

Developing Computer Skills with the **new** Out and About Computer Book: *Out and About in the World of Computers*

Presenter/Author's Background

Tina Sander

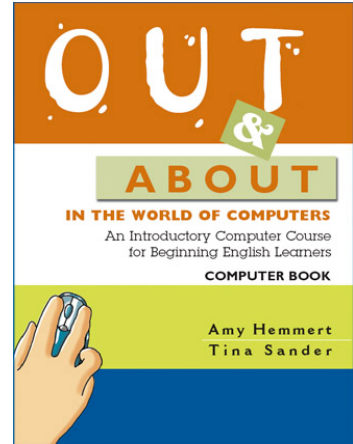
- 5 years of coordinating and teaching technology-based EL Civics, basic computer courses, technology workshops
- TIMAC member since 2004 (www.otan.us/TIMAC/)

The Book: Main Points

- Uses simple English, screenshots, and scaffolding
- Reinforces classroom learning and real world applications
- Fosters students' confidence and autonomy

The Book: Setup and Design

- 13 themed units
- Vocabulary (classroom and computer)
- Tips, End-of-Unit checklists, Review Sections, Portfolio
- Virtual website (www.outandaboutenglish.com)
- Online teacher's guide
- Extension Activities, *Out and About Student Book*



The Book: Content

Basic Computer Skills

- On/Off, programs, mouse, keyboard, screen setup

Tips

- Ergonomics, memory sticks, disks, CD-ROMs, cursors
- Computer problems, pop-up advertisements, new programs and gadgets

Microsoft Word

Skills

- | | | |
|-----------------------|------------------------|-------------------|
| -Save, open | -Cut, paste, copy | -Borders |
| -Undo, redo | -Indent, center, align | -Page set-up |
| -Format (headers) | -Word Art | -Delete documents |
| -Tables | -Clip Art | |
| -Print preview, print | -Footers | |

Topics

- | | | |
|----------------------|--|-----------------------|
| -Interview questions | -Paragraphs about houses, daily activities | -Community flyers |
| -Weekly schedules | -Food and food counters | -Ailments, remedies |
| -Birthday calendars | -Recipes | -Hobbies |
| -Job lists | -Picture dictionary | -Computer skills list |
| -Categorize words | -Invitations, advertisements | -Table of contents |
| -Family descriptions | | |

Internet

Skills

- | | | |
|-----------------|-------------------------|-------------------------------------|
| -Addresses | -Forms | -Copy and paste to documents, Email |
| -Navigate sites | -Searches | -Virtual and live Web sites |
| -Links | -Find basic information | |

Topics

- | | | |
|---------------------------|------------------------|----------------------------|
| -Job information | -Remedies | -Bus and airline schedules |
| -Image searches | -Online newspapers | -English online |
| -Classified listings | -Weather reports | -Community contacts |
| -Online surveys and forms | -TV and movie listings | |
| -Places in the community | -Maps and directions | |

Email

- | | | |
|--------------------|----------------|------------------------|
| -Register | -Send, read | -Save address |
| -Sign in, sign out | -Reply, delete | -Send to saved address |

Multiple Program Activities

- Find information and pass it on
- Copy and paste from the Internet to Microsoft Word and Email

Class Setup

Multi-level students

- Partners, end-of-unit checklist, end-of-book review, extension ideas in teacher's guide

Integrated into your ESL class

- Fits your curriculum, in-class preparation, group work, sharing

Stand-alone classes

- Practice all skills, develop vocabulary, one-day assignments, semester portfolio

Classroom tips

- The first 10 minutes of class—explain
- The last 10 minutes of class—share
- Do not touch a student's mouse or keyboard
- Hold students accountable; keep a brief log
- Keep it interactive; think of pairing and timing



Concluding Thoughts

Computers enhance your existing curriculum! This course will:

- provide workplace skills,
- empower students and instill self-confidence,
- energize the classroom,
- provide other ways of learning
- make learning fun!



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