### GETTING IT

#### Activity 1 - Computer challenge

This activity will help you to extend your IT vocabulary.

**Timings:** 10 mins

* Can you match the words to the pictures?

1. **A screen**
2. **A keyboard**
3. **A mouse**
4. **A tower PC**
5. **A computer**
6. **A CD drive**
7. **A printer**
8. **A laptop**
9. **Speakers**

 **10. A monitor**

#### Extension activity – Fill in the gaps

(NB: to increase level of challenge – remove the numbers from this passage.)

* Now fill in the passage below using words from the computer vocabulary list.

**Timings:** 15 mins

Kim wanted to buy a new . . . . . . . . . . . . . . . . . . . . . . . . . . . . (4). He went to the shop. The assistant helped him choose a . . . . . . . . . . . . . . . . . . . . . . . . . . . . (10) and a . . . . . . . . . . . . . . . . . . . . . . . . . . . . (1). Kim wanted a tower PC with a

 . . . . . . . . . . . . . . . . . . . . . . . . . . . . (6) and . . . . . . . . . . . . . . . . . . . . . . . . . . . . (9) because he likes to listen to music. He chose

a silver . . . . . . . . . . . . . . . . . . . . . . . . . . . . (2) and a mouse. Kim already has a . . .. . . . . . . . . . . . . . . . . . . . . . . . . (7) to print his work .

#### Extension activity – Group discussion

**Activity Outline Timings:** 15 mins

* How many learners have a computer at home? Would you know where to go to use a computer if you did not have one at home?
* Club Leader outlines local resources that offer free access to computers e.g. libraries.
* Local Adult and Community Education centres may offer free or low cost classes – this could be a valuable resource for learners. Club Leader may have computer class marketing material which could be discussed.

#### Activity 2 - The Computer class activity

**Timings**: 15 mins

* Look at the Greenwood Community Centre timetable

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Morning**9.30-11.00am | **Afternoon**1.00-2.30pm | **Evening**7.00-9.00pm |
| Monday | Computer | Keep-Fit | Yoga |
| Tuesday | Singing | Art Club | Sewing |
| Wednesday | Keep-Fit | Computer | ESOL classes |
| Thursday | Walking | Table tennis | Drama |
| Friday | ESOL Classes | Spanish | Job skills |

* Which days and times are the computer classes on?

The computer classes are on . . . . . . . . . . . . . . . . . . . . . . . . . . . . mornings from . . . . . . . . . .. . . . . . . . . . . . . . . . . . and . . . . . . . . . .

 . . . . . . . . . . . . . . . . . . afternoons from . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

#### Activity - Pair work

**Timings:** 10 mins

* Work with a partner. Choose one of the other classes on offer and act it out. Can your partner guess what it is?
* Now swap roles. Who is the best at acting?

#### Activity – Role play

This activity will help you to ask and respond to questions

**Timings:** 10 mins

* In pairs practise signing up for a computer class.

A: *Hello, I would like to join the computer class please*

B: *Have you used a computer before?*

A: *No, I haven’t used a computer before* B: *We have a beginner’s class on Mondays* A: *That’s great, how much does it cost?*

B: *It’s a free course; would you like to join it?*

A: *Yes please*

B: *Please fill in this form*

#### Activity – Filling out forms

**Timings:** 10-15 mins

This activity will help you to understand the vocabulary used in forms.

* Complete the application form to sign up for the computer class.

Greenwood Community Centre

#### Course Application Form

First Name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Surname . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Title (Mr / Mrs/ Ms/ Miss / Dr / other) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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Post Code . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Telephone . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Email address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . . . . . .

Class you would like to join . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

#### Extension Activity - Group conversation

**Activity Outline Timings:** 10-15 mins

* Club Leader outlines local community centre facilities and the group discuss any experiences they have of using a community centre or attending a lifelong learning class.
* Introduce a map of the local area and support learners to identify the location of their local community facilities.