

## Orientation and Navigation

### LESSON PLAN 1: Practice Keyboarding Skills

Name of Unit(s) to which lesson is linked: **Tour, Orientation**

#### LANGUAGE LEVEL

Low Intermediate ESL  
High Intermediate ESL

#### LANGUAGE SKILL

Listening  
Reading  
Writing

#### OVERVIEW OF INSTRUCTION

Using an overhead projector, display a picture of a keyboard and go over keys that will be crucial to know by demonstrating where they are. Start by showing where the letters are, how to get a capital letter, and then demonstrate space bar, enter, backspace, shift, etc.

Students need to be in front of a computer. Show keys on keyboard, and give a command (e.g., first demonstrate, then ask students to show how to make a capital "L", or how to get the question mark, etc.) with each student showing they understand.

Give handout and have students practice typing the letters, words and symbols as specified on the practice sheet. Teacher assists as needed.

#### MATERIALS

Big picture of a keyboard (or overhead copy); copies of practice sheets.

#### LEARNING OBJECTIVES

At the end of the lesson students will be able to

- (a) recognize the position of the letters on a keyboard;
- (b) type small and capital letters; and
- (c) use keys such as space bar, backspace, etc.

#### REQUIRED TIME TO CONDUCT LESSON

Two hours.

#### PROCEDURE

Combination explanation/demonstration.

#### EVALUATION

Give quiz at next class meeting. Informal observation. Discussion.

## PRACTICE SHEET 1

Name \_\_\_\_\_

Date \_\_\_\_\_

### Using the Computer Keyboard

Practice using the keyboard on your computer.

Find and type the following letters:

☐ a

☐ f

☐ j

☐ l

☐ e

☐ g

☐ s

☐ h

☐ i

☐ w

☐ o

☐ c

☐ m

☐ n

☐ p

☐ r

Type the following words:

☐ wow

☐ fan

☐ when

☐ pan

☐ soup

☐ came

☐ mow

☐ run

☐ from

☐ as

☐ put

☐ school

☐ troop

☐ sewing

☐ over

☐ street

Type all of the words in #2 again, this time capitalizing the first letter (the first is already done for you).

### Wow

Type all of the sentences below, making sure you use the same font, spaces, new lines, etc.

(a) I like to come to English class because every time I learn something new.

(b) Today we are learning to use the computer. We are practicing using the keyboard. I now know how to type letters and words, make CAPITAL letters, *change the font to cursive*, underline words, and use the space bar.

## LESSON PLAN 2: Practicing the Navigation Features

Name of Unit to which lesson is linked: **All**

### LANGUAGE LEVEL LANGUAGE SKILL

Low Intermediate ESL

High Intermediate ESL

Listening

Speaking

Reading

Writing

### OVERVIEW OF INSTRUCTION

Explain that the purpose of the lesson is for students to know what to do at the end of each unit.

Send students to a unit they have already completed.

Ask them to go to the page with key words for that unit.

Give students copy of "Matching Exercise". Give them a copy of the unit's key words to check their answers.

Discuss in class any questions and assist as needed.

### MATERIALS

Computers, copies of keywords for all the units.

### LEARNING OBJECTIVES

At the end of the lesson students will be able to:

Name the various buttons on the pages.

Describe the function of the various buttons/links.

Navigate between windows on site.

### TIME REQUIRED TO CONDUCT LESSON

Two hours

### PROCEDURE

Combination explanation/demonstration, group work/individual work.

### EVALUATION

Informal observation, and from answers on work sheets.

## PRACTICE SHEET 1

Name \_\_\_\_\_ Date \_\_\_\_\_

### Matching CONNECT Functions

Match the correct answers to the questions on the left.

1. What happens when you click on the "Listen Now" button? _____	a. On the tool bar at the top of the page there is a button I can push to take me there.
2. When you want to go to the previous page to check something again, what button do you click on? _____	b. E-mail and community chats.
3. Where does your work go when you click on the "Save to My Work" button? _____	c. You can hear how a Native-English speaker would say the word or read the text.
4. How can you see the work you've saved in "My Work"? _____	d. You should "Log off"
5. What kinds of things are in "Community"? _____	e. The "Back" button
6. What are you supposed to do when you've finished working on the unit for the day? _____	f. Your user name and your password.
7. If you have already registered on Project Connect before, what is the first thing you need to do to start a new lesson? _____	g. It is saved in a file with the rest of my work that I have saved.
8. What things do you have to know in order to "Log In"? _____	h. Log-in

## PRACTICE SHEET 2

Name \_\_\_\_\_ Date \_\_\_\_\_

### Accessing the Orientation and Learning Units

**Two things to remember:**

- **Click “Next” to go to the next page.**
- **Click “Save to My Work when that button shows at the bottom of a page.**

1. When you get on the computer, log in. You must type your log in username and password in the LOG IN space on the left of the page.
2. After you log in, go to Learning Units.
3. When you get to the page where the learning units are, click on any of the 4 options:

“Orientation”, “Learning in the USA”, “Working in the USA”, or “Living in the USA.”

4. If you click on “Orientation”, you will be able to go through an “Introduction to Computers” and an “Introduction to the Internet”. Do this activity to familiarize yourself with all the computer and Internet functions you will need to know to use Project CONNECT.
5. Click on “Learning in the USA” to learn about three topics closely related to the theme of learning: “The American Education System”, “Career Planning”, and “Academic Language Skills”.
6. Click on “Working in the USA” to learn about three topics closely related to the theme of working: “Finding a Job”, “Communication at Work”, and “The American Workplace”.
7. Click on “Living in the USA” to learn about two topics closely related to the theme of community living: “Civics and Citizenship”, and “Community Resources”.
8. When you complete all the lessons in any of the three thematic units, make sure you take the unit’s test to help you determine how much you have learned from the unit’s lessons. Here are the three test options: “Learning in the USA Test”, “Working in the USA Test”, and “Living in the USA Test”.