

Move On with your learners

Module 8

Using ICT to develop literacy skills

Session plan

Module 8: Using ICT to develop literacy skills

Group: _____

Teacher: _____

Location: _____

Aims

- To explore the use of ICT as a platform for developing literacy skills.

Outcomes

Participants will have:

- discussed a range of ICT products
- had an opportunity to sample some examples
- had opportunities for test practice.

Activity and time	Teacher activity	Learner activity
Introduction and practice test 50 mins	<ul style="list-style-type: none"> • Show module 8 presentation slides 1–3 and outline aims and objectives. • Set 30 mins test practice. * • Read and discuss each question with group. • Ask participants, in pairs, to highlight key words in question. • Take answers and give feedback before moving on to next question. • Focus on what each question is asking them to do. 	<ul style="list-style-type: none"> • Listen, read and respond. • Paired activity.
Introduce ICT 5 mins	<ul style="list-style-type: none"> • Show presentation slide 4 and discuss with participants what they are already aware of or using. • Discuss use of Practice Tests CD-ROM. 	<ul style="list-style-type: none"> • Listen, read and respond. SLlr/L2.1 SLc/L2.1

Activity and time	Teacher activity	Learner activity
learndirect activity 10 mins	<ul style="list-style-type: none"> Distribute and discuss contents of Learndirect leaflet and Diagram 1: Suggested route for learndirect learners into Skills for Life online assessment handout. Also hand out Learndirect courses and routes in activity sheets. Set activity. Take feedback and discuss answers. 	<ul style="list-style-type: none"> Listen, read and respond. Paired activity. Rt/L2.7
Break 20 mins		
Skillswise 10mins	<ul style="list-style-type: none"> Introduce BBC Skillswise. Give out magazines (available from web site), sample resources and practice CD-ROM. Demo CD-ROM using tour. ** 	<ul style="list-style-type: none"> Listen, read and respond. Rt/L2.7
Skillswise activity 40 mins	<ul style="list-style-type: none"> Distribute BBC Skillswise activity sheets and set activity. Take feedback. Learners to sample CD-ROM (or web site) activities linked to individual learning plans. Individual/extension activities. *** 	<ul style="list-style-type: none"> Carry out computer activities.
Other resources 5 mins	<ul style="list-style-type: none"> Discuss commercial products available or already in use. Give out sample demos e.g. Target Skills. ** Note sources of information in relation to software (see support models information in module 7). 	<ul style="list-style-type: none"> Engage in discussion. SLd/L2.1
Useful web sites 30 mins	<ul style="list-style-type: none"> Distribute Useful web sites handout and discuss. Cover online mapping guidance. Demo (or sample depending on internet access) some of the sites. 	<ul style="list-style-type: none"> Engage in discussion. Listen, read and respond. Rt/L2.7

Activity and time	Teacher activity	Learner activity
Summary 10 mins	<ul style="list-style-type: none"> Revisit session aims and objectives. Take feedback and questions. Give out Journal sheet for module 8. 	<ul style="list-style-type: none"> Listen and respond.

Resources/aids

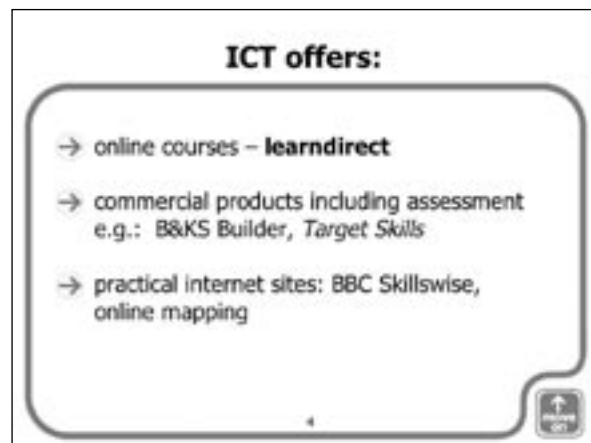
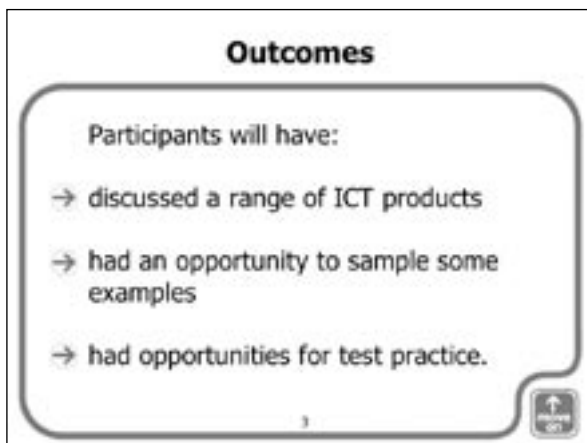
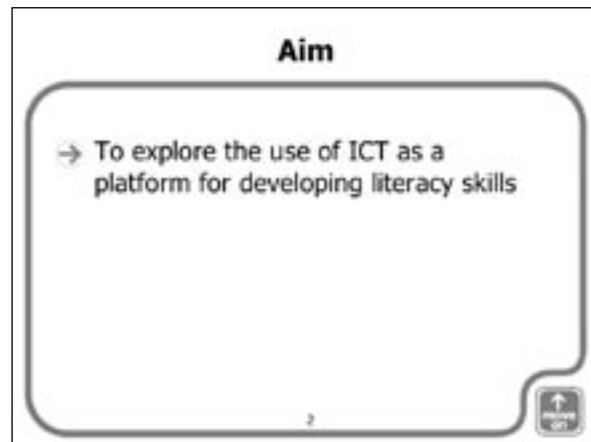
- Module 8 PowerPoint presentation/OHP slides
- Handouts: Learndirect leaflet; Diagram 1: Suggested route for learndirect learners into Skills for Life online assessment; Useful web sites; Journal
- Activity sheets: Learndirect courses and routes
- Sample CD-ROMs: BBC Skillswise, Practice tests, Target skills
- Internet access
- Highlighter pens.

