BASIC COMPUTER LESSON • 1

Introducing CALL to LINC One Learners

Computers can be used as effective tools in any ESL classroom. Whether you teach a LINC One or a LINC Five class, the use of computers can enhance learning and construction of knowledge. LINC computer labs are equipped with specialized programs for teaching English, a program for learning about Canada, and productivity software which enables users to do word processing, spreadsheets, and prepare computer presentations. All of these programs can be used to aid in the teaching of English. This guide focuses on using the LINC software and word processing as aids in ESL instruction. A summary of language outcomes for LINC One is included to help you integrate computer tasks and language functions.

In order for the learners to benefit from the LINC software, they must first feel comfortable sitting at a computer, learn the basic start-up and shutdown procedures, and follow simple, routine instructions. It is best not to make any assumptions about the learners' computer skills. LINC learners are assessed according to their language levels only. Therefore, it is not unusual to find a LINC One learner with advanced computer skills and a LINC Five learner with none. Before exposing the learners to any software, we recommend that you introduce basic computer concepts, terminology, and the hands-on skills necessary to perform basic operations on a computer.

Suggested activities for LINC One:

We encourage you to read Before Using Software, before reading this section. The following activities will help LINC One learners master basic computer terminology.

1. **Matching**: Have learners match pictures with basic computer vocabulary. Each word or picture can be printed on a flash card.

2. Have learners gather around one station. Demonstrate the start-up and shutdown procedures.

3. Walk the class through step-by-step instructions on starting and shutting down the computers. Write simple, brief steps on the board and read them out loud to the class. Have learners repeat.

4. Show pictures of different parts of a computer to the class and have learners say the names.

5. Show pictures of parts of a computer to the class and have learners write the names down.

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LINC One Language Competencies

GLOBAL OUTCOMES[1]

At the end of LINC Level One, learners can communicate when the context is clear, predictable and related to themselves or their immediate needs. Learners recognize and use a limited number of familiar words and simple learned phrases. Learners can give answers of one or a few words. They speak slowly, relying on face-to-face interaction. In writing, learners recognize and use the letters of the alphabet, including upper and lower case in print and cursive writing as well as numbers. Use of mother tongue and bilingual dictionary is frequent.

SPEAKING/LISTENING

- Follow simple (2-5 word) verbal instructions and positive and negative commands/requests (e.g., please stand up, give me, show me, right here, over there, repeat please…)
- Respond to simple (2- word) requests (e.g., please come in, sit down)
- Respond to basic courtesy formulas for greetings, leave-taking, thanking and apologies (e.g., hello, how are you, thank you, bye, sorry)
- Answer questions about basic personal information (e.g., name, address, phone number, language, dates, time and money)
- Express ability (e.g., can/can't)
- Express communication problems verbally and non-verbally (e.g., pardon?)
- Attract attention and ask for assistance using gestures, common words and learned phrases (e.g., hello, excuse me, please, can you)
- Disagree using verbal and non-verbal communication

READING

- Follow short (2-3 word) written instructions (e.g., use block letters, do not write here, pay here, no entry)
- Understand common forms, where to write personal information and where to sign
- Understand and use simple maps and diagrams
- Understand 2-3 sentence text
- Get information from texts such as common public signs, business cards, greeting cards, labels on common store products
- Match vocabulary with pictures

WRITING

- Copy numbers, letters, symbols, words and short sentences with correct capitalization, punctuation and other symbols (e.g.. from personal identification documents, teacher simplified bills and signs)
- Write letters and numbers clearly
- Fill out simple forms using basic personal information (e.g., first and last name, address, phone number, date of birth, age)
- Fill in blanks in a 3-4 sentence text by copying words provided

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[1] Revised LINC Curriculum Guidelines, 1997.