Contents

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Contents

We wish to thank the following for the use of their material:

Introduction to Learner Workbook

Welcome to the learner workbook for the fifth Read Write Now television series.

This workbook supports the TV series and contains worksheets and exercises for you to practise your reading, writing and spelling skills. This series also looks at technology and its uses.

What is the Read Write Now series?

Read Write Now is a television series for adults who want to brush up on their reading, writing and spelling skills in the comfort of their own home.

Each week there are:
- new things to learn
- learners' telling their own stories
- reading, writing and spelling tips.

Why should you follow the series?

If you follow this series you will:
- improve your reading, writing and spelling skills
- learn more about technology and how you use it in everyday life
- be encouraged to continue with further learning.

When is the series broadcast?

Read Write Now will be broadcast from Monday 4th October 2004.
It will be broadcast on RTÉ Network 2. This is changed from last year.

Tune into Read Write Now on:

- Monday nights at 7.30 p.m. – RTÉ Network 2
- Repeated on Saturday mornings at 8.35 a.m. on RTÉ 1.

Check the TV listings to confirm times.

Introduction to Learner Workbook

How to use this workbook

The workbook is best used with the television series.
Each TV programme has a chapter in the workbook.

We recommend that you try the worksheets after you have watched the TV programme. If you miss a programme you can still try the worksheets.

Ring the NALA freephone support line at **1800 20 20 65** if you have any questions.

The workbook is split into 12 sections, each based on one of the 12 TV programmes. Each section has 12 worksheets on reading, writing, spelling and technology. The contents (pages 1 - 4) gives the list of worksheets and the index (page 187) lists all the areas covered. Answers to some worksheets are given at the back on page 177.

The following symbols will guide you through using the book.

	Information		Read
	Write		TIP

What can you do if you are having difficulties?

1.   You can look at the learner support book that you have received with this workbook. This book contains information that is often useful to have at hand. Areas that are covered include:
     • using the dictionary
     • reading a calendar
     • writing a letter
     • spelling tips.

     The learner support book also contains a word diary so you can write in words that you want to remember or find difficult to spell.

2.   You can ring the NALA freephone support line at **1800 20 20 65**.

- Open from Monday to Friday 10 am to 4 pm.
- Literacy tutors are available to take your calls.
- They will answer your questions and help you with the worksheets.
- It is a free and confidential service.

So call freephone **1800 20 20 65** for help with learning from this workbook or from the TV programmes. We look forward to taking your call.

Where can you get more help?

Your local VEC Adult Literacy Scheme runs reading and writing courses for adults.

- There are 126 VEC Adult Literacy Schemes throughout the country.
- You can work with a tutor on a one-to-one basis or in a small group.
- Courses are 2 to 4 hours per week, at a time that suits you.
- The service is free of charge and confidential.
- The local Adult Literacy Organiser will meet you and find a suitable tutor for you.

Did you know?

- There are over 31,500 adults learning in VEC Adult Literacy Schemes around the country.
- There are more than 5,700 adult literacy tutors working in the schemes and they are trained by their local VEC Adult Literacy Service. 4,200 of these are volunteers.

For information on your nearest VEC Adult Literacy Scheme:

Check the referral leaflet that was sent to you

or

contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10 am – 4 pm.

