



Lesson Plan 5: Numbers and Special Keys on the Keyboard

Lesson Overview: In this lesson, students will identify the numbers 0 – 9 and common special keys on a Windows keyboard, match the words zero – nine to the numbers, orally exchange phone numbers, and type a message on their phones that uses lowercase and uppercase letters, numbers, and special keys.

Lesson Objectives

Students will:

- identify, speak, and read the numbers 0 – 9 as digits and words
- orally exchange phone numbers and type a message on a Windows keyboard using lowercase and uppercase letters and numbers
- Identify and use common special keys (space bar, enter, backspace, shift, and caps lock)

Materials and Setup

Technology/Equipment

- An Internet- and audio-enabled computer, projector, and screen
- Recommended: A laptop hooked up to an external Windows keyboard with the keyboard under a document camera and the laptop hooked to a projector. The projector can project to a screen and the document camera can project to a whiteboard or light space on the wall. In this way, students can see a document from the computer displayed at the same time they see what you are doing on your keyboard.
- Optional: Disconnected Windows keyboards (1 per student)

Supplies/Teacher Materials

- Whiteboard and markers
- Teacher Materials 5.1: Large Numbers with Words Flashcards. *Only print out numbers 0-9 for beginning level students.*
- Teacher Materials 5.2: Large Number Flashcards, Numbers. *Only print out numbers 0-9 for beginning level students.*
- Teacher Materials 5.3: Special Keys PowerPoint

Student Handouts. *For Handouts 1 and 2, only print out numbers 0-9 for beginning level students. For all flashcard sets, before class, the teacher will need to cut out the flashcards for Handouts 1, 2, 5, and 6 to create sets for each student.*

- Handout 1: Small Number Flashcards, Numbers Only
- Handout 2: Small Number Flashcards, Words Only
- Handout 3: Phone Number Practice
- Handout 4: Windows Keyboard Image

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- Handout 5: Special Keys Flashcards
- (Optional) Handout 6: More Special Keys Flashcards (*advanced students only*)

Instructional Tips

- **Key Vocabulary:** You may want to ask students to label a page in their notebooks for Lesson 5 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.
- **Working with Numbers:** If you have a limited number of weeks to work with students, do not worry if students with no literacy background students cannot match the numbers 0 through 9 to the words zero through nine. They need more practice recognizing the numbers orally and writing them or typing them as digits using the keyboard.
- **Keyboarding Practice:** The evaluation at the end of this lesson is a keyboarding practice that works with lowercase and uppercase letters, numbers, and four special keys: the SHIFT, space bar, ENTER, and CAPS lock.

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)

- R4.1: Read numbers
- W1.8: Write numbers in numerals and words
- S4.8: Engage in simple conversation (ask about personal information e.g., *name, address, phone number, including Wh- questions*)
- L2.2: Recognize letters of the alphabet, letters in words, and numbers when spelled or dictated

Seattle Digital Equity Initiative Skill(s)

- MO.4 Mobile basics

Northstar Digital Literacy Standards for Essential Computer Skill(s)

- None for this lesson

Key Vocabulary


- | | |
|---------------------------------------|--|
| • mistake | • space bar |
| • erase | • enter key |
| • zero pronounced as zero and as (oh) | <i>Advanced (optional)</i> |
| • numbers 0-9 | • Control, Alternate, Delete, Windows, Tab |
| • What is your phone number? | <i>Reinforced Vocabulary</i> |
| • special key | • keyboard, type, key, , SHIFT, CAPS lock, press and |
| • backspace key | hold down, tap, release |

ENGAGEMENT

- **Say:** Today we are going to practice numbers. Where do we see numbers every day? (telephone numbers, prices in stores, addresses, etc.)
- **Say:** We're also going to learn about some special keys on the keyboard. I will show you one of them now!

