Keyboard Confidence:
teaching 'nugget' plan

Activity focus (highlight as relevant):
1) supporting ESOL learners in the IT classroom
2) supporting learners with low literacy skills in the IT classroom
3) embedded digital skills within a non-IT classroom
4) online safeguarding

Materials Needed:	Learning Objectives:
• Keyboard Confidence PPT • SmartBoard and pen with projected image of keyboard (in PPT) or projected image of a keyboard (regular projector) • Printed images of keyboard. • List of keyboard features (in PPT)	• To familiarise learners with a QWERTY* keyboard. • To develop confidence using SmartBoard / classroom technology. • To establish English vocabulary for common keyboard features

Steps:

1. Project the image of the keyboard / hand out copies if no projection possible.

2. Ask the class the name of the image (keyboard). Ask one learner to spell it – invite them to write it on the whiteboard with the SmartBoard pen / board pen. Correct errors if needed.

3. Ask class if anyone is used to using a different type of keyboard and allow for explanations of any differences with QWERTY keyboards.

4. Use list of keyboard features. Read out a feature and ask a member of the class to volunteer to highlight it on the board and add a label where possible (or circle a feature and ask for the name). Differentiation is able by providing weaker learners with the list of features already written out. Stronger learners can be invited to spell them on the board independently. Be sensitive of confidence levels when inviting learners to the front of class.

5. Consolidate learning with blank labelling activity (in PPT).

6. Add opportunities for extra learning by inviting learners to think of vocabulary for other things they recognise (e.g., up/down arrows or punctuation such as question marks).

Assessment:
Questioning and visual assessment of participation.