Programme 1
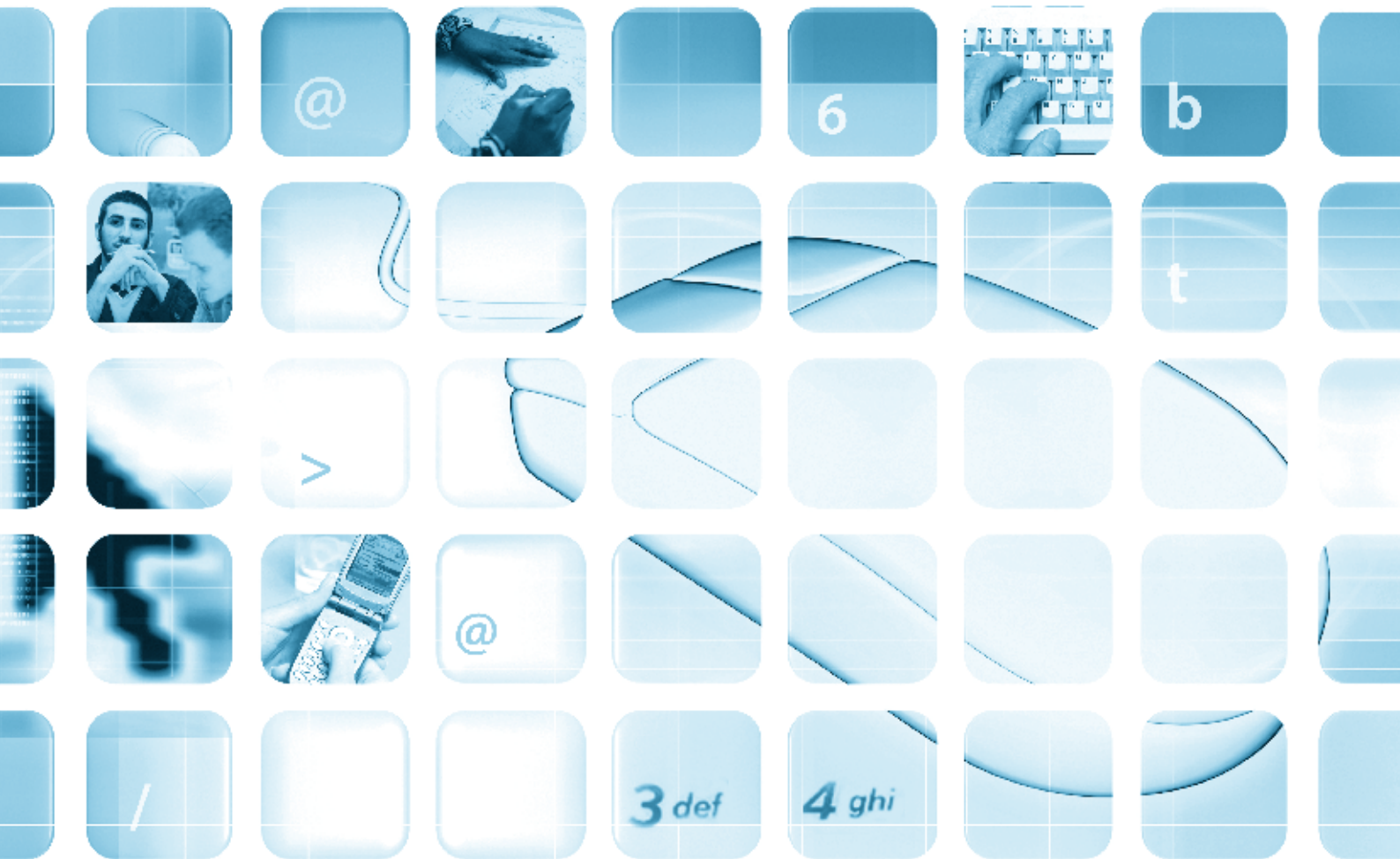
The worksheets in this section will look at:

- Computer hardware
- Technology in everyday life
- Writing numbers
- Writing a cheque
- Reading an advertisement
- Spelling: sounds
- Spelling: word endings: dropping '-e' when adding '-ing'
- Compound words
- Word puzzle
- Using technology everyday

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

Computer hardware

All computers have these main parts.
These computer parts are called hardware.

System Box

All the parts that make the
computer work are in the system unit.
This is the brain of the computer and
is called the Central Processing Unit
(CPU).

Monitor

The monitor is like a television screen.
It lets you see programmes and
information that you are putting into
the computer.

Keyboard

The keyboard is like a typewriter.
You use it to enter text into the
computer.
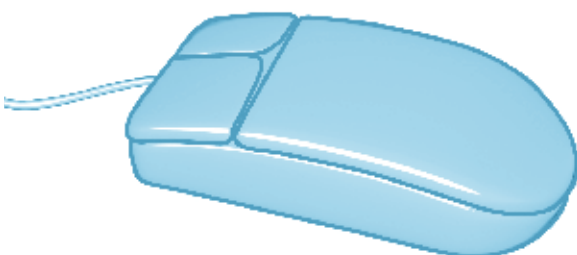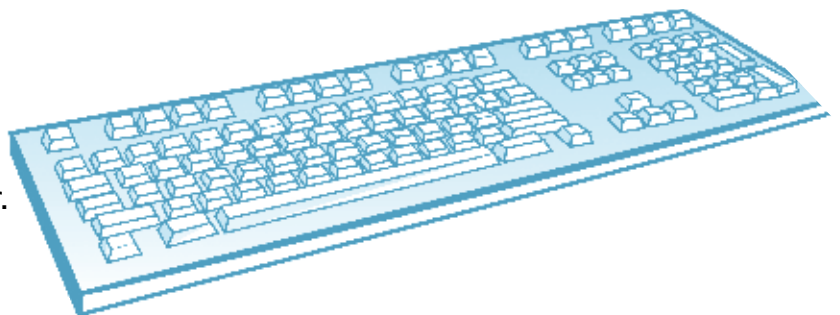
Mouse

The mouse lets you tell the computer what to do.
When the computer gives you a choice, you can
use the mouse to pick the choice you want.

