Digital ESL

an open educational resource





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Digital ESL

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SUBJECTS

Adult ESL; Adult Basic Education; Digital Literacy; Digital Skills

Note to the Teacher

Thank you for your support and for choosing to teach Digital ESL.

Your impact, as a leader and educator, is one of great importance. Because of people like you, neighbors, friends, and loved ones in your community will gain the confidence to get on Wifi, use QR codes, and fill out online forms all while practicing English along the way!

This course, *Digital ESL*, offers a simple, guided path to digital literacy starting with foundation skills training for those less proficient in English. It was designed to maximize hands-on learning opportunities both in and outside the classroom, utilizing students' own smartphone devices.

Smartphones are powerful, handheld computers.

According to a Gallup poll from 2022, smartphones are used by over 90% of Americans, however many have yet to explore features that go beyond watching YouTube, playing games, or receiving phone calls from loved ones.

The ability to navigate text messages, apps, email, and the internet has **evolved into a necessity** with many ordinary tasks, such as paying bills, withdrawing money, and checking in at the doctor's office, now requiring at least some level of proficiency using digital tools.

Digital literacy, the **ability to problem-solve** using devices such as smartphones, requires knowledge of how to interact with specific technology *and* also requires traditional language literacy. As early as 2013, the American Library Association recognized this interdependence explaining that, "**being digitally literate will continue to require basic reading and writing skills**, access to up-to-date digital instruction, and a commitment to lifelong learning."

Through your patience, positive attitude, and support of lifelong learning, your **students will find confidence in their abilities** to use their smartphones in ways that they would never have imagined! Helping your students take the first step on the path of digital literacy will open up a world of possibilities that will extend beyond the classroom.

Lesson Plan Outlines were created for each unit, access here: https://bit.ly/digital-esl-lessonplans

Thank you again for teaching *Digital ESL*. Feel free to reach out to me with questions or suggestions at info@digital-esl.org and join our LinkedIn group to the latest updates https://www.linkedin.com/company/digital-esl

Talley Caruso
ESOL Teacher and Materials Writer

How to Use

Digital ESL is guided by three research-backed principles:

- (1) foundational digital skills are a prerequisite for digital literacy;
- (2) digital concepts are acquired through guided learning by doing;
- (3) students benefit from learning relevant skills on their own devices (Harris, 2020; Vanek, 2020).

Although *Digital ESL* was originally designed for teaching older adult (age 65+) beginner learners of English, it can be used for teaching common smartphone features to adults of any age.

MATERIALS PROVIDED IN DIGITAL ESL

Lesson Plan Outlines to provide structure on timing and ways to review content per unit

Worksheet printouts for each unit cover one topic in a "spiraling curriculum," revisiting previously-taught concepts as the course progresses. Each unit is limited to 6 sheets of content and includes ample spacing for the students to take notes, draw diagrams, etc.

Visual aids for the teacher are associated with the original unit each concept is introduced. Reuse visual aids to bolster knowledge throughout the course.

Folding Name Card and **Certificate of Completion** templates are provided to identify individuals in the class and recognize their achievement at the end of the 10-unit course.

Note: Students should be instructed to bring their smartphones <u>to each session</u>.

RECOMMENDATIONS

Liaison: Identify a trusted community member that can communicate how the course

objectives connect to the students' personal lives and aspirations.

Class size: 5-15 students of Beginner (NRS 1, CEFR A1) proficiency in English or higher

Tools: A large whiteboard for writing examples

A projector, screen, laptop and document reader for clear demonstrations

Class dynamic:

- 1. Use **exaggerated body movements** and gestures to describe actions.
- 2. **Speak slowly and clearly**. Spell vocabulary words together as a class.
- 3. If using a whiteboard, **write legibly** and large enough for all students to read.
- 4. Be patient and **allow students ample one-on-one opportunities to demonstrate their understanding** of digital skills through their actions.
- 5. Encourage students to **help one another**, even if they are not using English.
- 6. Model the behavior of experimentation.
- 7. Above all else, **be positive and encouraging**. Remember, we are on this journey together!

How to Edit & Remix

This textbook was designed to be shared, edited, remixed, and expanded!

Follow the directions below to create your personal copy of the material

- 1. Go to this link: bit.ly/digital-esl-slides
 - The link brings you to the "view only" version of the Digital ESL, in Google Slides
- 2. To edit in Google Slides, Click on File > Make a copy > Entire presentation
 - a. A "Copy document" window will appear
 - b. Rename the file in the "Name" box
 - c. Click on **Make a copy** > the file is now yours to edit and remix!
- 3. To edit in **PowerPoint**, Click on **File > Download > Microsoft PowerPoint (.pptx)**
 - a. A "Save as" window will appear
 - b. Rename the file in the "Save as" box
 - c. Click on **Save** > the file is now yours to edit and remix!

LICENSE



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RECOMMENDATIONS FOR EDITING & EXPANDING THIS MATERIAL

Copy and edit existing slides to create new slides for format consistency

Make fonts easy-to-read

Headers: Open Sans, normal, size 36 font

Worksheet content: Open Sans, normal, font sizes 18 to 24
 Visual aids: Open Sans, extra bold, font sizes 72 to 96

Provide adequate space on each worksheet for note-taking including sketches, etc.

Use Noun Project to find and create clear visual aids: https://thenounproject.com/

Remix the material to make it relevant: Update and remix the material to include locally-relevant apps, mobile providers, keyboard layouts, date order, address and phone structure, top level domains (.co.uk vs. .com), hardware and icons (Samsung vs. iPhone), new functionality (two-factor authentication). If there are local resources relevant for the students, steer them to practice interacting with those sites / apps through meaningful, guided classroom activities.

Lastly, I invite you to join the **Digital ESL community on LinkedIn** to share resources related to teaching Digital Literacy to learners of English https://www.linkedin.com/company/digital-esl We are lifelong learners together!

Feedback, suggestions, or questions? Email info@digital-esl.org or talley.hsu@gmail.com

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Class Schedule

#	Date	Topic
1		Introduction
2		Connecting to Wifi
3		Smartphone Parts
4		Smartphone Actions
5		Asking for Help
6		Apps I Use
7		Schedules and Dates
8		Using QR Codes and Forms
9		Filling out Online Forms
10		Review and Graduation

Digital ESL

Learn Classroom Directions

Action	Action Name	Practice
A A	to look	Please look here.
30(7)	to listen	Please listen to me.
	to circle	Please circle the letter "A". A B C
	to repeat	Please repeat after me.

Identify Keyboard Letters

The teacher's name is TALLEY.



My name is [

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M

Identify Apps

App Icon	App Name	This is for
	WhatsApp	
	Facebook	
	YouTube	
zoom	Zoom	

Word Search

letters

KEYBOARDKJ NUPPERCASE HAPPYSFNET PASSWORDPF ACCONFUSED LOWERCASEF SMARTPHONE IRZLETTERS ROEEBCWXNT SYMBOLSCLR

smartphone keyboard confused uppercase lowercase password

symbols

happy

Word Search created using Education.com

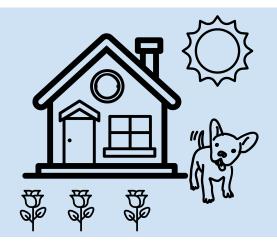
Build your own custom worksheet at education.com/worksheet-generator

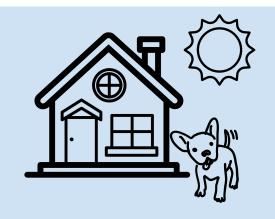
© 2007-2023 Education.com

Practice Classroom directions

Action	Please	
A A	look at me.	look at him.
₩ <u>@.</u> ∑.	listen to me.	listen to them.
	repeat after me.	repeat after her.

Circle the differences (3)





Practice Speaking

Which cell service provider (company) do you have?

T Mobile





My name is [
I have [<u> </u>
How about you?	

Circle the differences (3)

Image A

Image B





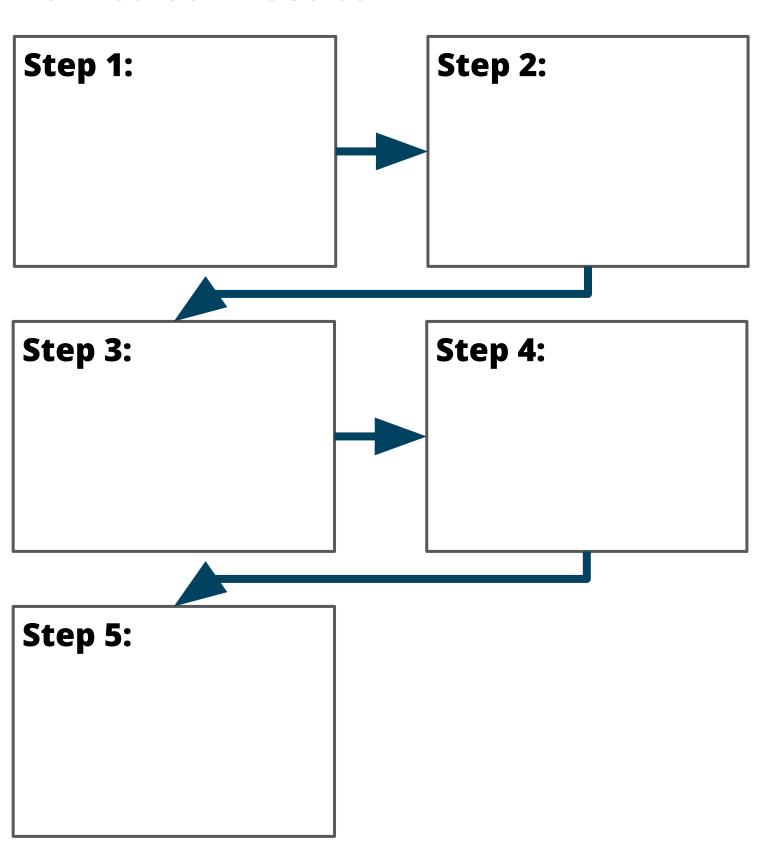
Identify Smartphone Icons

lcon	Icon Name	This is for
	battery level	
5G	cell service speed	
	cell service signal	
	WiFi signal	

Practice Smartphone Actions

Action	Action Name	How to
Jul	swipe up	
	swipe down	
	tap on (or) select	
	"long press" (2 seconds)	

How to connect to WiFi



Practice Classroom directions

Sentence example:

Please show me [something].

