



## Lesson Plan 6: Symbols on the Keyboard

**Lesson Overview:** In this lesson, students will identify common symbols, locate them on the keyboard, and use prepositions of place to describe their locations on the keyboard.

### Lesson Objectives

- Students will identify common symbols ( . , / ? ! \$ # @ \* : ) and locate them on the keyboard.
- Students will describe the location of keys on the keyboard relative to each other using prepositions of place above, below, on, and next to.

### Materials and Setup

#### Technology/Equipment

- An Internet- and audio-enabled computer, projector, and screen
- Recommended: External Windows keyboards (1 per student)
- Recommended: A document camera

#### Supplies/Teacher Materials

- Whiteboard and markers
- Yellow highlighters, 1 per student
- Teacher Materials 6.1: Symbols PowerPoint
- (Optional) Teacher Materials 6.2: Symbols Bingo Cards

#### Student Handouts

- Handout 1: Windows Keyboard Image
- Handout 2: Symbols PowerPoint Notes
- Handout 3: Locating Symbols on the Keyboard
- Handout 4: Symbols Keyboard Assessment
- (Optional) Handout 5: Symbols Flashcards
- (Optional) Handout 6: More Symbols Flashcards

#### Online Resources

- [Wordwall Symbols](#)
- [Wordwall More Symbols](#)

#### Instructional Tips

- **Key Vocabulary:** You may want to ask students to label a page in their notebooks for this lesson's key vocabulary and have them write down each of the words as you explain them as they are used in the context of the lesson. Ask students to write down the meaning of the word in their own language.

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- **Keyboarding Practice:** Write the following on the board as it appears below:

Serial Number  
6Y72 SQ390 O1u2

Ask students to work with a partner. One partner dictates it to the other, identifying the uppercase letters, spaces, and enter key. Then the students switch roles. When finished, they check their work. Next, each one practices typing the text using the Windows keyboard handout or a disconnected computer keyboard.

### Standards

#### Adult English Language Proficiency Content Standard(s)

- 8.1. Recognize the meaning of a few frequently occurring words, simple phrases, and formulaic expressions

#### CASAS Content Standard(s)

- R2.1: Interpret common symbols
- W4.5: Use specialized vocabulary
- L2.9: Comprehend specialized vocabulary (e.g., technical, academic)
- S2.9: Use specialized vocabulary (e.g., technical, academic)

#### Seattle Digital Equity Initiative Skill(s)

- MO.4: Mobile basics

#### Northstar Digital Literacy Standards for Essential Computer Skill(s)

- Basic Computer Skills 4: Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock)

### Key Vocabulary

- |   |                         |
|---|-------------------------|
| • special character                     | • at (@)                |
| • symbol                                | • star or asterisk (*)  |
| • period/dot ( . )                      | • prepositions of place |
| • comma ( , )                           | • on                    |
| • slash/forward slash ( / )             | • above                 |
| • question mark ( ? )                   | • below                 |
| • exclamation mark ( ! )                | • next to               |
| • dollar sign ( \$ )                    |                         |
| • number sign/pound sign/hash tag ( # ) |                         |

*Reinforced Vocabulary:* keyboard, key, SHIFT, press and hold down, tap

### ENGAGEMENT

- **Say:** Today we are going to work on symbols.
- Show Slide 1 of **Teacher Materials: 6.1: Symbols PowerPoint**.
- **Say:** These are symbols. Where do you see symbols like these every day? (in text, at the store, on signs, etc.)

### EXPLORATION

- Pass out **Handout 1: Windows Keyboard Image**. This is the same handout students used in Lesson 5, but they need another copy for the following activity.
- Pass out yellow highlighters to students.

