CHINO VALLEY ADULT SCHOOL

E. L. Civics Student Workbook

Beginning Low – Beginning High
Levels 1-2

DIGITAL LITERACY

CIVIC OBJECTIVE 48.1:
Effectively use online tools to learn, communicate & collaborate with others.

Name:_____

Instructor: _____ **Level:** _____

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Task 1

Identify Internet Uses & Communication Techniques

STUDENT ACTIVITIES

TASK 1 VOCABULARY: Internet Uses and Communication

Directions: Practice the vocabulary words.
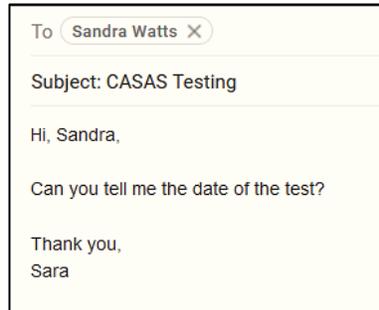
social media	**email**	**search**
emojis	**computer**	**monitor**
keyboard	**mouse**	**internet**

# TASK 1 VOCABULARY: Internet Uses and Communication

Directions: Work with a partner. Ask each other: "What is number 1?", "What is number 2?".

1	2	3
	To Sandra Watts ✕ Subject: CASAS Testing Hi, Sandra, Can you tell me the date of the test? Thank you, Sara	

4	5	6

7	8	9
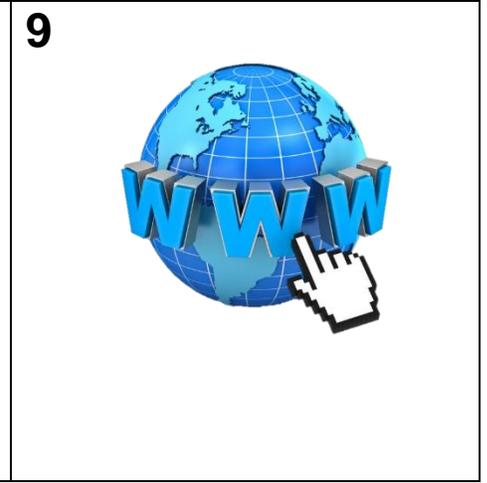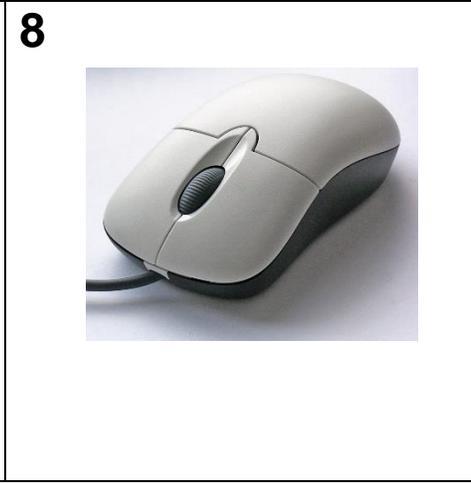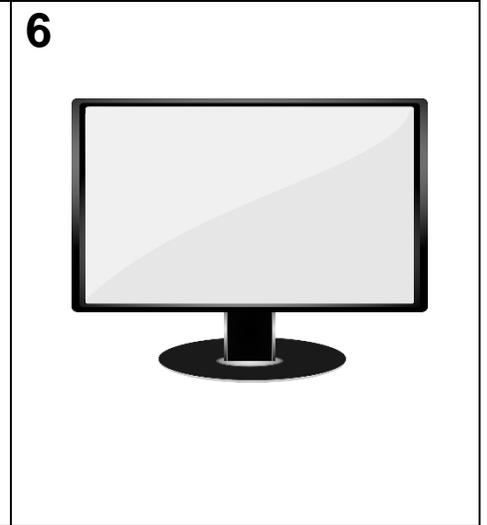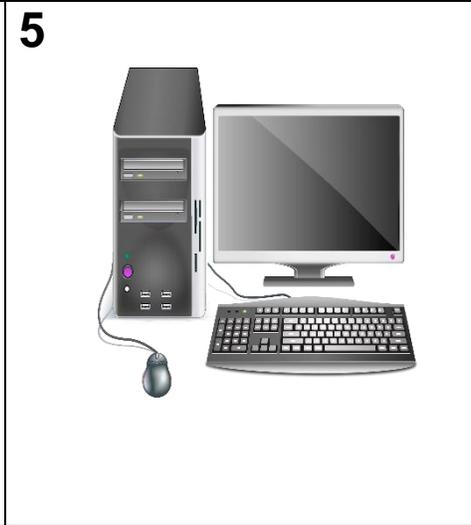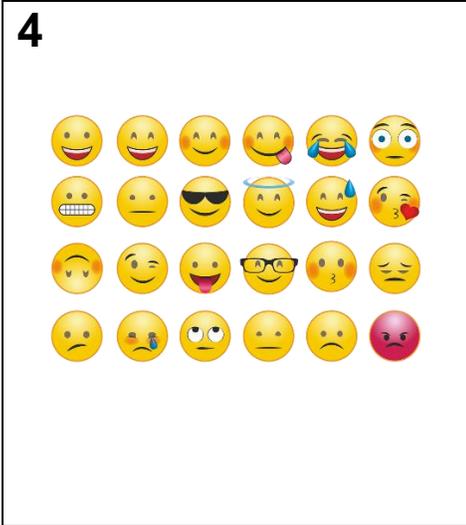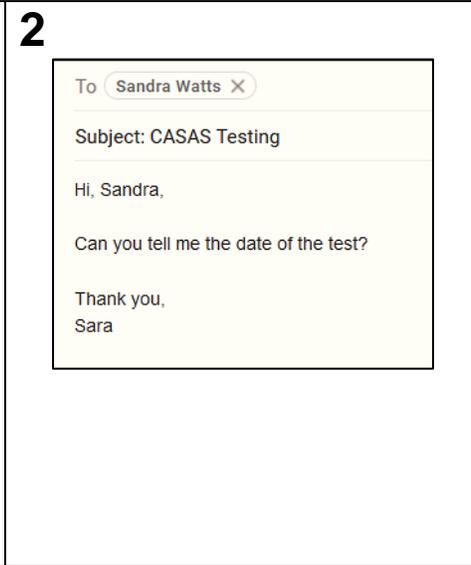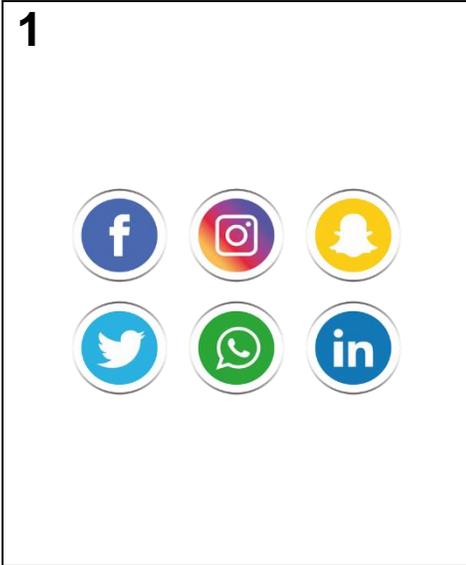
TASK 1 VOCABULARY: Internet Uses and Communication

Directions: Write the missing words under each picture.