Please show me how to [action].

Please point at [something].

Where is [something]?





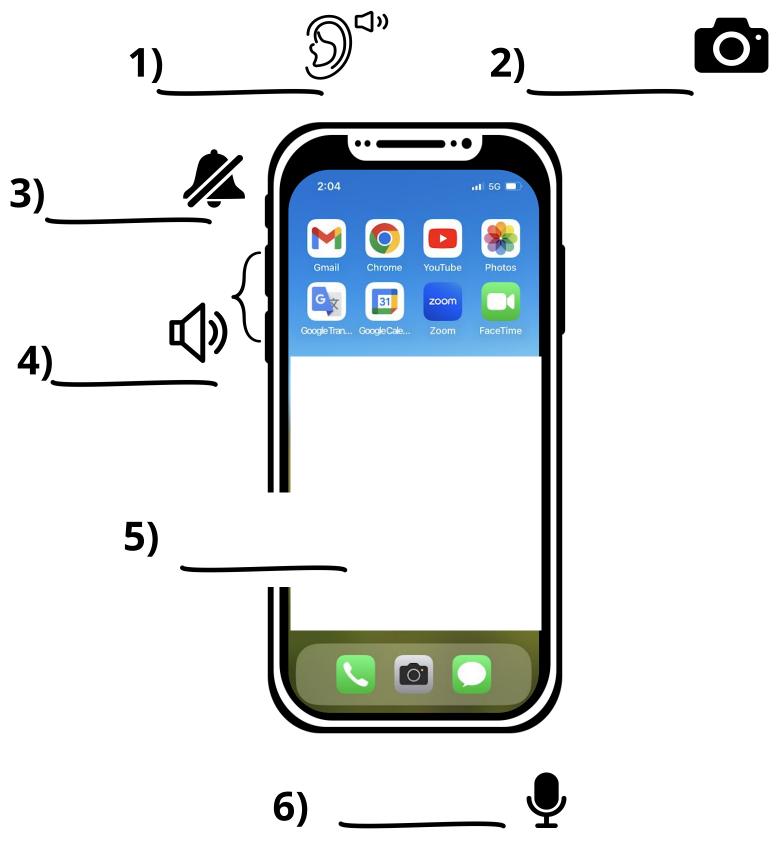
I'm not sure.



Smartphone Parts



Smartphone Parts



Identify Sides



left





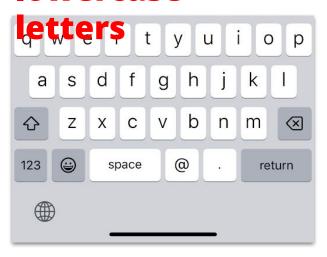
bottom

right



Smartphone Keyboard

lowercase



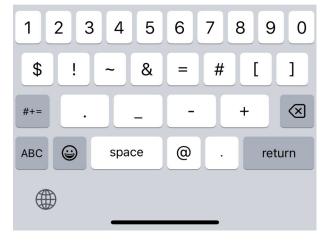
UPPERCASE letters



symbols



numbers



Practice Smartphone Actions (review)

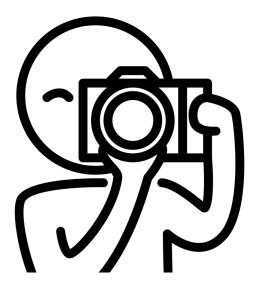
Action	Action Name	How to
Jul	swipe up	
	swipe down	
	tap on (or) select	
	"long press" (2 seconds)	

Practice Classroom directions

Action	Please
	plug in [something] .
	unplug [something] .
Gm	press the power button .
	find [something] . search for [something] .

Practice Smartphone Actions

Questions	Answers		
1. How do I take a photo?	First,	the	арр,
	and then	; :	·····: :
	1 dh	_ on the	button.



Practice Smartphone Actions

Questions	Answers
2. How do I send a photo?	First (1st) step: the app.
	Second (2nd) step:
	the photo .
	Third (3rd) step: on the button .
	Final step: and

Descriptive Words

Characteristic	Descriptive Words		
battery level	low	III • medium	IIII) full
brightness	dim		bright
volume	■ × muted	□ quiet	⊸ loud
font size	ABC small	ABC normal	ABC large

Asking for help and helping others



Practice Speaking

Hi! How are you today?

I'm good. And you?

I'm good too. Thank you.

Can you help me, please?

Sure!

l can help you.

Sorry,

I can't help you.

Asking for help and helping others

Questions using comparison words			
	$\stackrel{A}{\longrightarrow} A$	A A A	
Can you	?	?	
Can you help me	1))		
make it	Jpn.	3µJ	
	?:	3pm	
Can you help me		?	

Asking for help and helping others



Practice Speaking

It's too [large]. Can you make it [smaller]

large

small

smaller

larger

dim

bright

brighter

dimmer

quiet

loud

louder

quieter

hard

easy

easier

harder

Asking for help and helping others



Practice Speaking

Can you help me [

]?

Okay. Let me try.

Let me see your phone.

It looks good!

It didn't work.

Thank you!

Thanks for trying.

Matching game

Match the activity on the left with the app on the right.







_____ 2) to translate words





_____ 3) to chat with friends





_____ 4) to take photos

d)



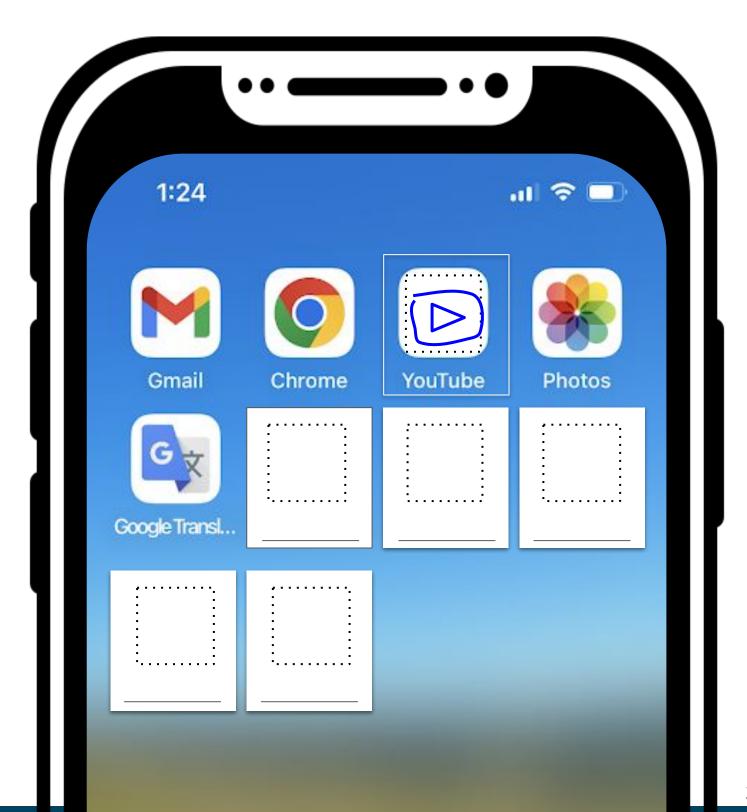
_____ 5) to look up information

e



Apps I use

In the blank boxes, draw icons of the apps you use.



Apps I use



Practice Speaking

What is your favorite app?

My favorite app is ______.

I use it to ______. And you?

My favorite is _______.

I use it every day to ______.

Adverbs of Frequency

Frequency adverbs describe **how often** an action occurs.

Frequency	Word
100%	always
	usually
50%	sometimes
	rarely
0%	never

Schedules and Activities

Casey's		the week			the weekend		
Schedule	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning A.M.							
Afternoon P.M.							



Practice Speaking

Question #1: **Does** Casey walk?

Question #2: **Does** Casey watch YouTube?

Question #3: Does she skateboard?

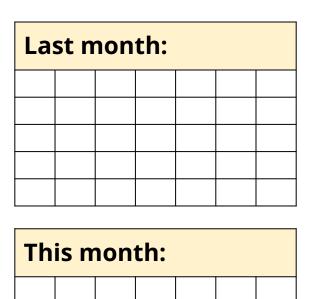
Adverbs of Frequency (review)

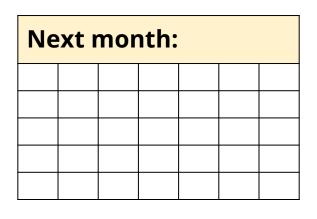
Frequency adverbs describe **how often** an action occurs.

