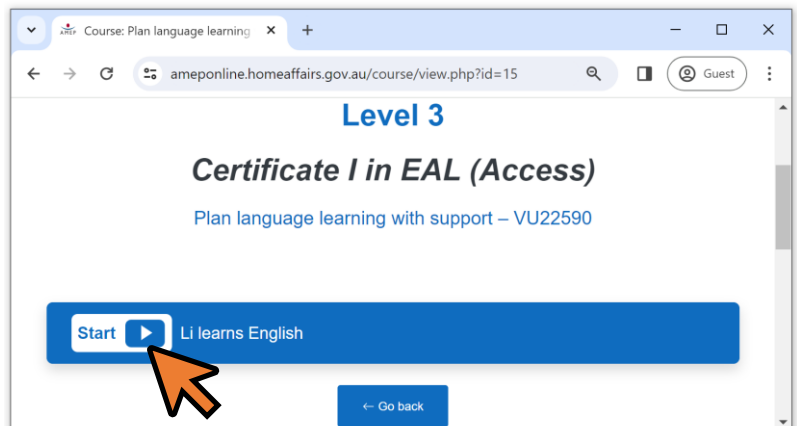
5. Find **Level 3** and click.



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



7. Click **Start**.





Lesson 1 - Li learns English

1. Click **Start**. 



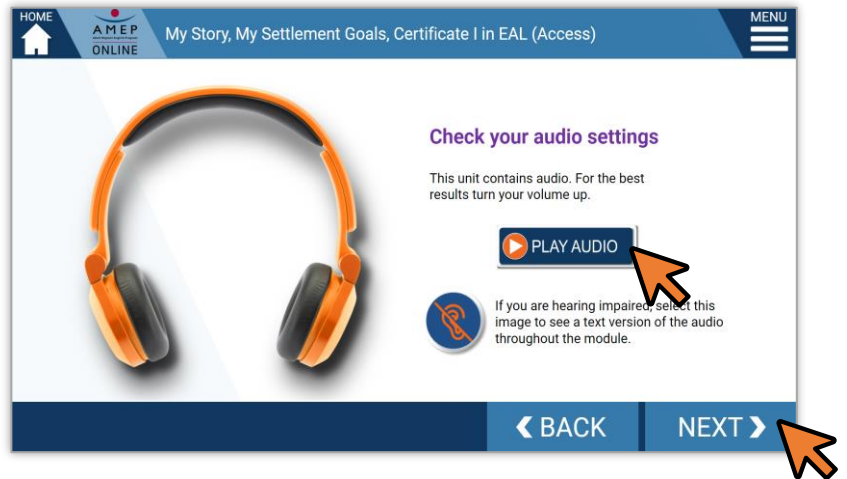
Click **HOME**  and go back to the home page any time.



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



Then, click **Next**.



3. Click **Topic 1**.





4. Click **Next**.



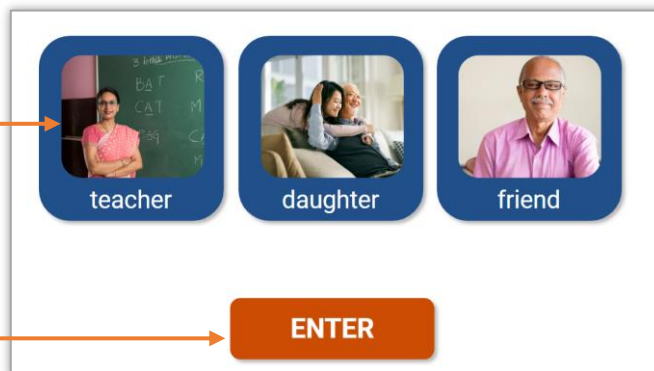
Click  and go to the next page.

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.

Demonstrate and practise this technique many times if necessary.

Drag and drop

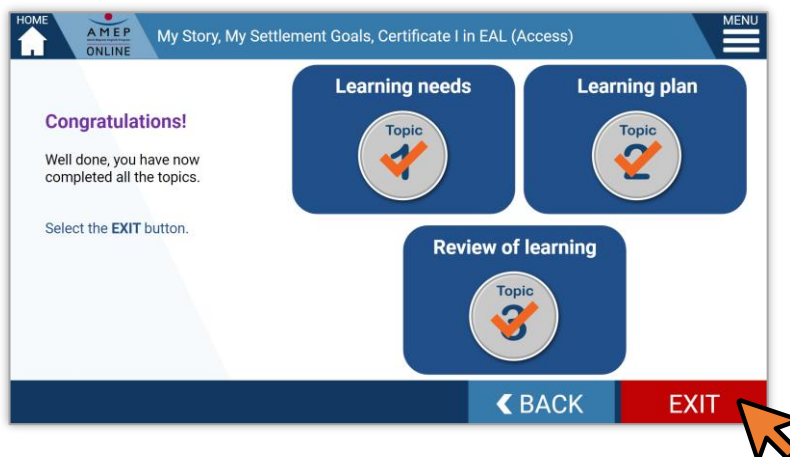
First, click the box and **hold**.

Next, **move** the box.

Then, **lift your finger**.



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



Tick the lessons you have done.

This table only includes Certificate I in EAL – Level 3. Students might like to explore the other levels as well.

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.	