_____

To (Sandra Watts X)

Subject: CASAS Testing

Hi, Sandra,

Can you tell me the date of the test?

Thank you,
Sara

_____

_____

_____

_____

_____

_____

_____

_____
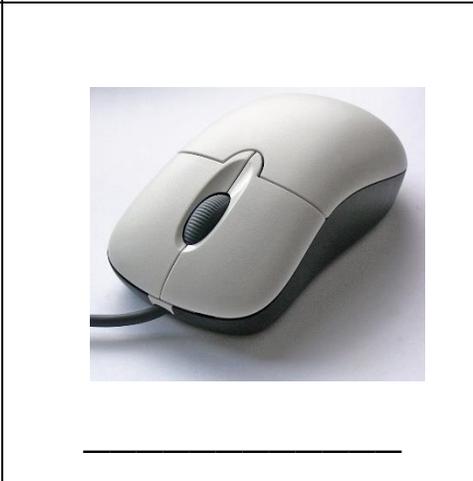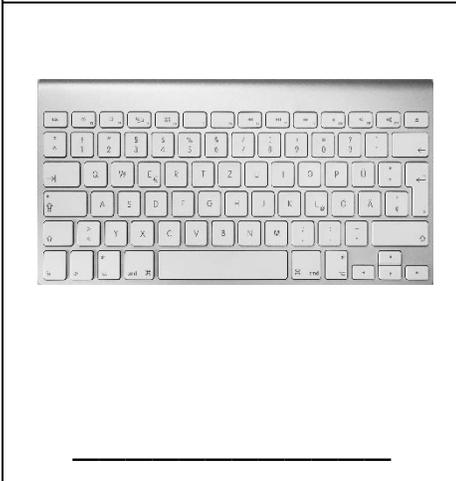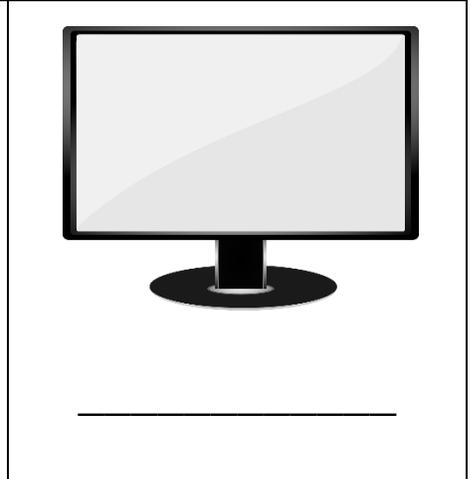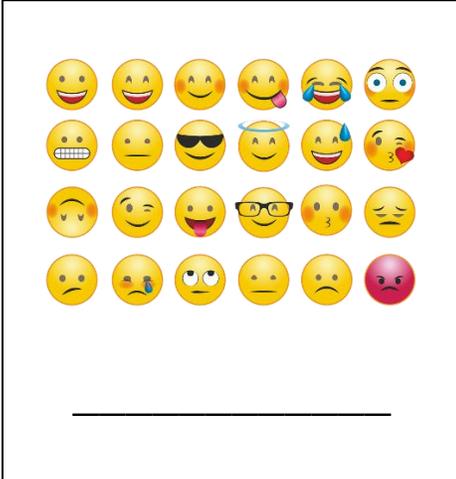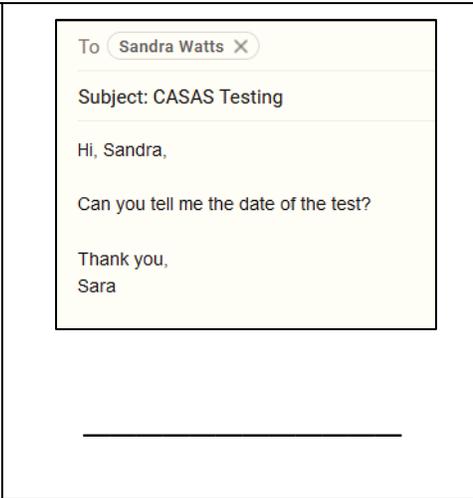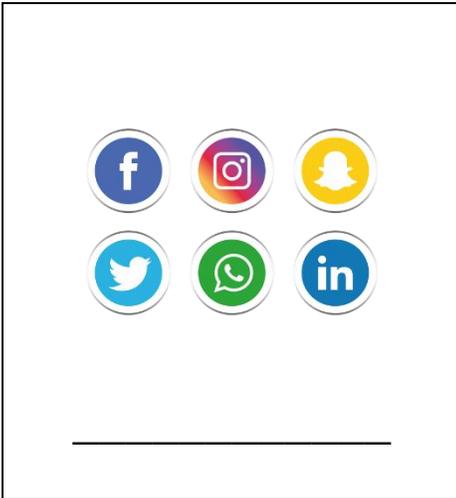
TASK 1 VOCABULARY: Internet Uses and Communication

Directions: Practice using the vocabulary words in sentences.

|		
I talk to my friends on social media.	To (Sandra Watts ✕) Subject: CASAS Testing Hi, Sandra, Can you tell me the date of the test? Thank you, Sara **I can send an email.**	**I use Google to search.**
I use emojis in my text messages.	**I use a computer at school.**	**I turn on the monitor.**
I type on the keyboard.	**I use the mouse to click on links.**	**I go on the internet on my computer.**
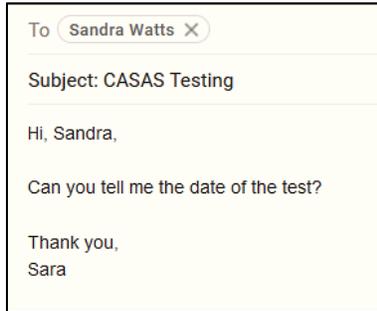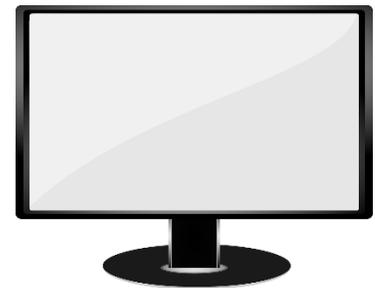
TASK 1 VOCABULARY: Internet Uses and Communication

**Directions: Write a sentence with a vocabulary word for each picture.**

	To (Sandra Watts X) Subject: CASAS Testing Hi, Sandra, Can you tell me the date of the test? Thank you, Sara	
_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____
_____ _____	_____ _____	_____ _____

TASK 1 VOCABULARY: Internet Uses and Communication

Abbreviation: a short way to say something (Thx = thanks)
Acronym: use the first letters only (ILY= I love you)
Feature: a specific part of something (a room is a feature of a hotel)

Directions: Look at the abbreviations, emoticons and features. Match them to the meaning.

| Abbreviation, Acronym or Feature	Meaning
1. 👏 👍 ❤️ 😂 😮 🎉 _____	a. hashtag
2. @ _____	b. I don't know
3. LOL _____	c. emojis
4. BRB _____	d. as soon as possible
5. # _____	e. by the way
6. BTW _____	f. be right back
7. www.wikipedia.org _____	g. laugh out loud
8. IDK _____	h. at
9. ASAP _____	i. link (connect to a website)
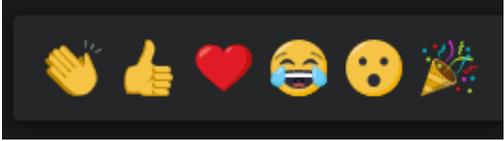
TASK 1 VOCABULARY: Internet Uses and Communication

Directions: Work with a partner. Ask "What is number **1**?", "What is number **2**?"
After you practice all of them, then write the words on the lines.