Frequency	Word
100%	always
	usually
50%	sometimes
	rarely
0%	never

Calendar Dates - Months

Months	
01	January
02	February
03	March
04	April
05	May
06	June
07	July
08	August
09	September
10	October
11	November
12	December





Calendar Dates - Days

Your Date of Birth (birthday)	/ Month	/ Day	

Nu	Number / Day of the Month			
01	one / first	12	twelve (th)	23 twenty-three
02	two / second	13	thirteen (th)	24 twenty-four
03	three / third	14	fourteen (th)	25 twenty-five
04	four / fourth	15	fifteen (th)	26 twenty-six
05	five / fifth	16	sixteen (th)	27 twenty-seven
06	six / sixth	17	seventeen (th)	28 twenty-eight
07	seven (th)	18	eighteen (th)	29 twenty-nine
08	eight / eighth	19	nineteen (th)	30 thirty
09	nine / ninth	20	twenty	31 thirty-one
10	ten (th)	21	twenty-one	Note the pattern:
11	eleven (th)	22	twenty-two	20th twentieth 21st twenty-first 30th thirtieth

Using the camera to go online

Questions	Write the answer
1. What is the shape of a QR code?	A QR code is usually a square.
	a)
	b)
	c)

Using the camera to go online

Questions	Write the answer
2. How do I use a QR code?	(1st) step: the app.
	(2nd) Second step: Aim the camera at the QR code .
	(3rd) step:
	the open in Chrome

Practice filling out a form (1 of 3)

1. Scan the QR code	(ask your teacher for the QR Code)	
2. Input / type your name	First Name	
	Last Name	
3. Input / type your address		
	Street Address	
	City	
	State	
	Zip Code	
4. Input / type your email		
	@	
5. Input / type your phone number		
	(
	Area code Phone Number	

Practice filling out a form (2 of 3)

6. Input your Date of Birth (birthday)	/ / Month Day Year	
7. Select your Household size	(# of family members in your house or apartment) Household Size { note: # of family members in your house or apartment } * 1 2 3 4 5 6 7 8 9 1 person O O O O O O 9+ persons	
8. Select your Household income	(total combined annual income of members in your house or apartment) Household / Family Income Level { note: total combined annual income of members in your house or apartment } \$\frac{\\$0 \to \\$40,000}{\\$70,001 \to \\$70,000} \$\frac{\\$70,001 \to \\$106,000}{\\$106,001 \to \\$139,000} \$\frac{\\$0 \to \\$106,001 \to \\$139,000}{\\$106,001 \to \\$106,000}	

Practice filling out a form (3 of 3)

9. Are you Hispanic Ethnicity?	Are you Hispanic Ethnicity? { note: Hispanic is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. source: census.gov } Yes No
10. Select your Race and Ethnicity	Race/Ethnicity > note: Race/ethnicity is the group to which an individual belongs, identifies with, or belongs in the eyes of the community White Black or African American American Indian or Alaska Native Asian Native Hawaiian or Other Pacific Islander Other Race not listed
11. Check the box "I understand"	I acknowledge that the Digital Lending Library is intended for library patrons who * do not otherwise have access to the equipment or services sufficient to meet the patron's educational needs. I have read and understand these terms and guidelines.

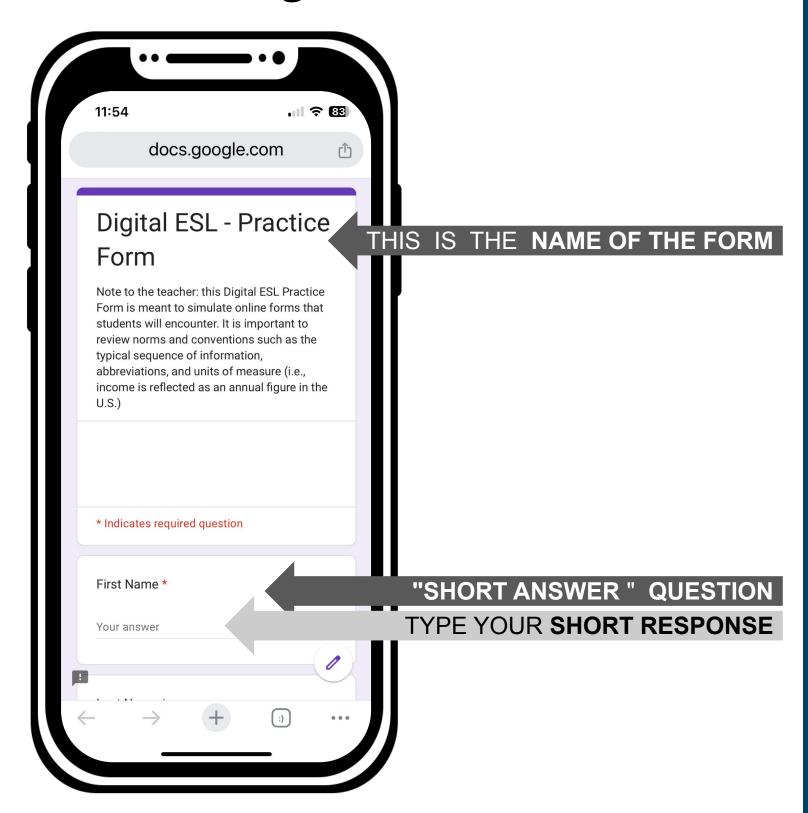
Circle the mistakes

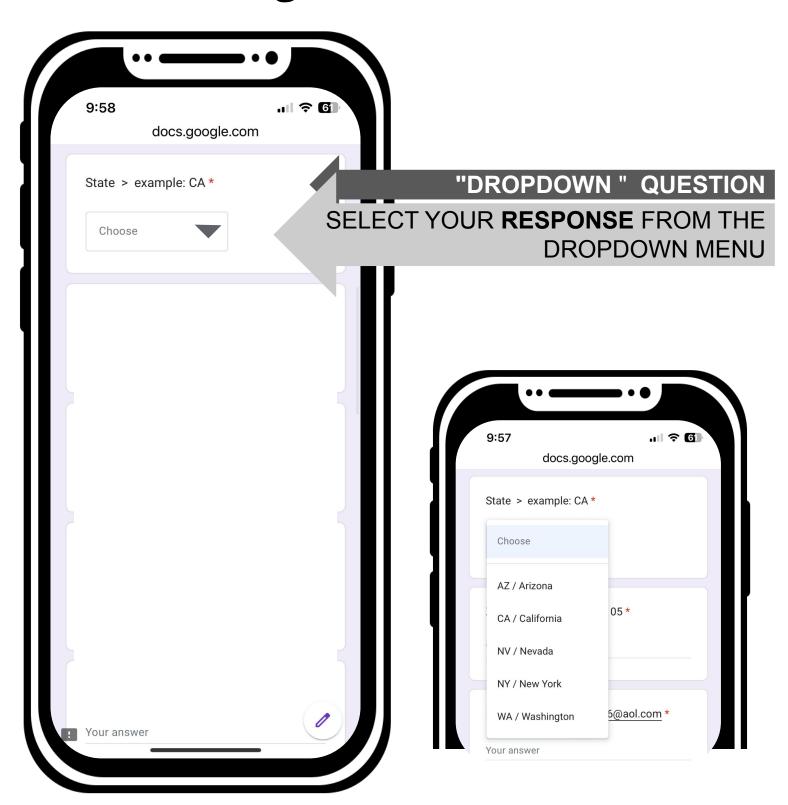
The correct version of the email is: johnny26@aol.com

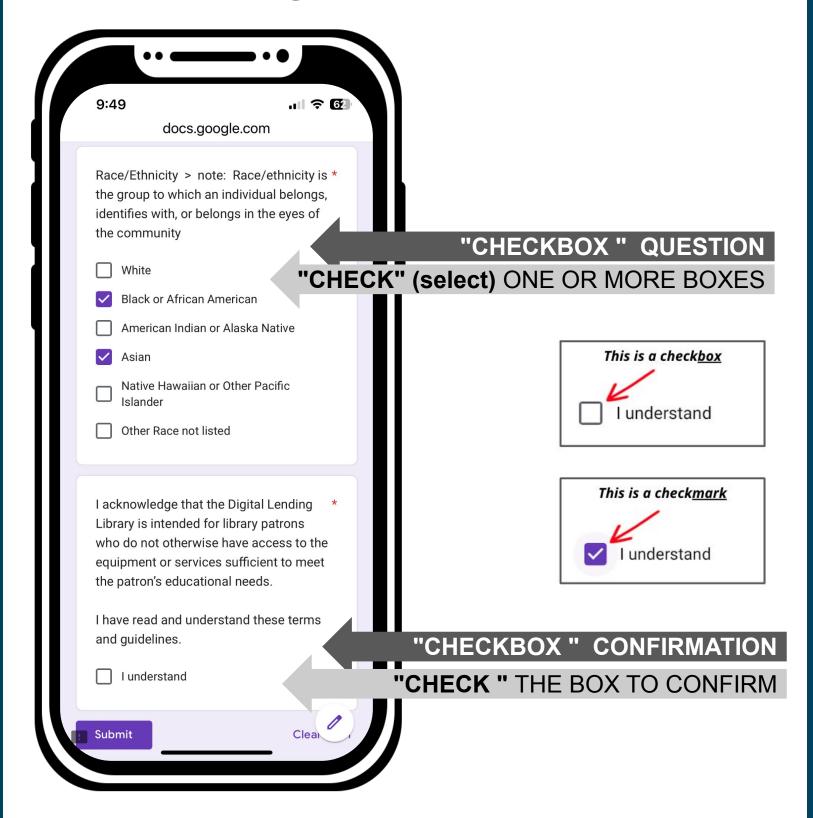
- 1. johnny26@aol
- 2. johnny26@com.aol
- 3. johnny26@.com
- 4. johnny26.aol@com
- 5. johnny2 6@aol.com