Assessment evaluation

Individual learning planning

Learner	Skills	Activity/ Resources	Evaluation (where next?)

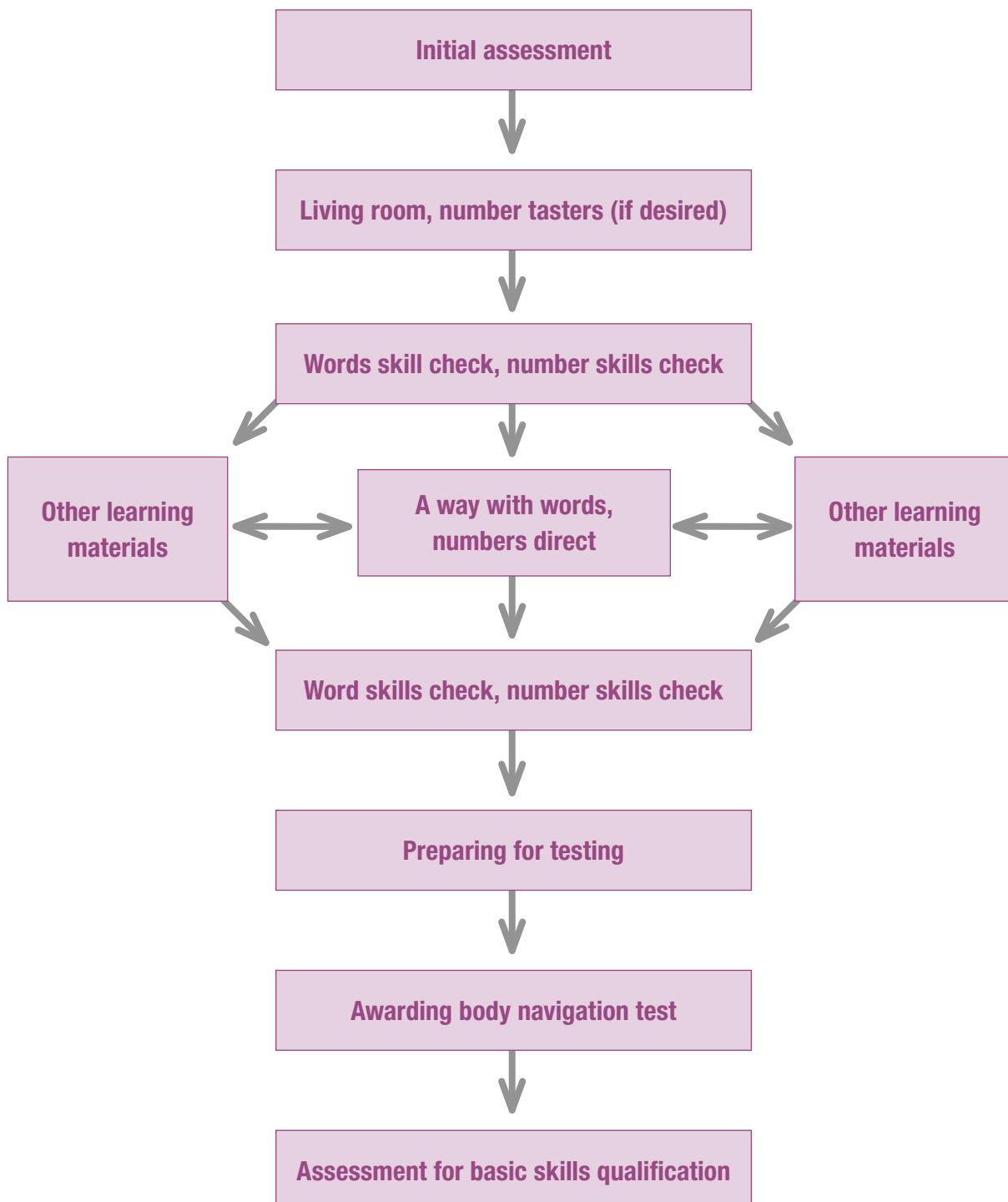
Module 8 PowerPoint presentation



Learndirect leaflet



Diagram 1: Suggested route for **learndirect** learners into Skills for Life online assessment



Activity: **learndirect** Skills for Life offer and routes

- 1 The way information is presented in the leaflet can best be described as:
A images – text – graph
B text – table – images
C chart – graph – text
D text – diagrams – chart
- 2 If someone wants more information, they should call:
A 08090 200 800
B 80000 100 900
C 08080 200 800
D 08008 200 800
- 3 Word skills courses will help to improve all the skills below except one. Which is the exception?
A reading
B listening
C writing
D spelling
- 4 Which handy, central location for **learndirect** centres is not mentioned?
A community centre
B library
C pub
D college
- 5 According to the leaflet, number skills courses help to improve:
A decimals
B fractions
C weights
D estimation
- 6 Find the **Step 2 – Enrol** section in the leaflet. The apostrophes used in this section show which letters have been missed out?
A h, i and ll
B h, h and i
C ha, i and wi
D ha, is and w

- 7 Find information about the short test on the page with the table. Information here mentions all of the following except:
- A it has 40 questions
 - B it's free
 - C it's available on computer
 - D it's available weekly
- 8 What possible support service is mentioned in the leaflet:
- A transport costs
 - B childcare
 - C specialist equipment
 - D free stationery
- 9 **Diagram 1** can best be described as:
- A a table
 - B a chart
 - C a graph
 - D an image
- 10 According to **Diagram 1**, which of the following routes is in the correct sequence?
- A preparing for testing – words skills check – initial assessment
 - B word skills check – a way with words – preparing for testing
 - C assessment for basic skills qualification – preparing for testing – a way with words
 - D awarding body navigation test – word skills check – initial assessment

Answers: **learndirect** courses and routes in

1 = B

2 = C

3 = B

4 = C

5 = C

6 = C

7 = D

8 = B

9 = B

10 = B

Handout: BBC Skillswise – free BBC resources