1. LOL   _____

2.   _____

3. @   _____

To Sandra Watts ✕

Subject: CASAS Testing

Hi, Sandra,

Can you tell me the date of the test?

Thank you,
Sara
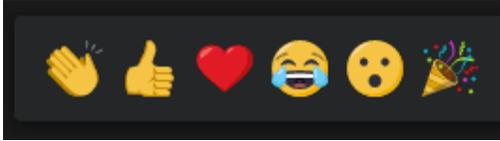
4.   _____
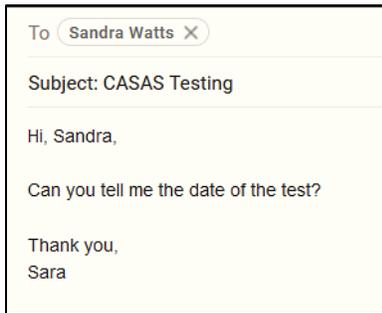
5. BRB   _____

6.   _____

7. #   _____

8. www.wikipedia.org   _____

9. ASAP   _____

TASK 1 VOCABULARY: Parts of a Computer

Look at the diagram. Find the items in the list below. Write the correct letter next to each item.

_____ **1.** CPU

_____ **2.** Ethernet cable

_____ **3.** Ethernet port

_____ **4.** keyboard

_____ **5.** monitor

_____ **6.** monitor cable

_____ **7.** mouse

_____ **8.** mouse cable

_____ **9.** power button

_____ **10.** power cable

_____ **11.** power cable port

_____ **12.** USB port
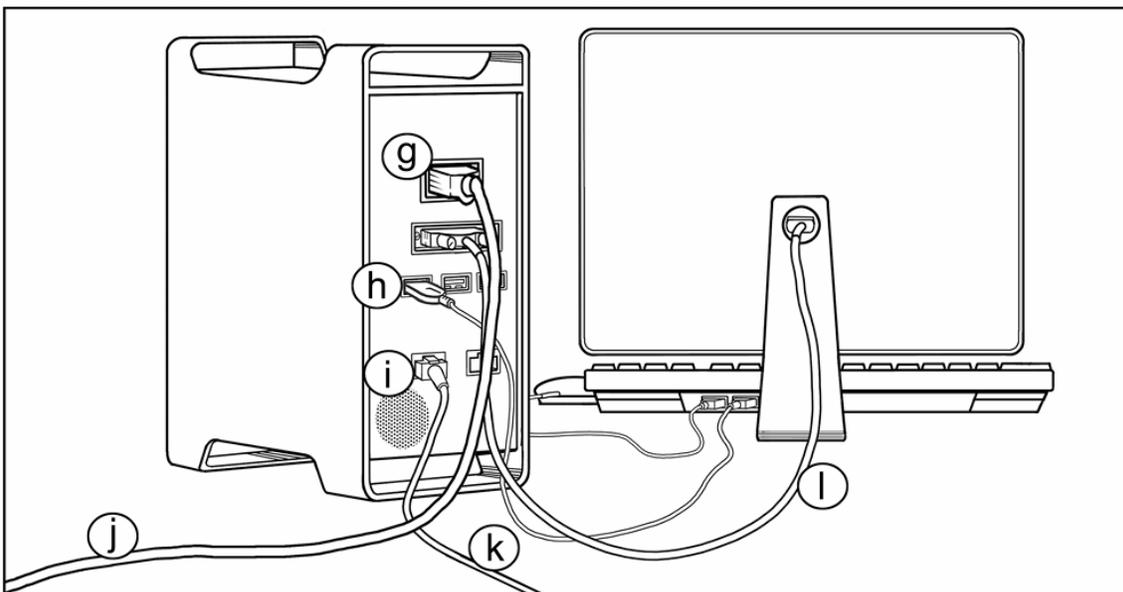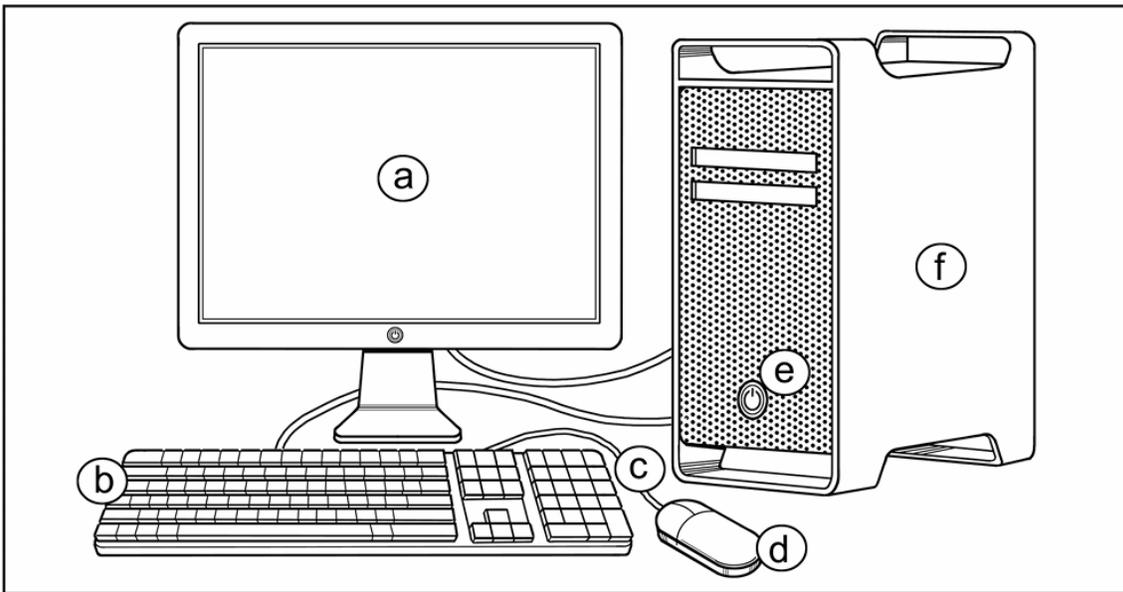
TASK 1 VOCABULARY: Identify Parts of a Desktop Computer

Directions: Label the desktop computer's parts with the vocabulary from the box below. Definitions are also given to help you.