NOTES

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- **Do:** Write your name on the whiteboard and make a mistake in it.
- **Say:** Oh no. I made a mistake. On a whiteboard, I can erase the mistake with an eraser. How do I erase a mistake if I am using my phone? (Wait for student responses – they should say that they use the BACKSPACE key [] if they know that vocabulary word.)
- **Ask:** Who uses the BACKSPACE key on their phone keyboard? (Wait for responses).
- **Say:** On the computer keyboard, you can also use the BACKSPACE key to erase your mistakes.
- **Say:** Today we will practice with numbers and also learn how to type them on a computer keyboard. We will also learn about some special keys on the keyboard that will help when we use the keyboard.

EXPLORATION

- If you are working with beginners, using your fingers, model counting from zero to nine. Have students join with you. If you already know that your students can identify numbers, you can skip to the next section.
- For beginners, display 0 through 9 of the large flashcards with the numbers and the words one at a time (**Teacher Materials 5.2 Large Number Flashcards with Words**). For more advanced classes, use 0 through 20.
- For each number, say the number and ask students to repeat. Then ask them to copy the number and the word for the number into their class notebook.
- Shuffle the flashcards and hold up one at a time. Ask students to identify the numbers orally.
- Now use the large flashcards with the numbers only (**Teacher Materials 5.1 Large Number Flashcards**). Shuffle the flashcards and hold up one at a time. Ask students to identify the numbers orally. (Again, use 0 – 9 for beginners and 0 – 20 for more advanced classes.
- Distribute two separate sets of sets of 0 – 9 small flashcards to beginning students (**Handouts 1 and 2**) and sets with 0 – 20 to more advanced student (Handouts 1 through 4).
- Have students work in groups of 2 or 4 to match the words with the numbers. Have them shuffle the cards and match them again. (Note: You can also use, a Go Fish or a Memory game.)

EXPLANATION

- **Write:** My phone number is 512-555-0432 on the board. (Note: This is a fake phone number. If you are comfortable with your students having your phone number, you can use your real number. Explain that numbers with 555 are not real phone numbers.)
- **Say:** One way we use numbers is for the telephone. When we give our phone number, we give it like this: What's your phone number? My phone number is (point to each number as you say it): 512 (pause) 555 (pause) 0432. Each number is said one at a time. Did you notice that for the number zero, I said oh? That is correct for giving a phone number with a zero in it. Let's practice.

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- Have students pair up. Give one student the Student A page of **Handout 3: Phone Number Practice**. The other student has the Student B page.
- Tell students to read the phone numbers to their partner and write down the phone number they hear. Ask them to check with their partner that they wrote down the numbers correctly.
- Distribute **Handout 4: Windows Keyboard Image**. (Alternately, if you have easy access to disconnected computer keyboards, students can press the keys on the keyboard rather than touching the keys on the keyboard handout.)
- **Ask:** On the computer keyboard, where are the numbers? (above the letters)
- **Say:** You know where the letters are and where the numbers are. But there are many special keys on the keyboard. Let's find some of these.
- **Ask:** What keys on the keyboard are not letters or numbers? For example, here is a key that has ESC. (Point to the ESC key on your Handout 4.) Find a partner. Then make a list of 5 keys that do not have letters or numbers on them. (Give students a few minutes to do this).
- **Say:** Let me hear about some of the keys you found (Write the keys that students tell you on the board - the list should include keys like ESC, PrtScn, Home, End, PgUp, PgDn, DEL, BACKSPACE, Tab, CAPS, SHIFT, Ctrl, Fn, Alt, ENTER).
- **Say:** Most people do not need to use all of these keys. But there are some keys that we use every day. We're going to learn them today.

ELABORATION

Setup your technology so that students can see 2 screens projected; the document camera will show what you are doing on the keyboard and the projector will show the word processing document.