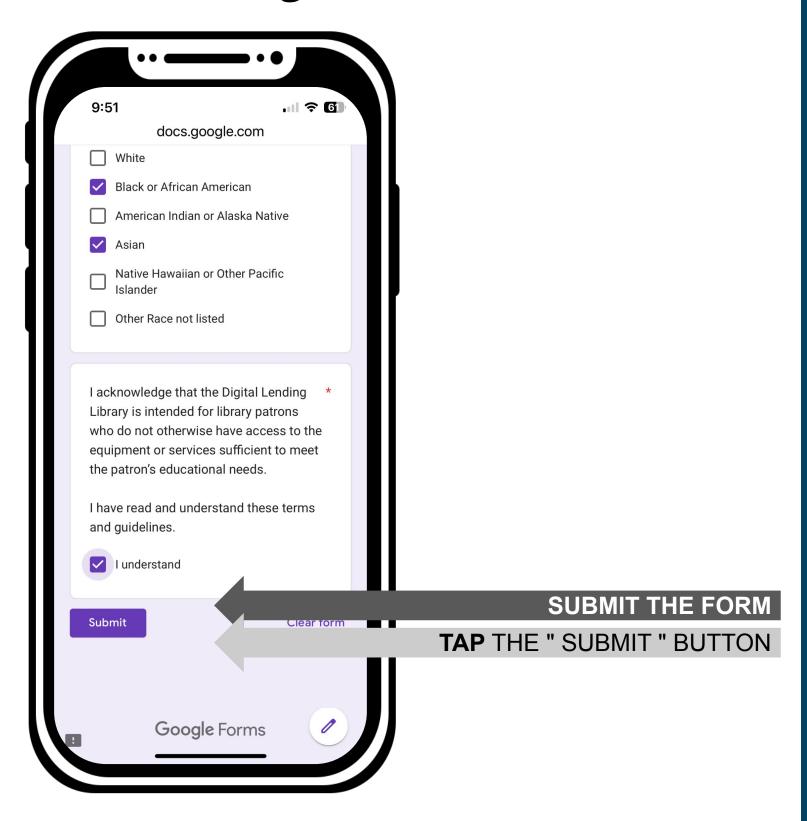
Practice Directions

Action	Please
Submit	tap the button
Jul	check the box
Choose AZ / Arizona CA / California NV / Nevada NY / New York	select from the drop-down
Caruso	move the cursor
Crarrruso Caruso	fix a mistake









What did you learn?

- Directions: Look here, listen to me, repeat
- ☐ How to connect to WiFi
- ☐ How to find symbols (% \ *)
- ☐ Smartphone verbs: swipe, tap, long press
- ☐ How to make your phone louder, brighter
- ☐ How to ask and answer "where" questions
- ☐ Frequency words: always, sometimes, never
- How to ask for and give help
- Talking about Apps & their names in English
- ☐ Taking a photo using your smartphone
- ☐ Using a QR code to get online
- ☐ Filling out and submitting an online form

TEACHER'S COPY

Creating a QR Code to teach Units #8+9

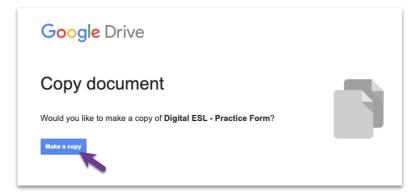
Folding Name Card Tent - Template Certificate of Completion - Template Unit #1 Word Game - Answer Key Printable Visual Aids Image and Icon Credits

Create a QR code for your students

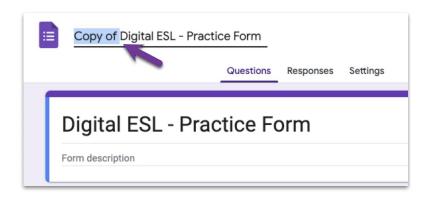
Prior to Unit #8, follow the directions below:

1) Visit this website to make a copy of the the Digital ESL Practice Form

https://bit.ly/desl_practiceform



2) Rename the form you created



- 3) Next, create a QR code that links to the form you created in step 2. (I use <u>bitly.com</u>, but you can you any site you would like.)
- 4) Download the QR Code and print it out for the class to use in Unit #9 Be aware that although this is a practice form, responses will be saved in the "Responses" section of the survey, that by default, is accessible to the person who created the file in step 2.

si əman yM

My name is

Digital ESL



Certificate of Completion

STUDENT NAME

This certificate acknowledges your active participation and commitment to completing 10 hours of instruction on

DIGITAL ESL

held on-site at

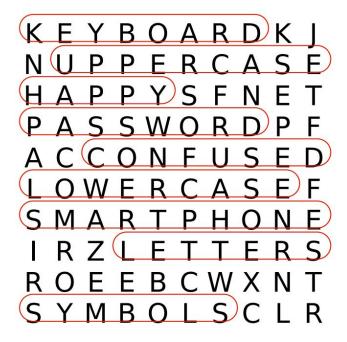
in collaboration with

Name of Instructor

Today's Date

Word Game - Answer Key

Word Search



smartphone uppercase letters keyboard

confused

lowercase

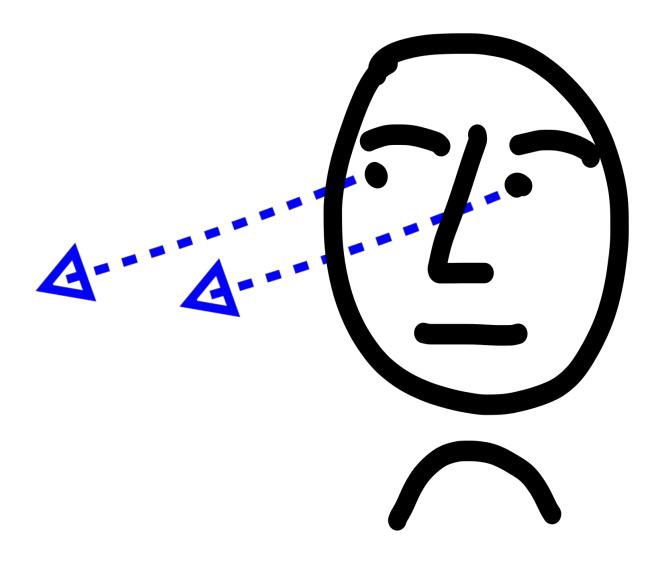
password

symbols

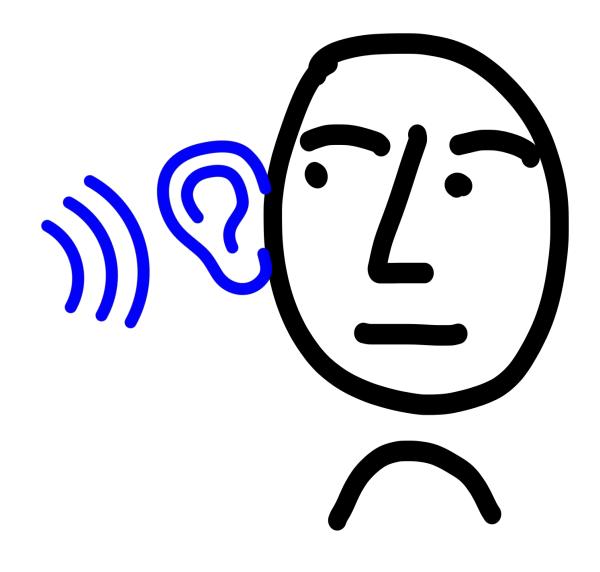
happy



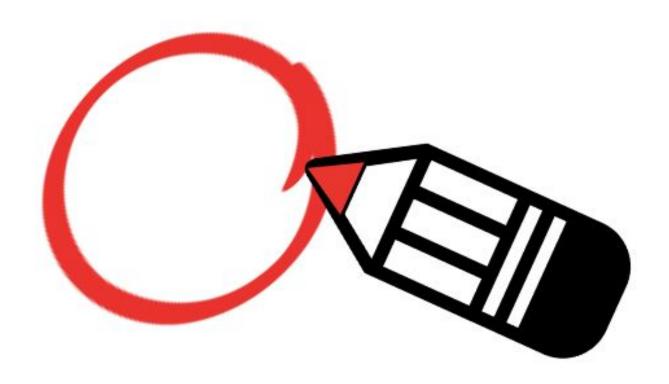
Printable Visual Aids



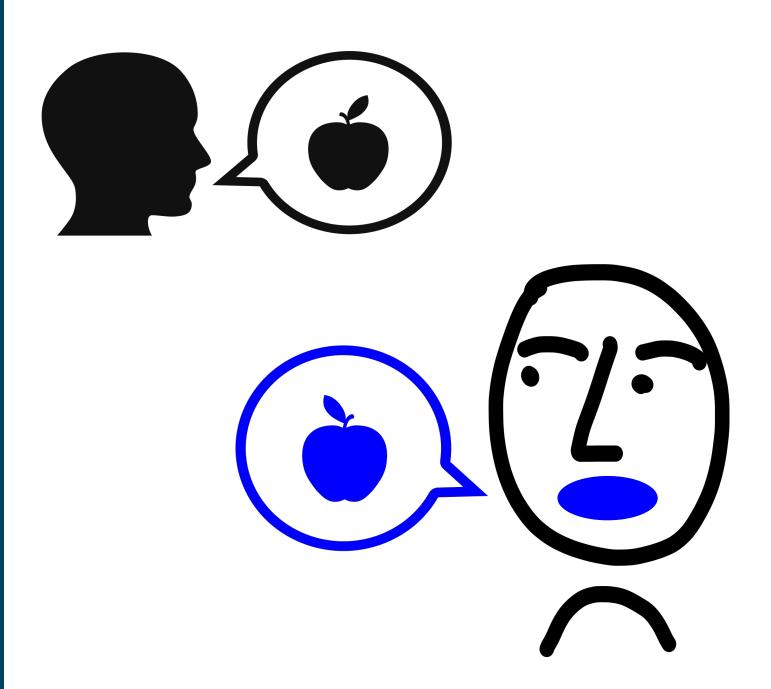
tolook



to listen



to circle



to repeat







Teacher's Copy

Unit #1





Cell Service Providers (companies)