| Computer Part	Definition
monitor	shows information from the computer
keyboard	a place to type on a computer
mouse	moves the cursor
power button	turns on a computer
CPU	the brain of the computer
monitor power button	turns on and off the monitor

keyboard
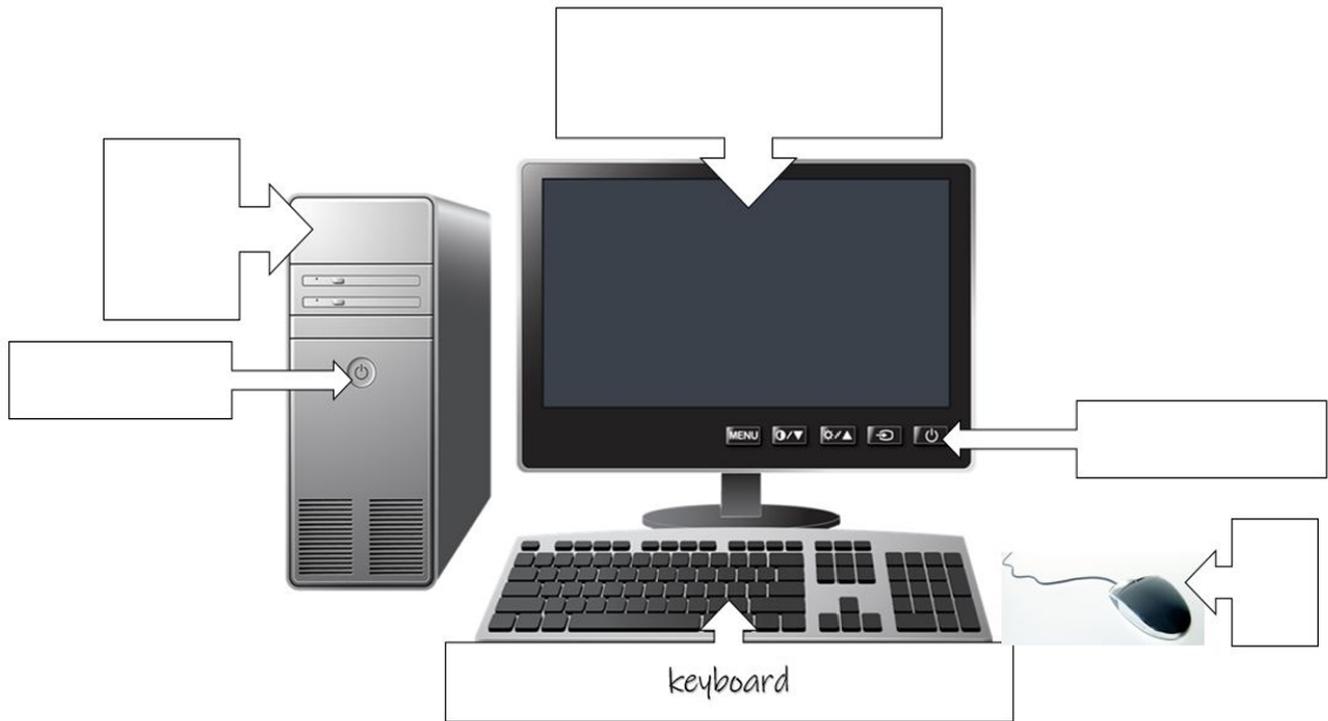
How do you turn on the computer?

_____

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

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TASK 1 VOCABULARY: Identify Parts of a Laptop Computer

Directions: Label the desktop computer's parts with the vocabulary from the box below. Definitions are also given to help you.

Computer Part	Definition
screen	shows information from the computer
keyboard	a place to type on a computer
touchpad	a place to move the cursor
power button	turns on a computer
charging port	a place to plug in the computer to charge the battery
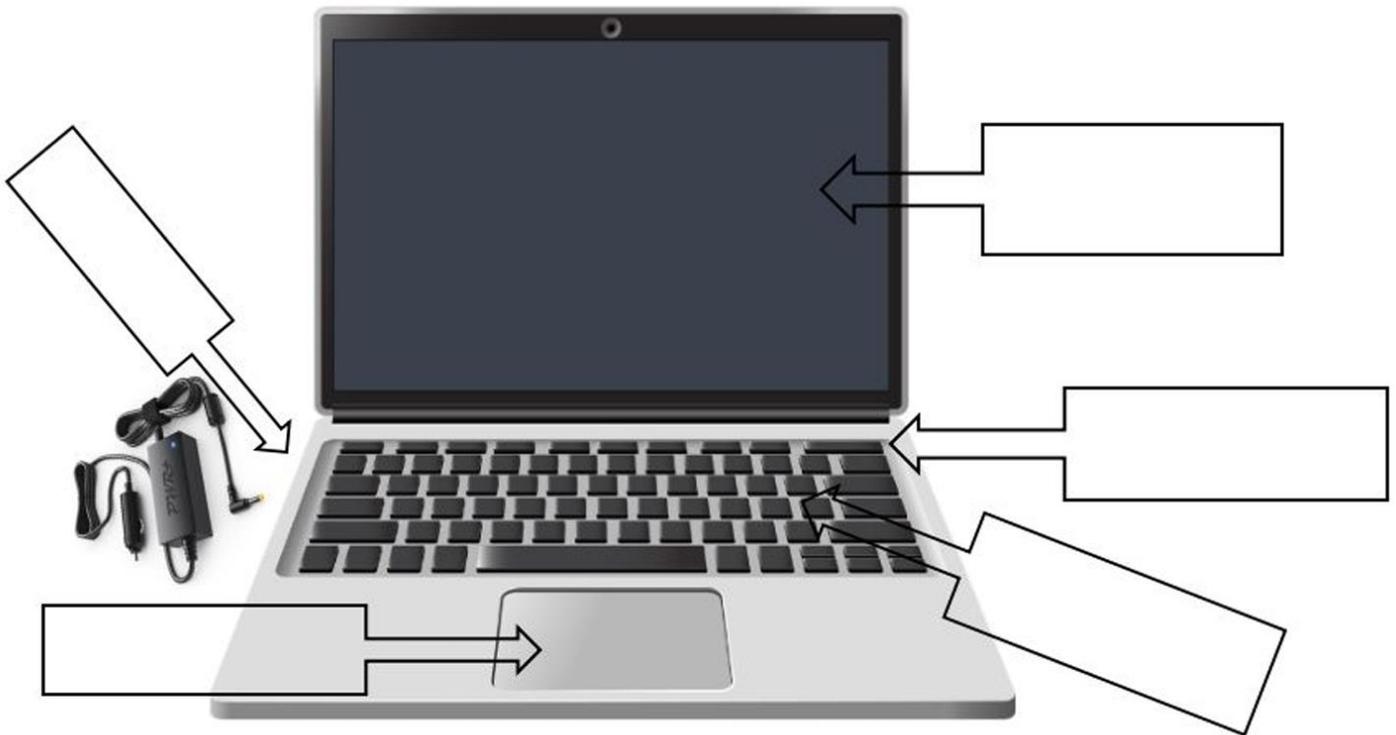
How do you turn on the laptop?

_____

TASK 1: Internet Uses

Directions: Read the article about how people use the internet. Then match the words to their meanings.

1   Many people use the **Internet** for fun or work. They use desktop computers, laptops, tablets, or **smartphones** to visit **websites** and social media sites. Many people use social media sites to **post** pictures or to communicate with family

5   and friends. Some popular social media sites are: Facebook, Twitter, and Instagram.

        People use some websites to send messages and letters. That is called E–mail (or email). The "E" means "electronic," so "Email" means "Electronic mail."

10   People use the Internet to get information. They visit webpages for schools and government agencies to find information. People also use the Internet to buy things. Many people use the Internet to watch videos or listen to music. YouTube is a popular website for music and videos.

Matching Exercise

1. Internet   _____   A. A phone that is also a computer.

2. smartphone   _____   B. Put on the Internet so other people can see it.

3. website   _____   C. Computers connected electronically to each other.

4. post (verb)   _____   D. One or more web pages about the same topic.