- **Do:** Pull up a word processing document (Word, WordPad, Notepad, or Google Doc). Type your name and make a mistake.
- **Say:** I can use the [BACKSPACE] key to erase it. (Demonstrate this.)
- **Say:** We already learned how to use the [SHIFT] key for capital letters. We need to press (demonstrate) and hold down (demonstrate) the SHIFT key. We tap the letter (demonstrate). Then we release the SHIFT key (demonstrate).
- **Say:** Let's practice that on your keyboard or copy of the keyboard. First, press and hold down the SHIFT key. (Ensure students are holding down the SHIFT key.) Next, tap on the letter [Y]. (Ensure students can do this. Repeat with a few other letters.)
- **Say:** I will show you two more keys. The first key is space bar. (Write space bar on the board and have students repeat it after you. On your document, ensure your cursor is after the last letter of your first name.)
- **Say:** Watch what happens when I use the space bar. (Demonstrate and take responses.)
- **Say:** The next key is the ENTER key. (Write ENTER on the board and have students repeat it after you. On your document, ensure your cursor is after the last letter of your last name.)
- **Say:** Watch what happens when I use the ENTER key. (Demonstrate and take responses.)

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- **Say:** Now we will practice (Show the first slide from the **Teacher Materials 5.3: Special Keys PowerPoint**).
- **Say:** Touch the key you see on your keyboard handout (or on your computer keyboard).
- For beginning level classes, continue through slide 5. For advanced students, you can continue through slide 10 to teach 5 additional keys. Note that these keys will be introduced to all students in subsequent lessons for all students.
- Put students in groups of 3. Distribute **Handout 5: Special Keys Flashcards** sets. Have students play the memory game to match the name with the image and definition. (Optional for advanced students: Also distribute **Handout 6: More Special Keys Flashcards**.)

EVALUATION

- Write the following on the board:
Saul Mathis
BLUE CROSS BLUE SHIELD
680Seton13
- Point to line 1. Ask students what key they need to make the S and M (SHIFT). Ask them what key they need to use between the first and last name (space bar). Ask them what key they need to use at the end of the line (ENTER).
- Point to line 2. Ask students what key would be the best to use (CAPS lock).
- Ask students to send a text message to themselves or to your Google voice number that appears exactly as it appears on the board. If time permits and your class is not too large, ask students to show you the text before or after they send it so you can check their work. For students without a cell phone, ask them to use their paper copy of the keyboard to type this.

Differentiation Resources to Meet Diverse Learner Needs

For more advanced students:

- Ask students to learn to spell the numbers zero to nine and not just be able to match them to their digits (0-9). If students are already familiar with numbers 0-9, you can go up to 20, 100, or even higher as they are ready. Additional flashcards are available for free at <https://www.eslflashcards.com>.
- If students are proficient with giving their telephone number, you can introduce giving prices and how those numbers are read differently. If students are proficient with phone numbers and prices, you can introduce giving street addresses and how those numbers are read differently.
- If students are proficient on their phones, consider using a tool such as *WhatsApp*, *Mentimeter*, *Poll Everywhere*, or *AnswerGarden* as an additional practice. Say a number and have them send the number to you.
- **(Optional) Handout 6: More Special Keys Flashcards.** In Lesson 10, students will learn how to use the Windows [⊞], control [Ctrl], alternate [ALT], and delete [DEL] keys to lock their computers, sign out, and shut down their computers. And in Lesson 14, students will learn to use the TAB key. But if you have advanced students who

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are curious about these keys, you can present all of the special keys in the PowerPoint rather than only the first 5 slides.

- Demonstrate what happens when you press the Windows key and the letter L – your screen will lock. Explain that it is important to lock your computer when you leave it. Log back in to the computer.
- Then show students what happens when you show Ctrl, ALT, and DEL at the same time – several options appear. Ask students to read the options and guess what they mean and then explain the options to students.
- As an alternative that integrates technology, for the lesson Evaluation, play Quizlet Live if students have smartphones and you have time to teach them how to play: <https://quizlet.com/641051824/special-keys-on-a-keyboard-diagram>.