### NOTES

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- Continue to show slides from the **Teacher Materials 6.1: Symbols PowerPoint**.
- As you introduce each new symbol, ask students to locate the symbol on their **Handout 1**.
- **Say:** Use your yellow highlighter to highlight, or color in , the symbols. Check that students have the correct symbol from the PPT slide highlighted in yellow.
- Pass out **Handout 2: Symbols PowerPoint Notes**. Ask students to use the handout to help them with the game they will play.
- On your computer, display the online game created for this lesson: [Wordwall Symbols](#). On the right side, choose a format/template. The Quiz or Open the Box format are good for class review and individual review. The Gameshow quiz format is good for a friendly competition.

Divide the class into teams of 2 to 3 students each. Pass out a marker and 5 sheets of paper to each team. Ask students to fold the paper into 4 parts. Show the class the items one at a time. Give teams about 30 seconds or so to write their responses on one square of the paper.

Call time and have the teams hold up the paper with their answer written down. Use the whiteboard to keep track of the number of times each team provides a correct answer. Play the game 2 times. The second time, if you believe students can play the game without using their PowerPoint Notes, ask them to put them away.

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### EXPLANATION

- Project the Windows keyboard image (**Handout 1**) using a document camera if possible. Draw a square around the line of numbers on the keyboard image. Then point out that all of the keys in the numbers line have both a number and a symbol on them.
- **Ask:** We know how to get to the number, but how do we get to the symbol? (Wait for responses.)
- **Say:** Remember how we can use the SHIFT key to make capital letters? We can also use the SHIFT key to make the symbols that are above the numbers on the keyboard.
- Model how you must press and hold down the SHIFT key and then tap on the key with the symbol.
- **Say:** Now, it's your turn to try!
- Go through each of the symbols and their locations again.
- Model how to use the SHIFT key one more time.
- Call out each symbol from the PowerPoint and have students show what keys to press to create the symbol, which is by holding down the SHIFT key and then tapping the symbol key on **Handout 1** OR on disconnected computer keyboards.
- Optional Practice: Distribute the **Teacher Materials 6.2: Symbols Bingo Cards** and paperclips or other objects to use as markers. Play Bingo with students by calling out the name of the symbol and asking them to locate it on their cards.

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### ELABORATION

- Distribute **Handout 3: Locating Symbols on the Keyboard**. Demonstrate the

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prepositions of place using objects or images you draw on the board: above, below, on, and next to.

- As a whole class, go over the prepositions of place on **Handout 3**. Have students practice saying the phrases in the examples at the top, such as X is above Y, X is next to Y, etc. You can also practice by using 2 objects in your hands or classroom objects.
- Complete 2 or 3 items as a class to ensure that students understand. If they struggle, then continue to work as a whole class until you believe most students can work on the remaining items with a partner.
- Have students work in partners to complete **Handout 3**. Go over the correct answers, which are printed upside down at the bottom of the handout.
- Call out a symbol and ask for volunteers to describe its location in relation to other symbols, numbers, letters, or special keys.

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### EVALUATION

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- Pass out **Handout 4: Symbols Keyboard Assessment**.
- Ask students to circle all of the keys that they would need to press and hold down or tap to type the word or phrase next to the image. Go over the answers with students when they finish.

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### Differentiation Resources to Meet Diverse Learner Needs

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- Depending on your level of students, you may want to have them work together in pairs as they become familiar with the symbols.
- Text students the link to the online symbols activity to open directly from their phones and practice on their own: <https://wordwall.net/resource/33765388/symbols>
- Print out flashcards for students to take home and cut out to practice. Use the **Optional Handout 5: Symbols Flashcards** for beginning students and add the **Optional Handout 6: More Symbols Flashcards** for more advanced students.

*For more advanced students:*

- If students are already familiar with most or all of these symbols, include some or all of the remaining symbols that many websites allow. Text students the online More Symbols activity <https://wordwall.net/resource/51836799/more-symbols> to practice on their own or use in class with teams of mixed-level students.
- [Typtastic Unit 7: The Secret of Symbols](#) has four lessons that have learners practice typing a few symbols at a time.