(Source: LAUSD/DACE EL Civics 48.1 Digital Literacy BL-BH)

TASK 1: Identify Websites and Social Media

Directions: write the name of each type of website or social media. Use the words in the boxes.

a school webpage	an email page	a Facebook page	an X or Twitter page	a YouTube page

1. _____

2. _____

3. _____

4. _____

5. _____

(Adapted from LAUSD/DACE EL Civics 48.1 Digital Literacy BL-BH)

TASK 1: Internet Symbols and Icons

Directions: Use the words in the boxes to write the names of the internet symbols.

Bluetooth	share	search	at	camera / take a photo
delete	like	location (on a map)	Microsoft Edge	Google Chrome

1. _____

2. _____

3. _____
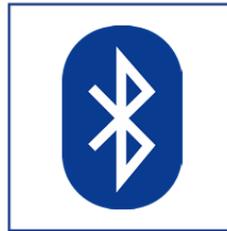
4. _____

5. _____

6. _____

7. _____

8. _____

9. _____
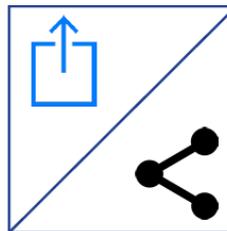
10. _____

(Source: LAUSD/DACE EL Civics 48.1 Digital Literacy BL-BH)

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TASK 1 DISCUSSION QUESTIONS: Internet Uses and Communication

Directions: Ask and answer the following questions with a partner

1. Do you have a phone? What kind?

2. Do you text a lot?

3. Who do you send text messages to?

4. Do you use emojis in your messages?

5. Do you video chat? Do you ever use Zoom?

6. Do you have email? How often do you check your email?

7. Are you on Facebook? Are you on Instagram?

8. Do you use the Internet? What for? (shopping, paying bills, learning English)

TASK 1 PRACTICE: Internet Uses and Communication

A. Directions: Write the words under the picture.

To (Sandra Watts ✕)

Subject: CASAS Testing

Hi, Sandra,

Can you tell me the date of the test?

Thank you,
Sara

Google
Images

palm tree
palm tree
palm trees **tumblr**
palm tree **clip art**
palm tree **drawing**
palm tree **silhouette**
palm tree **tattoos**
palm tree **vector**
palm tree **cartoon**
palm tree **types**
palm tree **wallpaper**

_____   _____

_____
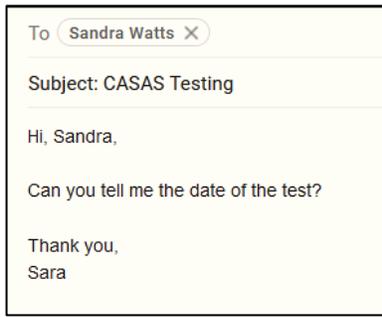
B. Directions: Write the word or words next to the abbreviation or emoji.

1. BRB   _____

2. LOL   _____

3. @   _____

4. www.wikipedia.org   _____

5. #   _____

6.   _____

Task 2

Interpret an Online Communication

STUDENT ACTIVITIES

TASK 2 VOCABULARY: Interpret an Online Communication

Directions: Review the vocabulary words below with your teacher.

1. **Email – (noun)** Electronic mail; a way to send information from one computer to another ∗
2. **Message – (noun)** Information that you type and send to another person by using email ∗
3. **Send – (verb)** To transmit a message from your email to another person's email
4. **Sender – (noun)** The person who transmits an email
5. **Recipient – (noun)** The person who receives an email
6. **From – (preposition)** Used to show the sender of an email
7. **To – (preposition)** Used to show the recipient of an email
8. **Subject – (noun)** Something to show what an email message is about
9. **Date – (noun)** Tells when the email was sent
10. **Attach – (verb)** To include and send a document, file, or photo with an email

More useful vocabulary:

- **Click – (verb)** To choose or select something on a computer when you press a button on a computer mouse
- **Compose – (verb)** To write a message
- **Forward – (verb)** To send a message that you receive on to another person
- **Reply – (verb)** To answer a message that you receive
- **Password – (noun)** A personal word or combination of letters and numbers that lets you get your email
- **User Name – (noun)** The name you invent for your personal email account
- **Inbox – (noun)** A page in your email that shows all the messages you have

*The words **email** and **message** can also be used as verbs. For example:
- I will email you later.
- Can you message me tomorrow?

(Source: LAUSD/DACE EL Civics 48.1 Digital Literacy BL-BH)

TASK 2 VOCABULARY: Interpret an Online Communication

Directions: Look at the pictures. Say the words out loud. Copy the words.

Word	Meaning	Image	Copy
1. Recipient (to)	the person who receives an email, letter or gift		_____
2. sender (from)	the person who sends an email, letter or gift		_____
3. subject (re:)	what the email or letter is about	MEETING school *work*	_____
4. contact information	how a person can contact you, a phone number or email address	CONTACT US	_____ _____
5. tone	the feeling of the email (Is it professional or personal?)		_____
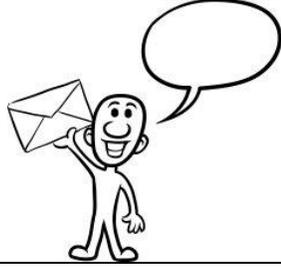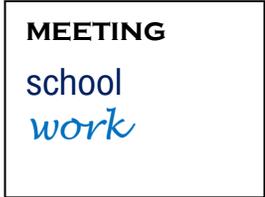
TASK 2 VOCABULARY: Interpret an Online Communication

Directions: Look at the email. Discuss all the parts of the email with your teacher. Then answer the questions.

EMAIL
From: susieq@yahoo.com   **sender's email**
To: kgarcia@hotmail.com   **recipient's email**
Subject: Birthday Party   **subject**
Hi Karen,   **recipient's name** How are you? Our son's birthday party is next week. Please let us know if you can come by Friday. See you soon! Sincerely, Susie Shaw   **sender's name** (310) 555- 0010   **contact information**   **tone: is it professional or personal?**