5G F Mobile



5G verizon



5G



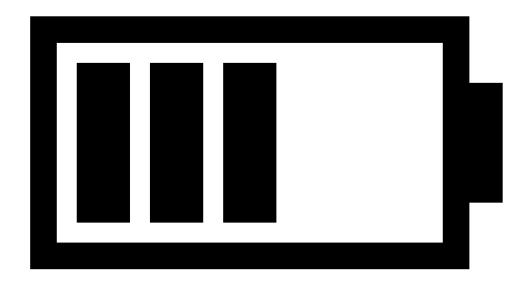


cell service

Join Wifi on your Smartphone

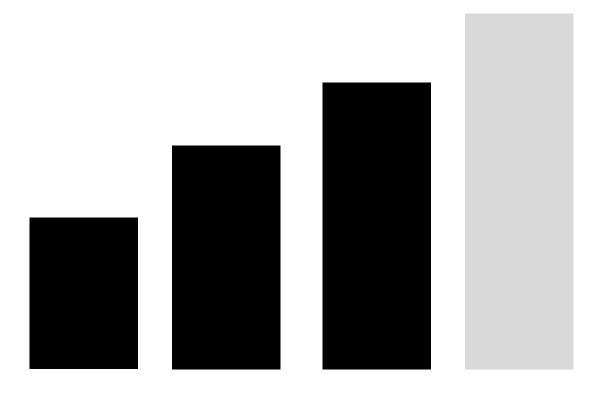
Network:

Password:



battery level

cell service speed



cell signal

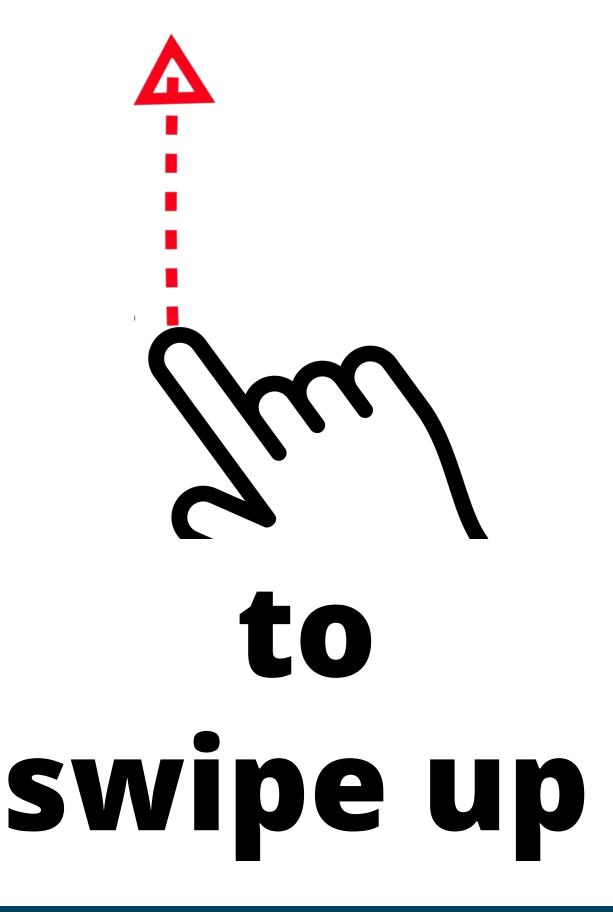


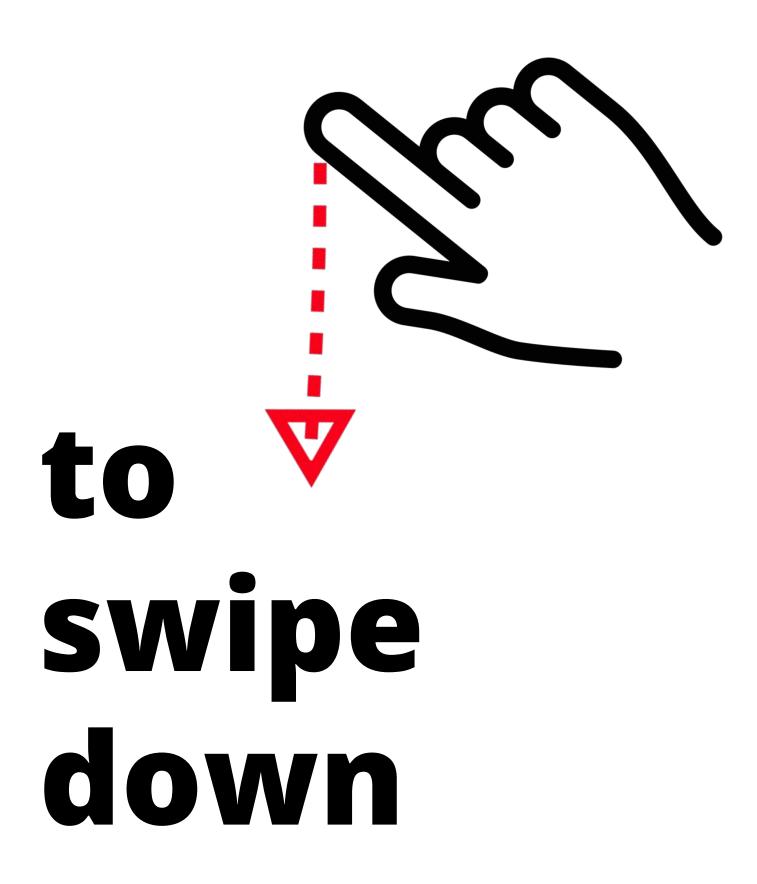
Spot the differences - Image A

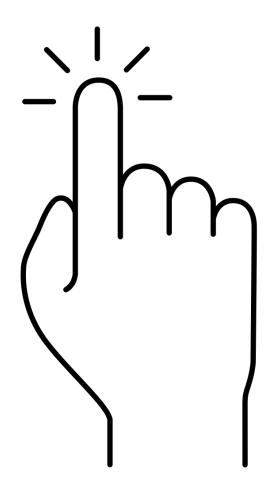


Spot the differences - Image B

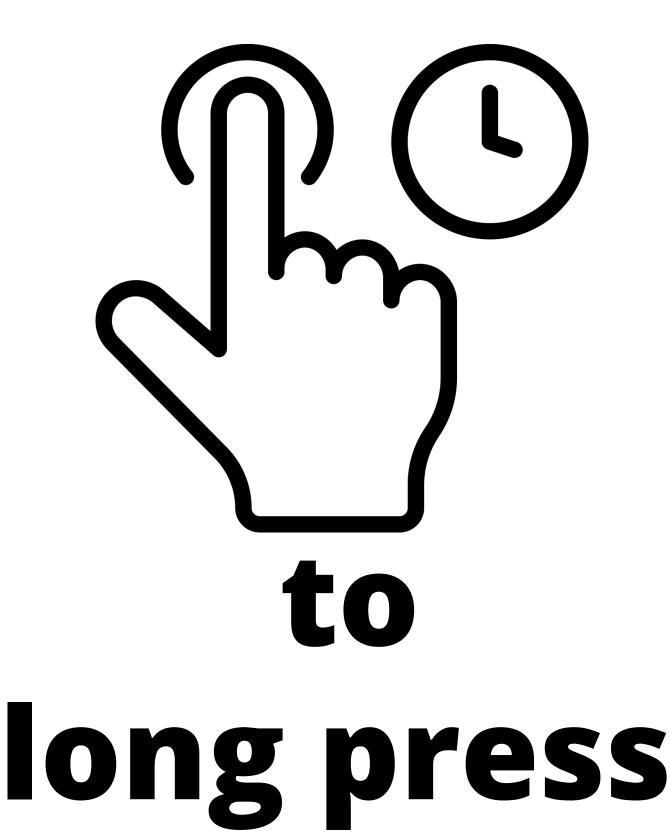






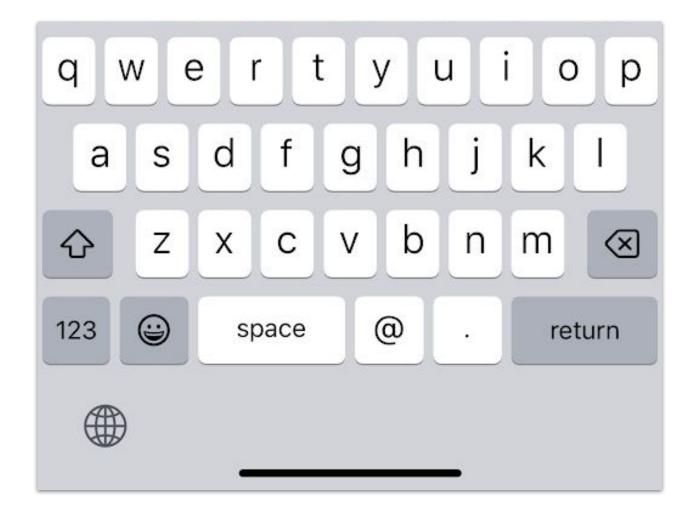


to tapon



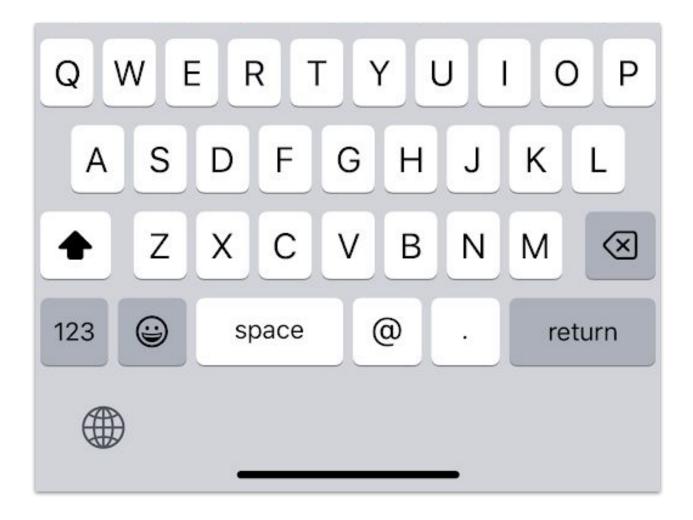
Teacher's Copy

Smartphone Keyboard



Iowercase letters

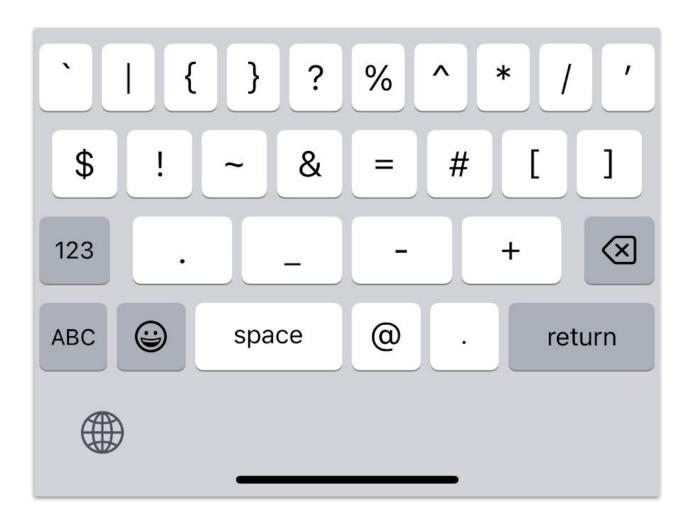
Smartphone Keyboard



UPPERCAS

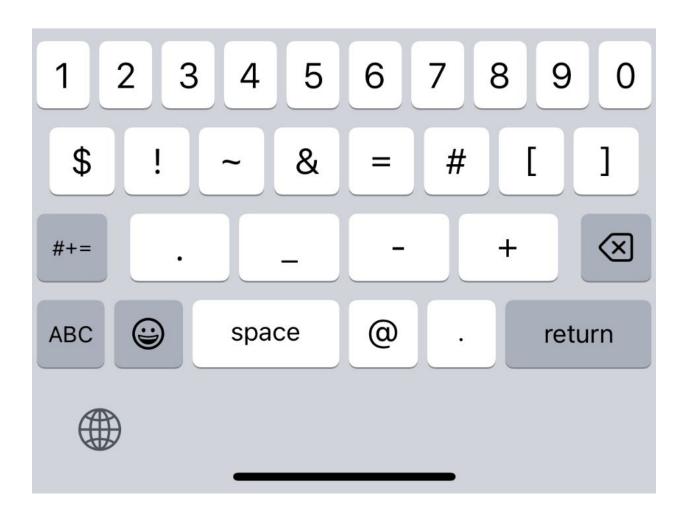
E

Smartphone Keyboard



symbols

Smartphone Keyboard



numbers



Please show

me...



Please show me how to...

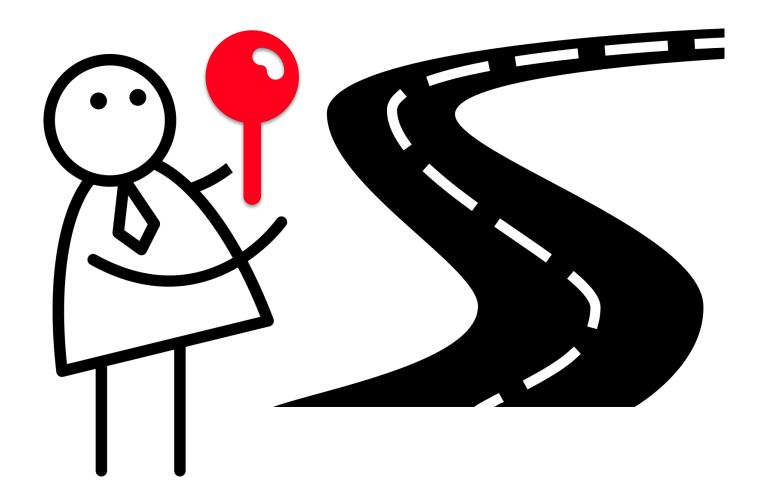


Please point at...

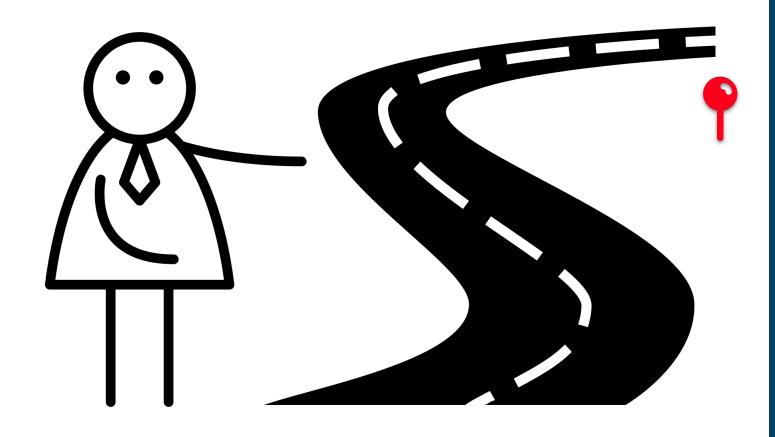


Where is





It's right here.





I'm not Sure.