Free BBC resources for basic skills learners

"The fact that one in five adults lacks the standard of literacy and numeracy of most children entering secondary school is a national disgrace which blights millions of lives...Trade union learning representatives can encourage their members to learn, working with employers to develop and deliver basic skills strategies."
John Monks, General Secretary TUC - Brushing up the Basics, Nov. 2002

The BBC adult basic skills team is working closely with the TUC to promote its flexible, fun learning resources to TU learning reps and learning centres....

Skillswise, a major adult literacy and numeracy resource from the BBC, is a highly interactive website which has been developed with input from tutors working in the field. There are games, quizzes, printable factsheets and worksheets for people who want to improve and practise their literacy and numeracy skills online. (The website can be used by anyone who'd like to brush up their reading, writing and maths skills! Currently Skillswise materials are for adults whose skills are at or around level one in the national standards and all of them tie in with the national curriculum.

The website is widely used by people learning independently and flexibly, in addition to a large number of learners who use it with the support of a tutor. Skillswise is fun to use, free, and available 24 hours a day, wherever there is Internet access! In addition to the extensive resources available on the Net, Skillswise can offer you FREE magazines and posters for use with learners in the workplace. We have thousands of Skillswise learner magazines and posters available! To request a bulk order, please complete the online ordering form at www.bbc.co.uk/skillswise/tutors.

WebWise is the BBC's beginner's guide to the Internet. The WebWise CD-ROM provides a two-hour taster for anyone who hasn't used the Internet before - more than 500,000 people have so far used it. The CD-ROM has recently been updated and revised, and we are happy to distribute copies to TU learning reps and workplace learning centres. For your copy, please e-mail getwebwise@bbc.co.uk

Check out the WebWise website at www.bbc.co.uk/webwise to get answers to all your Internet queries!