1. Who is the recipient?

   _____

2. What is the recipient's email address?

   _____

3. What is the subject?

   _____

4. Who is the sender?

   _____

5. What is the sender's email address?

   _____

6. What does the sender ask about?

   _____

TASK 2: Parts of an Email

Example Email

Label	Content
Email Address	teacherquyen@emailaccount.org
Subject	Class next Tuesday
Greeting	Hello Teacher Quyen,
Body	I cannot come to class next Tuesday because I have a doctors appointment.
Closing	Thank you, Charles
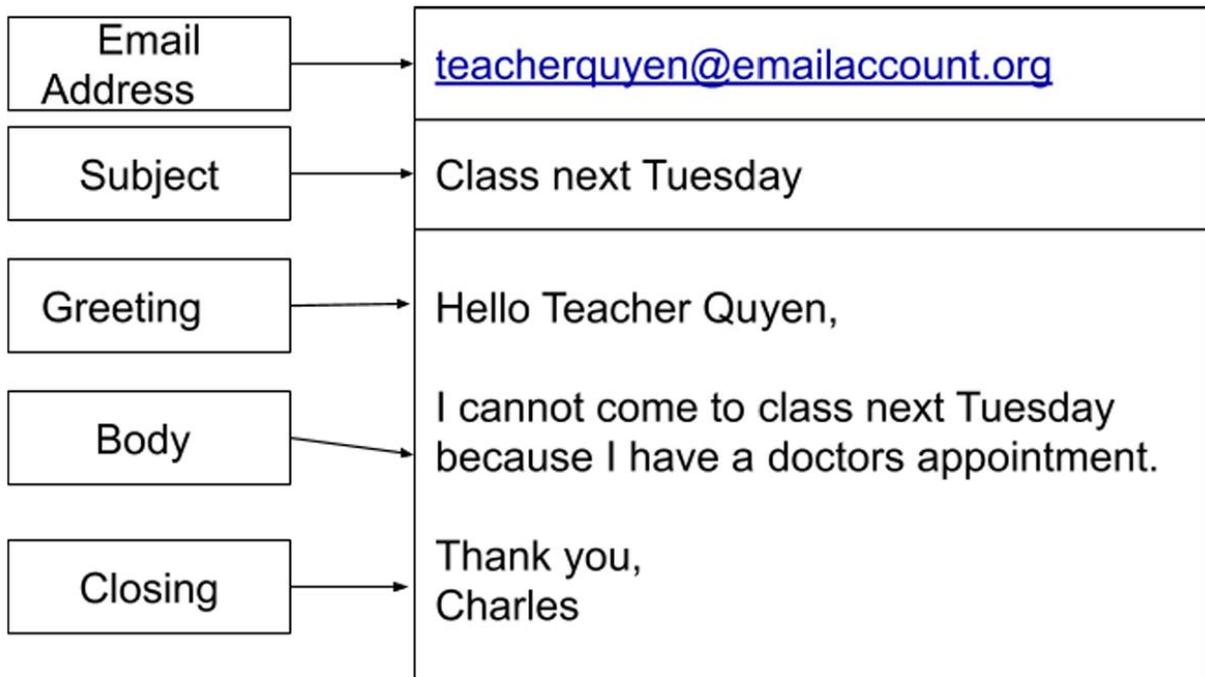
Directions: Label the parts of the email below.

body	subject	closing	greeting	email address

| Label	Content
	teacherquyen@emailaccount.org
	Class next Tuesday
	Hello Teacher Quyen,
	I cannot come to class next Tuesday because I have a doctors appointment.
	Thank you, Charles

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

TASK 2: Parts of an Email (Continued)

Directions: Read each situation. Draw a line to connect the situation to an appropriate subject.

Email Message

I had a car problem this morning and could not come to class.

I have a doctor's appointment and cannot come to work Monday.

Do you want to get together and study next Thursday?

I am interested in applying for the job. Here is my application.

I lost my jacket in school last week. Did anyone find my jacket?

Email Subject

Doctor's appointment

Car problem

Lost jacket

Study on Thursday

Job application

Email Address or Web Address?

*Directions: Read each address. Then decide: Is it an **email address** or a **web address**? Circle the answer.*

Address	Is it an **email address** or a **web address**? Circle your answer.	
www.amazon.com	*Email Address*	*Web Address*
h.weston72@yahoo.com	*Email Address*	*Web Address*
support@amazon.com	*Email Address*	*Web Address*
ebay.com	*Email Address*	*Web Address*
www.gmail.com	*Email Address*	*Web Address*

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)
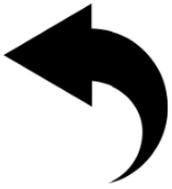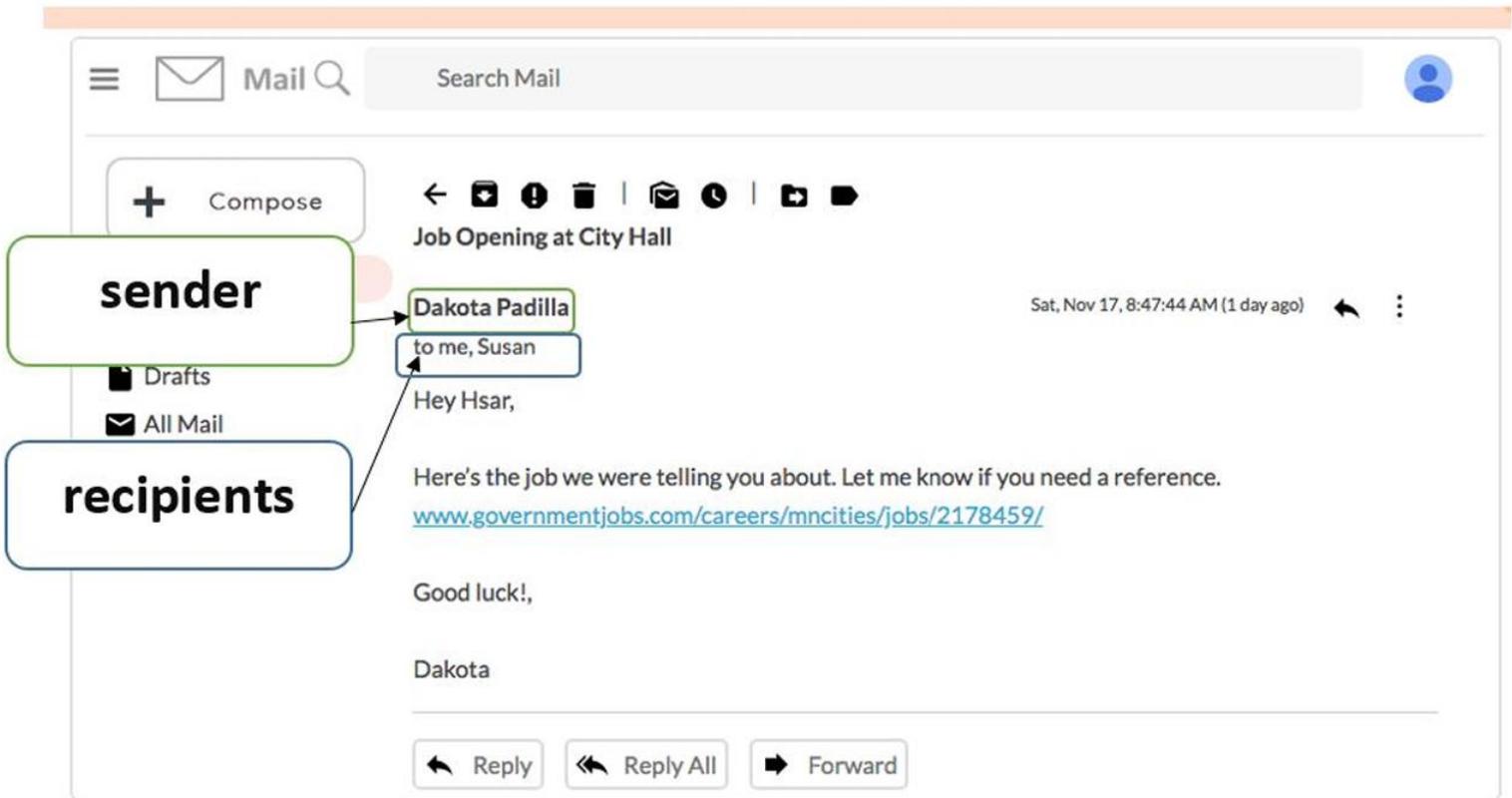
Reply: Sends a response only to the sender.

Reply All: Sends a response to the sender and everyone else who received it.

Forward: Sends a copy of the message to another person.

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

TASK 2: Parts of an Email (Continued)

Directions: Draw a line to connect the word with the definition.