the speaker



the ringer / silent switch



the microphone



the volume buttons





the front camera



the side button





the back camera

Smartphone Hardware



Identify Sides

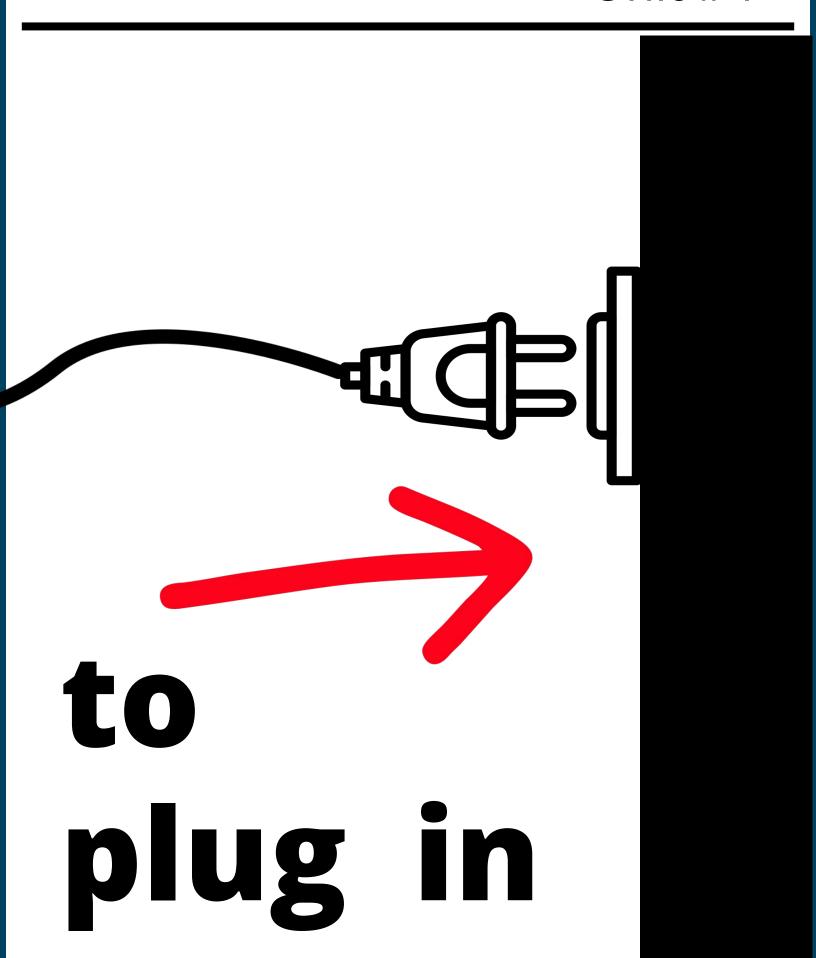
top

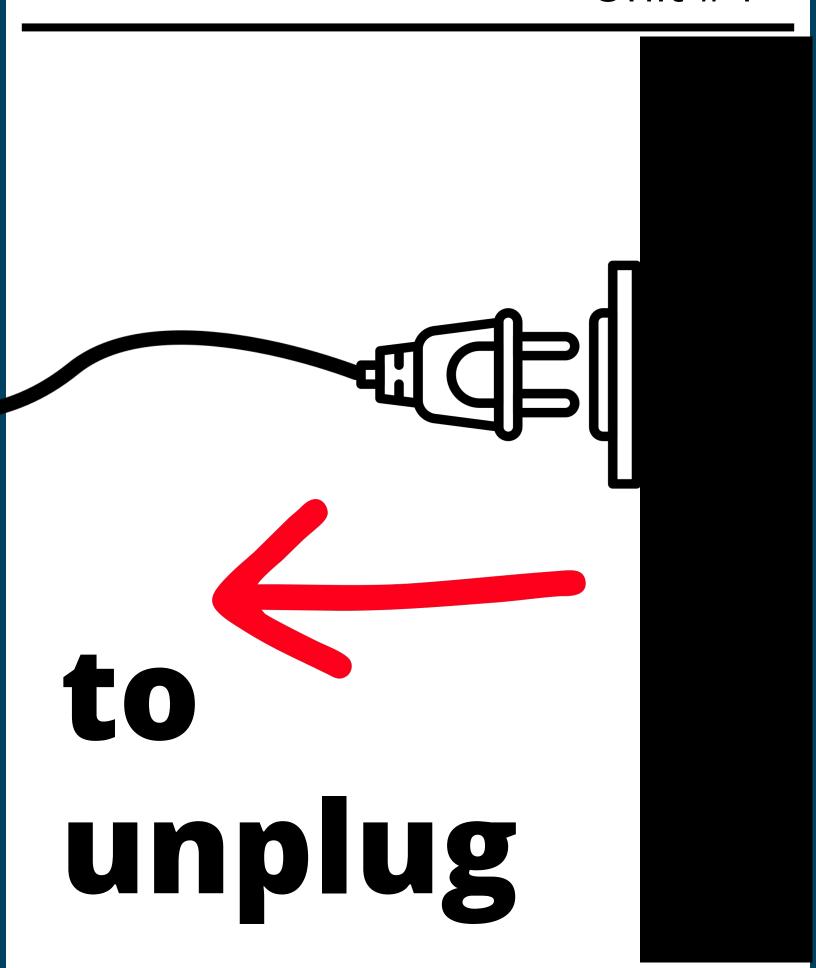
left

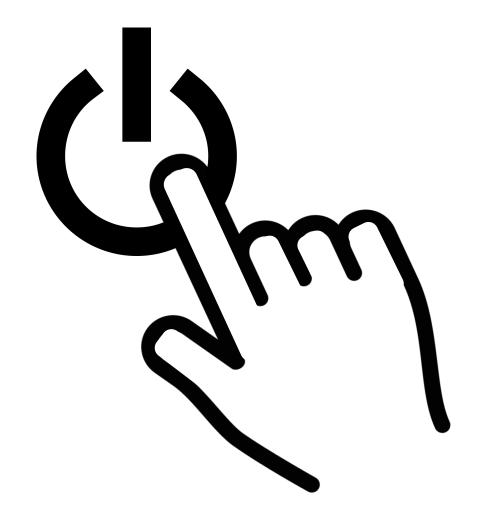


right

bottom



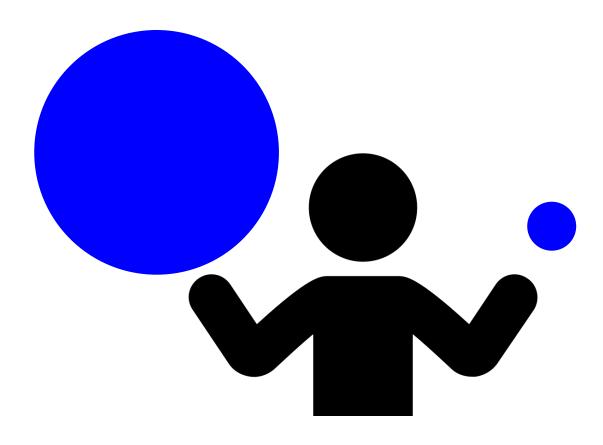




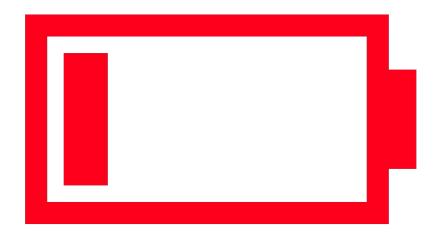
to press the power button



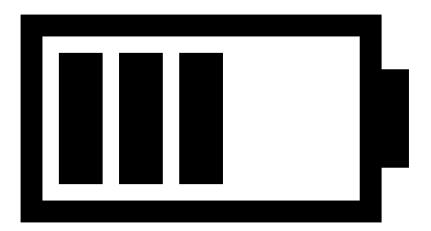
to find



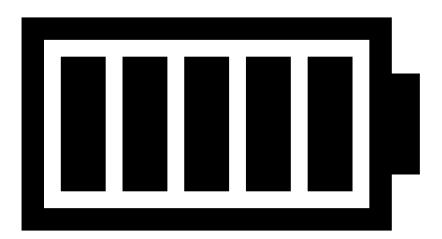
to compare



low battery



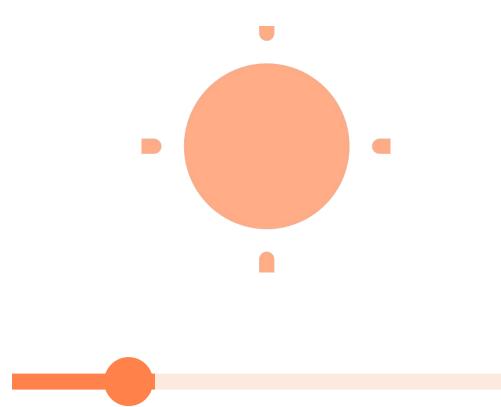
medium battery



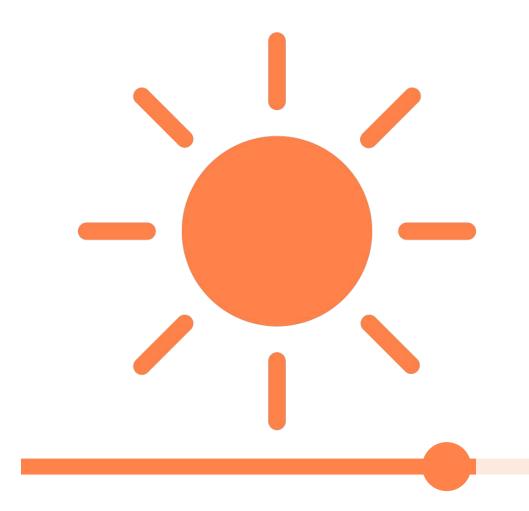
full battery

Teacher's Copy

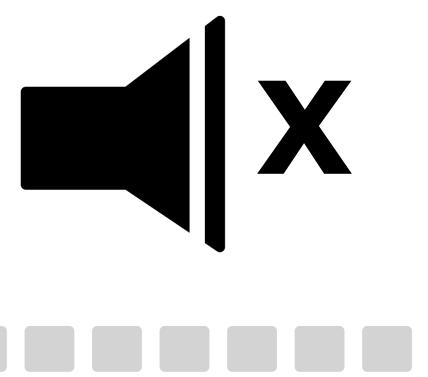
Unit #4



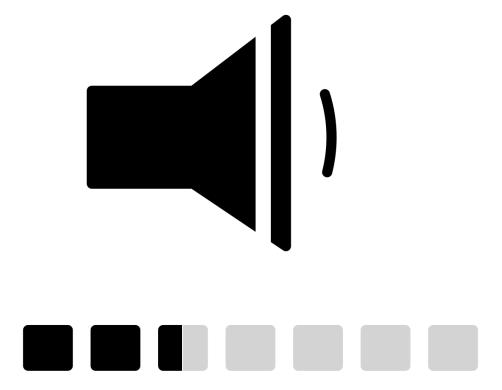




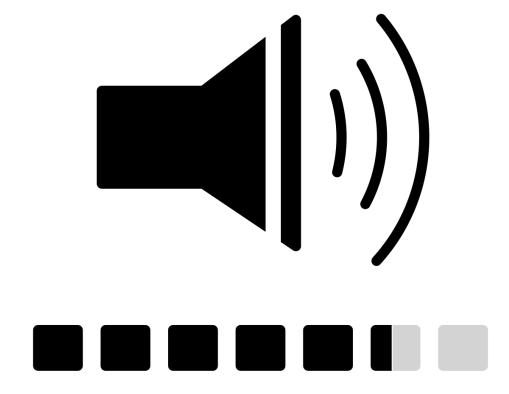
bright



muted



quiet



loud

AAA

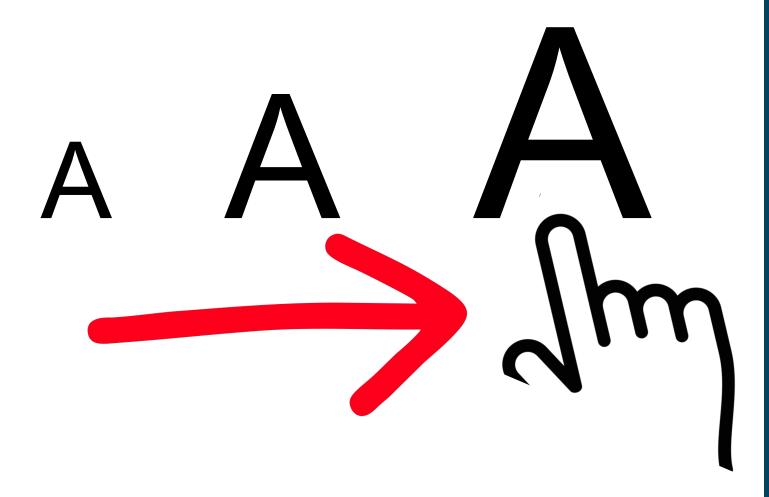
small font

A

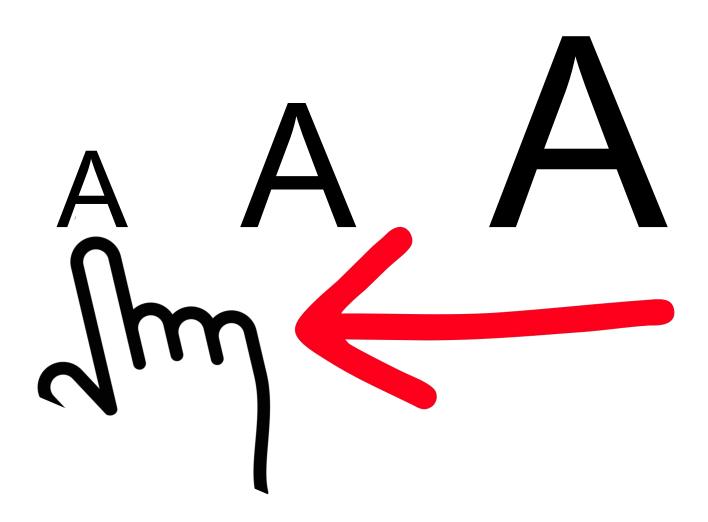
normal font

AAA

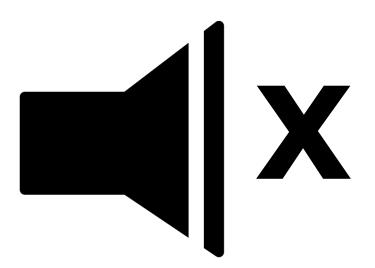
large font

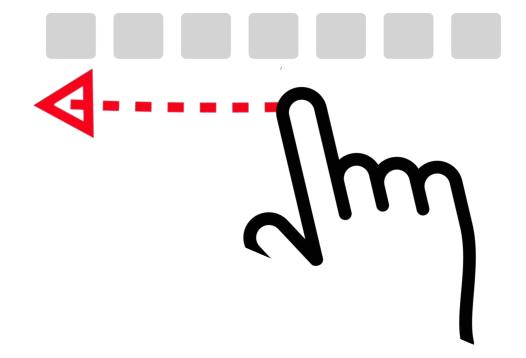


to make larger

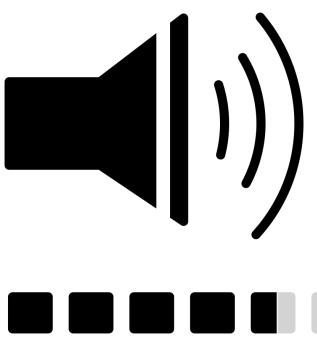


to make smaller



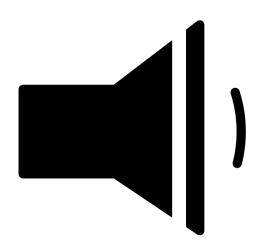


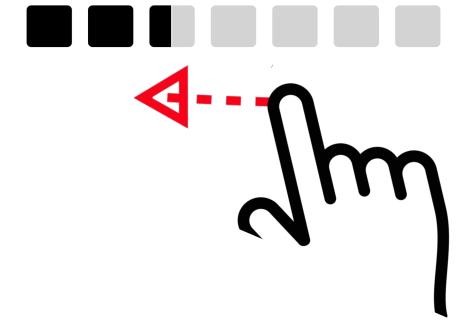
to mute



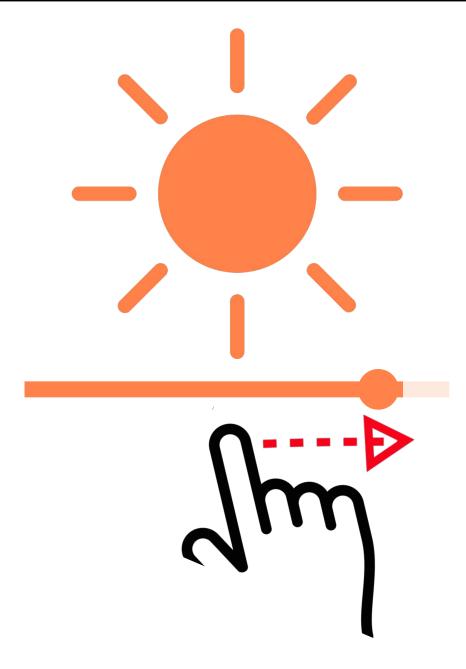


to make louder

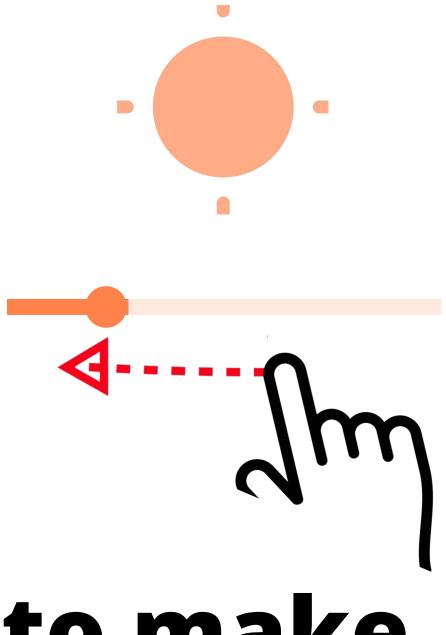




to make quieter



to make brighter



to make dimmer

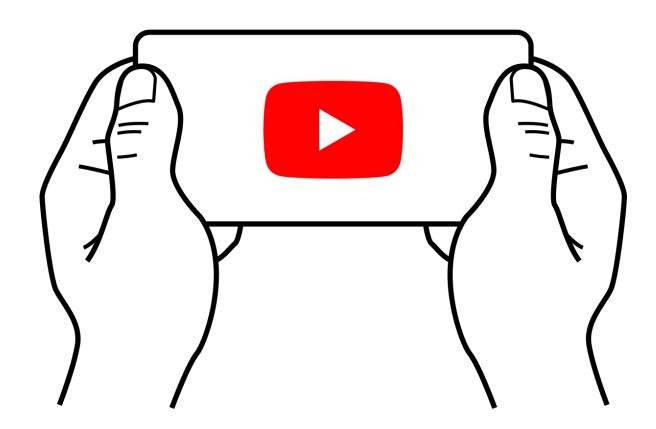
Adverbs of Frequency

Frequency adverbs describe **how often** an action occurs.

Frequency	Word
100%	always
	usually
50%	sometimes
	rarely
0%	never



to walk



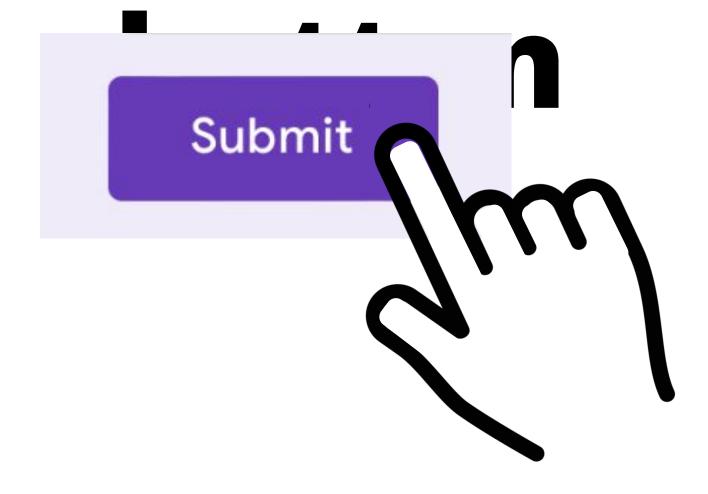
to watch YouTube



to skateboar



to tap the

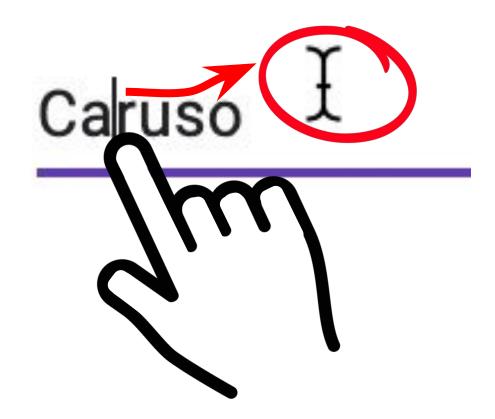




to check the box



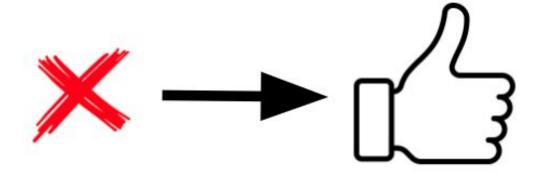
to select from the drop-down



to move the the cursor

Crarrruso

Caruso



to fix

a

mistake

Author's note: Images and Icons

Author's note about the use and creation of images and icons.

Be consistent in the use of icons and what they represent. Before creating new imagery and icons, **review and reuse available resources**.

IMAGE AND ICON RESOURCES

Noun Project: www.nounproject.com

This site is a large repository of searchable icons.

The subscription to this site is low (\$3.33/month as of March 2024)

Citations are required, but no additional licensing costs are needed if used for educational purposes. See the "Image and Icon Credits" in the pages that follow for examples on how to cite.

Google Slides: slides.google.com

