



Digital Literacy Curriculum Resource

Module 2 Keyboarding



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



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DIGITAL TASK

This task is intended to be used for the students to demonstrate their digital skills.

For a language assessment, please see the PBLA task following the Digital Task Self-Assessment Checklist.

Topic	Invitation to a party
Digital Literacy Curriculum Module	Module 2 - Keyboarding
Digital skills required for this task	<p>Before giving the task to students, ensure that your students have the digital skills necessary for success in this task.</p> <p>Skills from other Modules:</p> <ul style="list-style-type: none"> • Basic Mouse skills: hold mouse correctly, left click, scroll • Basic Navigation: scroll, cursor shapes, where and how to place a cursor • Can recognize alphabet and symbols <p>Skills from Module 2:</p> <ul style="list-style-type: none"> • Type some of the most common keys on the QWERTY keyboard • Use correct finger placement (on the home keys) • Use correct wrist and finger placement (ergonomics)
Level(s)	CLB 4
Description of learner task	<p>Students type words, phrases or sentences that include the following symbols:</p> <ul style="list-style-type: none"> • Capital and small letters • Numbers • Period (.) • Comma (,) • Apostrophe (') • Question mark (?) • Exclamation mark (!) • Colon (:) • At (@) • Dash (-)
Information for the teacher	<p>Students use Enter, Spacebar, Shift</p> <p>Task conditions:</p> <ul style="list-style-type: none"> • Each student must have their own computer. • Open Word or Notepad on each computer prior to the assessment. <p>NB: You are not assessing if students can open the program and use Word. You are only assessing if they can type the sentences that are on the task sheet.</p> <p>Reminder: Teach the skills prior to this assessment.</p> <p>Assessing the digital skills:</p> <p>Have your students use the Self-Assessment Checklist to check their digital skills. Students can print out and check their typing, or their classmate's against the task sheet.</p> <p>Optional: Teacher assessment: Walk around while students are typing and make a</p>

note or check off on the assessment sheet if students are typing correctly.

Language skills:

You are not assessing language skills. If the students do not remember vocabulary in the task instructions or the digital skills checklist, explain it to them again.

Instructions for the task

- Show the Self-Assessment Checklist to students before doing the task.
- Remind the students the purpose of the task is to check their digital skills. The purpose is not to check their answers on the task sheet nor their language skills.

Instructions: Type the sentences below.

- Start with your fingers on the home keys: **ASDF ;LKJ**
- Use correct fingers when typing
- Copy what you see exactly, including capitals, punctuation and spaces

Dear Sam,

It's my birthday and we're having a party!

Location: My Aunt's home in Vancouver.

Date: Sunday, August 4th.

Time: 6 pm

The address is 358 Main Street, Suite 92, Vancouver.

Do you have food allergies? Is there any food you can't eat?

Let me know.

No gifts thank you.

RSVP: blabla2@yahoo.ca by Friday, August 2nd.

Hope you can make it!

Olga

**PBLA
TASK**

The Digital Literacy Curriculum Resource does not include language skills. The language skills need to be taught prior to using this assessment.

Theme and Topic	Invitation to a family event / party
Digital Literacy Curriculum Module	Module 2: Keyboarding
Digital skills required for this task	<p>Ensure that your students have the digital skills necessary for success in this task.</p> <p>Skills from other Modules:</p> <ul style="list-style-type: none"> • Basic Mouse skills: hold mouse correctly, left click, scroll • Basic Navigation: scroll, cursor shapes, where and how to place a cursor • Can recognize alphabet and symbols <p>Skills from Module 2:</p> <ul style="list-style-type: none"> • Type some of the most common keys on the QWERTY keyboard • Use correct finger placement (on the home keys) • Use correct wrist and finger placement (ergonomics)
Level(s)	CLB 4
Skill(s) and CLB competency(ies)	<p>Writing CLB 4 - I: Interacting with Others</p> <p>Convey short, personal, informal social messages on topics related to familiar everyday situations (such as invitations)</p>
Description of learner task	Write an invitation to a friend to come to a family birthday party.
Information for the teacher	<p>Conditions for assessment:</p> <p>Each student must have their own computer.</p> <p>Reminder: Teach the language skills prior to this assessment.</p> <p>Specific information for this task:</p> <ul style="list-style-type: none"> • It is strongly suggested that students write the invitation on paper before typing it. • Optional: check students' writing prior to them typing the invitation.

Student's Name: _____ Date: _____

Teacher's Name: _____

Writing CLB 4 - I: Interacting with others

Convey short, personal, informal social messages on topics related to familiar everyday situations (such as invitations)

Description of learner task:

Write a simple invitation to a friend inviting them to a birthday party.

	Can do	Not yet
* Conveys the message so the reader can follow it		
* Uses language and content that are appropriate to the intent and social context		
* Conveys the main ideas and supports them with some detail in a basic paragraph structure		
* Conveys feelings in a manner that is appropriate to the context		
* Has adequate range of simple everyday vocabulary		

Done well: _____

What to do to improve: _____

* These criteria must be checked "Can do" to be successful at this task.

Success on the task: Yes Not Yet