Words	Definitions
Reply	The person who sent an email.
Reply All	Sends a response only to the sender (person who wrote the email).
Forward	The person who received an email.
Sender	Sends a response to the sender (person who wrote the email) and everyone else who received it.
Recipient	Sends a copy of the message to another person.

Directions: Label the pictures below. What does each arrow mean?
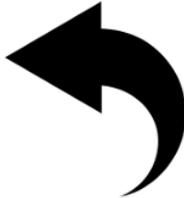
1. Which arrow do you click on to answer an email from your friend?   _____

2. Which arrow do you click on to send a copy of an email to your friend?   _____

3. Which arrow do you click on to answer a group of your friends?   _____

TASK 2: Managing Your Inbox

Directions: Read the definitions. Then, label the definitions with the correct vocabulary word.

inbox	sent folder	trash	unsubscribe

Word	Definition
	Place for deleted emails.
	Place where you can read emails you have sent.
	Button that asks the sender not to send you more messages.
	Place for emails you receive.

*Directions: How can you **unsubscribe**? Find and circle the **unsubscribe** button.*

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(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

TASK 2 PRACTICE: Interpret an Online Communication

Directions: Look at the email and answer the questions.

📧 Send	📎 Attach	💾 Save Draft	✓ Spell Check	❌ Cancel	✉ 💬 📱

From:	Dolores Cortinez (iMail@memail.com)
To:	Robert Paz (uMail@urmail.com)
Subject:	Our EL Civics Lessons
Date:	October 25, 2017 at 4:52 pm

Dear Robert,

These new ESL EL Civics lessons are fantastic. I am learning so much about how to write and send an email. We are learning about different websites we visit to find information. We are learning a lot about technology.

See you at our next class,

Sincerely,
Dolores

1. Who is the sender?

    _____

2. Who is the recipient?

    _____

3. What is the subject of the email?

    _____

4. What is the date of this email?

    _____

5. What is the class learning about?

    _____

(Source: LAUSD/DACE EL Civics 48.1 Digital Literacy BL-BH)

TASK 2 PRACTICE: Interpret an Online Communication

Directions: Look at the email and label the parts. Then answer the questions.

EMAIL
From: marksmall@gmail.com _____
To: mayor@orange.gov   _____
Subject: Trash on My Street   _____

Dear Mr. Mayor, _____

We have a big problem in my neighborhood. My street has a lot of trash. Trash is ugly and makes my neighborhood look bad. Can you send someone to clean it up? Thank you for your help.

Best Regards,
Mark Small   _____
(949) 555- 7070 _____

1. Who is the recipient?

   _____

2. What is the recipient's email address?

   _____

3. What is the subject?

   _____

4. Who is the sender?

   _____

5. What is the sender's email address?

   _____

6. What does the sender ask about?

   _____

(Adapted from Online Communication by SAC SCE and SCC SCE and licensed under Creative Commons)

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TASK 2 PRACTICE: Interpret an Online Communication

Directions: Look at the email and answer the questions.

EMAIL
From: tombanks@gmail.com
To: ritawest@gmail.com
Subject: Movie Night
Dear Rita, We are having a movie night at my house on Saturday. It starts at 7 p.m. Can you come? Please call and let me know. Sincerely, Tom (714) 555-8443

1. Who is the recipient?

   _____

2. What is the recipient's email address?

   _____

3. What is the subject?

   _____

4. Who is the sender?

   _____

5. What is the sender's email address?

   _____

6. What does the sender ask about?

   _____

BASIC COMPUTER SKILLS
EXTENSION ACTIVITIES

EXTENSION ACTIVITY: Using the Mouse

Directions: Answer the questions using the vocabulary words below.

click	double click	click and hold, then drag and drop
right click	menu	icon

1) How do you open a file or folder? _____

2) How do you move a file or folder icon? _____

3) How do you open a menu? _____

4) What does right click open? _____

5) How do you push a button? _____

6) What is a picture of a file or folder called? _____

7) How many icons are in the picture below? _____

EXTENSION ACTIVITY: Using the Mouse (Continued)

Directions: Look at the pictures below and their meanings.

Symbol	Mouse Shape	Shape Use
▲	POINTER	OPEN FILE
I	I-BEAM	INSERT TEXT
👆	HAND	OPEN LINK
🌈	SPINNING WHEEL	WAIT
📶	WIFI	CONNECTED TO INTERNET
🔇	MUTE	NO SOUND

1. Which symbol tells you the sound is turned off? _____

2. Which symbol shows you're connected to the internet? _____

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

EXTENSION ACTIVITY: Using the Mouse (Continued)

Directions: Draw a line between the mouse shape and it's correct purpose.		
Mouse Shape		*Mouse Purpose*
➤		inserts or changes text
I		opens links
👆		opens files and folders
🌈		wait
📶		no sound
🔇		connected to internet

EXTENSION ACTIVITY: File Drives

Directions: Copy the definitions below into the chart next to the word they describe.

- **a place to plug in an external device**
- **a place to store information on the internet**
- **a place in which to move files no longer needed**
- **a place to store information on a computer**
- **a place to store information on a portable stick**

Vocabulary		Definition
	Hard drive:	
	Flash drive:	
	Cloud drive:	
	Recycle bin/ Trash:	
	USB port:	

EXTENSION ACTIVITY: Connecting to the Internet

Hardware:

🛜		
Wireless Router	Cable/DSL	Smartphone

Internet Browsers:

Chrome	Firefox	Safari	Edge

1. **How do you connect to the internet?** _____

2. **What internet browser do you use?** _____

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

EXTENSION ACTIVITY: Connecting to the Internet

*Directions for <u>Hardware:</u> Circle the items that <u>**can**</u> connect a computer to the internet.*

Wireless router	Printer	Cable/DSL
Lightbulb	Smartphone	Power plug

Directions for <u>Internet Browsers:</u> Find and circle the internet browsers.

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

EXTENSION ACTIVITY: Sitting at Your Desktop Computer

When working at your desk it is important to avoid awkward postures and to position your body correctly. This can improve your overall comfort and productivity. Here are some tips you can use to properly set up a productive workstation.