If a word or concept is not well-encapsulated by available icons, for example the verb "to swipe up," try using a combination of icons and shapes explain the term.

I used Google Slides as my canvas for creating composite images used in this material.

Company Logos:

Be careful with using company logos - where you get them and how you use them. Look up the name of the company and the words "brand kit" to find the official ones. Also, read the material and follow guidelines to ensure your creation will not unintentionally violate any of the guidelines for use.

Have questions or suggestions? Join the **Digital ESL community on LinkedIn** to share resources related to teaching Digital Literacy to learners of English - we'd love to learn about your work! https://www.linkedin.com/company/digital-esl

Feedback, suggestions, or questions?

Email Talley at info@digital-esl.org or talley.hsu@gmail.com

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₩ <u>6.7.</u>	Transformed, composite image created using a combination of Noun Project icons - "Face look right Icon #1504693" by Margaret Hagan https://thenounproject.com/icon/look-right-1504693/ licensed under CC BY 3.0 https://thenounproject.com/talley0/settings/icon-history/700495245/ - Cropped version of "Listen chat Icon #1512089" by corpus delicti https://thenounproject.com/icon/listen-chat-1512089/ licensed under CC BY 3.0 https://thenounproject.com/talley0/settings/icon-history/609000089/
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%	"Alert - off Icon #98036" by Julynn B. https://thenounproject.com/icon/alert-off-98036/ licensed under CC BY 3.0 https://thenounproject.com/talley0/settings/icon-history/629290293/
L ())	"Audio icon Icon #1813949" by Tomacon https://thenounproject.com/icon/audio-icon-1813949/ licensed under CC BY 3.0 https://thenounproject.com/talley0/settings/icon-history/629290193/
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₩ ₩	Cropped images based on "Hands Icon #1198305" by Marco Livolsi https://thenounproject.com/icon/hands-1198305/ licensed under CC BY 3.0 https://thenounproject.com/talley0/settings/icon-history/609619721/
0 0 0 1 1 7 1 1 1 0 0 0 2 0 1 0 1 1 1 1 1 0 2 1 0 1 0 1 1 1 1 1 0 2 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	"Cropped screenshot of the lowercase keyboard on an iPhone" taken and edited by the author (T. Caruso) licensed under CC BY 4.0 as a part of this OER.
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Warmly,
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