Becoming WebWise is the BBC's accredited online course designed to build confidence in using the web. Working online, learners complete a structured ten hour course. The final one hour test is taken in an accredited Becoming WebWise centre and counts towards a national IT qualification. More than 30,000 people have now completed the course and up to 1,000 a week are taking the Becoming WebWise assessment.

We can offer you free promotional material for WebWise and Becoming WebWise including magazines, posters, pens and leaflets. If you would like copies or further information about the WebWise projects, please e-mail getwebwise@bbc.co.uk

New from Skillswise...

Skillswise has published a free CD-ROM, providing a taster of the resources available online at the Skillswise website. The CD-ROM has been developed for use in places without Internet access and can be used by learners and learning reps.. Use the online form at www.bbc.co.uk/skillswise/tutors to place your order.

Coming Soon...

Skillswise and **WebWise** are planning to develop new modules based around literacy, numeracy and IT in the workplace. Sign up now for the Skillswise newsletter at www.bbc.co.uk/skillswise/tutors to keep in touch with developments.

BBC Basic Skills | BBC White City | Room 2306 | 201 Wood Lane | W12 7TS
Contact: Faye Johnson - Project Officer, Skillswise | Tel: +44 (0) 20 875 25779 | E-mail: skillswise@bbc.co.uk

Activity: BBC Skillswise – free BBC resources

Use the extract to find the answers to the following.

Apply appropriate reading strategies to find the relevant section of the text.

- 1 What is the main purpose of the document?
 - A to argue a point
 - B to instruct
 - C to persuade
 - D to inform
- 2 The tone of the article can best be described as:
 - A factual
 - B humorous
 - C formal
 - D critical
- 3 Which of the following sentences has no punctuation or spelling errors?
 - A The web site can be used by anyone wh'od like to brush up their reading, writing and maths skills!
 - B The web site can be used by anyone who'd like to brush up there reading, writing and maths skills!
 - C The web site can be used by anyone who'd like to brush up their reading, writing and maths skills!
 - D The web site can be used by anyone who'd like to brush up their reading writing and maths skills!
- 4 According to the text, the Skillswise CD-ROM taster of resources can be ordered by:
 - A contacting Faye Johnson on 020 8752 5779
 - B using an online form
 - C e-mailing www.bbc.co.uk/webwise
 - D signing up for the Skillswise newsletter
- 5 What is meant by 'with input from tutors working in the field'?
 - A contributions made by IT experts
 - B contributions made by agriculturists
 - C contributions made by Skills for Life practitioners
 - D contributions made by learners

- 6 Becoming WebWise has been designed to:
- A build confidence in basic skills
 - B build confidence in using IT
 - C build confidence in the workplace
 - D build confidence in using the web
- 7 Which of the following statements is *not* made in the extract about WebWise?
- A has been used by more than 500 000 people
 - B the CD-ROM lasts for two hours
 - C the CD-ROM is suitable for anyone who hasn't used a computer before
 - D a copy of the CD-ROM is available from getwebwise@bbc.co.uk
- 8 The punctuation mark used in the phrase 'the BBC's accredited online course' is used to:
- A show letters have been left out
 - B make a plural
 - C show ownership
 - D show emphasis

Answers: BBC Skillswise – free BBC resources

1 = D

2 = A

3 = C

4 = B

5 = C

6 = D

7 = C

8 = C

Handout: Useful web sites

The following web sites may be useful to find self-access materials or to learn something new about literacy (language and numeracy):

- www.move-on.org.uk – latest about the Move On Project, materials and resources
- www.dfes.gov.uk/readwriteplus – latest Skills for Life information from the Department for Education and Skills
- www.bbc.co.uk/skillswise – BBC Skillswise
- www.basic-skills.co.uk – the Basic Skills Agency
- www.nln.ac.uk – National Learning Network.

Useful online resources for you or for your learners:

- www.funbrain.com
- www.dictionary.com
- www.puzzlemaker.com.

For information on mind-mapping:

- www.mind-map.com/mindmaps_howto.htm.

For information on reading techniques:

- www.accd.edu/sac/history/keller/ACCDitg/SSSQ3R.htm.

Mind Tools' reading strategies from:

- www.mindtools.com.

DARTS (Directed Activities Relating to Text):

- www.blss.portsmouth.sch.uk/training/darts.shtml.

Spelling It Right:

- www.spelling.hemscott.net/index.html.

For information on the mapping of the adult literacy and numeracy standards to occupational standards for integrating support:

- www.dfes.gov.uk/readwriteplus/nosmapping.

Journal

Module 8: Using ICT to develop literacy skills

What have you learnt from this module?

How will you apply skills/strategies learnt with learners within your organisation?