Proper Desktop Position

- Top of monitor level with eyes
- Neutral head position
- Shoulders relaxed and back straight
- Monitor about an arm's length away
- Elbows close to body at a 90°-100° angle
- Wrists in straight line with forearm
- Support for natural back arch
- Hip angle 90°-100°
- Knee angle 90°-100°
- Chair adjusted so feet are flat on ground (or use a footrest)
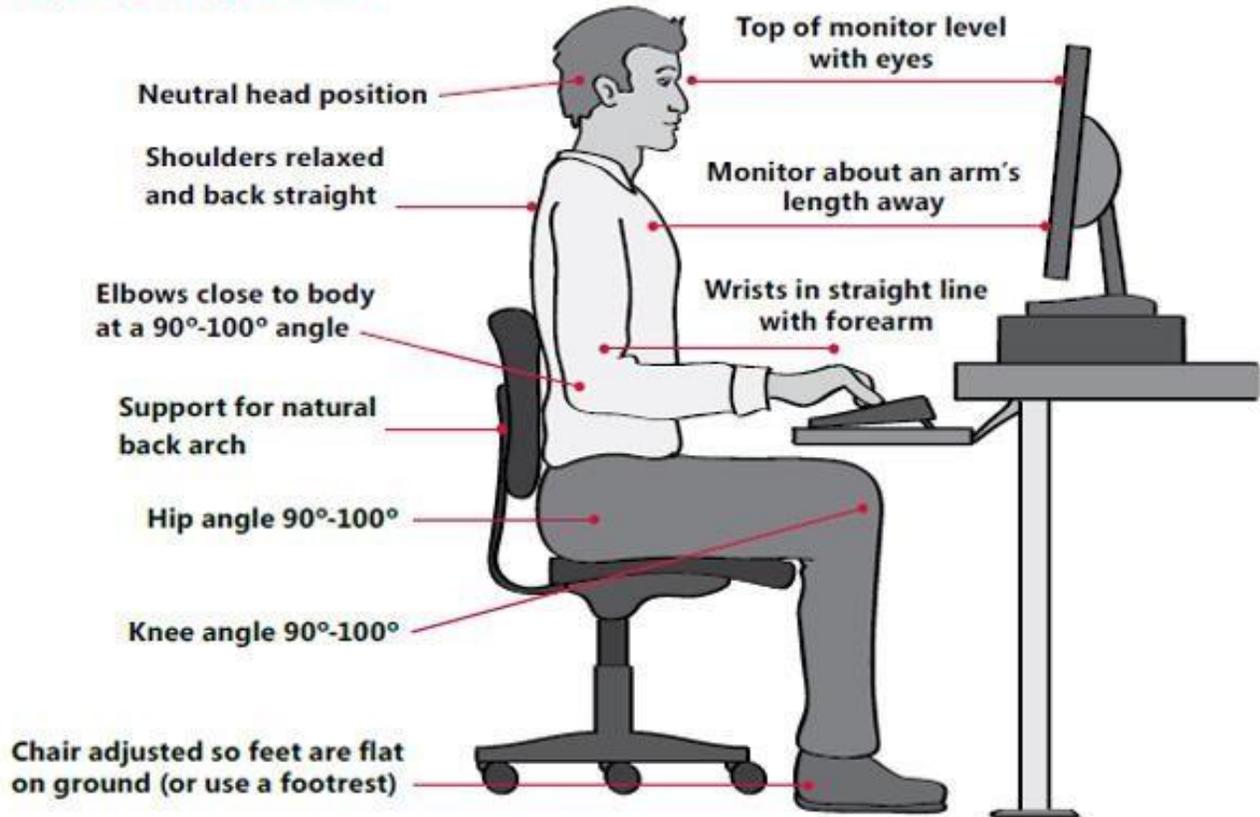
Here Are Some Other Tips To Remember:

- Take frequent breaks.
- Use software and hardware features like fast scrolling to work more efficiently.
- Avoid glare by placing your monitor away from light sources.
- Keep your wrists in line with your forearms.
- Do not use wrist rest areas while typing.

(https://support.microsoft.com/en-gb/topic/setting-up-your-desktop-e9f3fc2c-e6fa-d27f-78c4-274b3669c425)

EXTENSION ACTIVITY: Reading Tabs

Directions: Read the three tabs in the picture. Write down what you think the person is looking for.
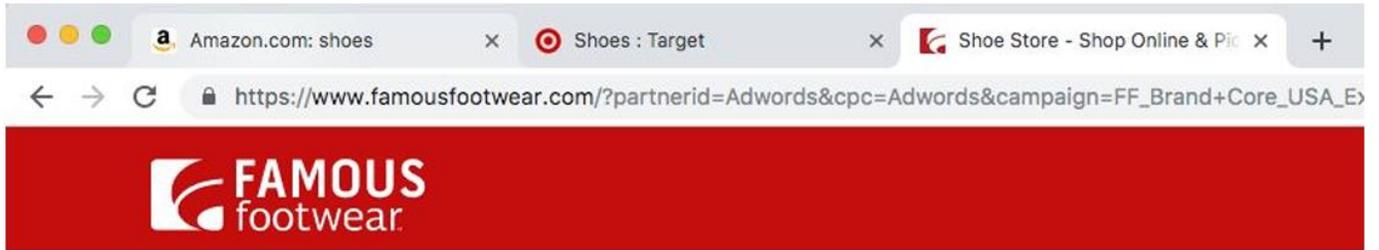
1) I think they are looking for _____.
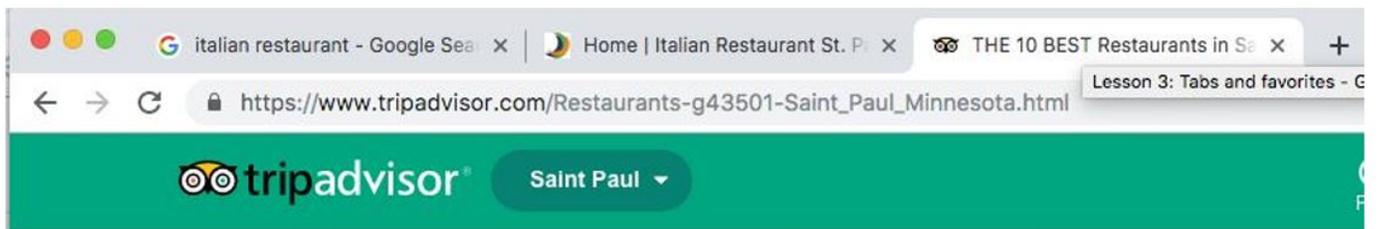
2) I think they are looking for _____.

3) I think they are looking for _____.

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

EXTENSION ACTIVITY: Internet Scavenger Hunt

Directions: Go to the website. Use the website to find answers to the questions.

Go to the website: nhm.org

1. Click on "Plan Your Visit" at the top of the page. What time does the museum open today?

_____

2. Is the museum open on Christmas Day?

_____

3. How much is admission for an adult non-member?

_____

4. How much is admission for a student non-member?

_____

5. What city is the Museum of Natural History located in?

_____

6. Click on "Parking and Directions." How much does it cost to park in the Natural History Museum's car park?

_____

EXTENSION ACTIVITY: Online Shopping

Directions: Write down 3 things you want to buy:

Item 1: _____ Item 2: _____	Item 3: _____

*Directions: Search for your shopping list on Google. Write down the **prices** from **3 different online stores.***

Item 1:_____

Name of Online Store	Price

Item 2: _____

Name of Online Store	Price

Item 3: _____

Name of Online Store	Price

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)

EXTENSION ACTIVITY: Internet Safety

Secure website addresses start with **"https://"** and are safer to use than websites that are not secure. Websites that are not secure start with **"http://"** only. Secure websites protect your credit card information and help prevent identity theft by keeping your username and password safe from hackers. When shopping online, be sure to only order from secure websites that you can trust.

Secure and Not Secure Websites

*Directions: Read these web addresses. Are they **secure** or **not secure**?*

https://estore.com	Secure	Not Secure
http://buynow.com	Secure	Not Secure
http://booksnow.com	Secure	Not Secure
https://leadvillelibrary.com	Secure	Not Secure
https://phonehelper.com	Secure	Not Secure
http://greenbergnews.com	Secure	Not Secure

Saving Passwords

Directions: Decide if you should save your passwords on these computers.

Do you want Google Chrome to save your password for this site?

****

Save   Never

School computer	Save	Don't save
Your own laptop	Save	Don't save
Library computer	Save	Don't save
Shared family computer	Save	Don't save
Your smartphone	Save	Don't save

(Adapted from Northstar Digital Literacy; 2020 Literacy Minnesota)