Modern life is very busy and being in contact with family and friends is important. Not too long ago it was unusual to have a telephone in the house. Now we think it strange when a person does not have a mobile phone. Over the last number of years the use of computers has greatly increased. Sending emails is an essential part of life for many people.

The term ICT is short for Information and Communications Technology. We use several tools to communicate with each other and to get information. These are:
• Telephone
• Mobile phones
• Computers
• The Internet.

We are living in an age where we all need to know something about technology. ICT is present in almost every area of our lives, at home, at work and in the community. We use ICT everyday, from the cash machine at the bank, the scanner at the supermarket, the equipment in a hospital, to the digital television box.

ICT is an abbreviation. Abbreviations are shortened forms of words or phrases. They use the first letter of words to make the words easy to say.

Technology in everyday life

Answer the following questions.

1.   What is an essential part of life for many people?

_____

2.   Write down two examples of 'technology'.

_____

3.   What is ICT short for?

_____

4.   What is an example of ICT in our everyday lives?

_____

5.   Name some technology that you have used recently.

_____

_____

Writing numbers

Numbers can be written as words.

For example: when writing cheques you have to write out the numbers in words.

• **Numbers 1 – 12 are written as:**

1	one	2	two	3	three
4	four	5	five	6	six
7	seven	8	eight	9	nine
10	ten	11	eleven	12	twelve

• **Numbers from 13 – 19 all end in '-teen'**

13	thirteen	17	seventeen
14	fourteen	18	eighteen
15	fifteen	19	nineteen
16	sixteen		

• **Numbers in tens all end in '-ty'**

20	twenty	30	thirty	40	forty
50	fifty	60	sixty	70	seventy
80	eighty	90	ninety		

• **100 is written as one hundred. 600 is written as six hundred.**

Write out these numbers in words.
The first one is done for you.

1. 320 _three hundred and twenty_

2. 21 _____

4. 82 _____

5. 35 _____

6. 550 _____

The answers are on page 178.

Knowing the spelling of numbers 1 – 12 can help you to spell most numbers.

Writing a cheque

Look at the cheque below.

It has been written to pay for a meal in a restaurant.
The amount is written in words and numbers.

€

EBS
BUILDING SOCIETY

AIB
7 12 Darre Street,
Dubl n 2.

93 20 86

Date 06/06/04

THIS IS A SECURITY CHEQUE

Pay *The Blue Ocean restaurant*

Sixty seven euro and ninety cent only

euro euro euro

€ 67.90

FOR AND ON BEHALF OF
EBS BUILDING SOCIETY

THOUSANDS | EURO IN WORDS
HUNDREDS | TENS | UNITS | HUNDREDS | TENS | UNITS

REF. NUMBER

Rosanne Code
Authorised Officer

CENTS AS IN FIGURES

5655500 93-2086 81963671 06

Your meal in Little Italy restaurant cost €84.23.
Fill in the cheque below.

€

EBS
BUILDING SOCIETY

AIB
7 12 Darre Street,
Dubl n 2.

93 20 86

Date

THIS IS A SECURITY CHEQUE

Pay

euro euro euro

€

FOR AND ON BEHALF OF
EBS BUILDING SOCIETY

THOUSANDS | EURO IN WORDS
HUNDREDS | TENS | UNITS | HUNDREDS | TENS | UNITS

REF. NUMBER

Authorised Officer

CENTS AS IN FIGURES

5655500 93-2086 81963671 06

tip

It is useful to write the same information on the cheque stub to check with your bank statement.

Reading an advertisement

Scanning means to look over text quickly until we see the word we are looking for.

Look at this advertisement on the Dell Ireland website.

Underline the following pieces of information.

1. Free Dell 720 colour printer

2. Dell Handhelds

3. The phone number to buy products

4. My account

5. Services and support

Remember, you do not have to read every word, just scan for the information that you want.

Spelling: sounds

There are 26 letter in the alphabet.

5 letters are called vowels.
These are a, e, i, o, u

21 letters are called consonants.
These are b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z

Each letter in the alphabet has a sound.
For example: hat and hello have the same sound at the beginning.

Circle the words that have the same sound at the beginning.

The first one is done for you.

1.	(fax)	call	(form)	read
2.	mouse	ring	cat	mat
3.	city	boat	play	computer
4.	book	milk	bread	nice
5.	word	want	do	cup
6.	read	page	learn	ring

Hearing the sound of each letter can help your reading.

The answers are on page 178.

Spelling: word endings: dropping '-e' when adding -'ing'

If a word ends in '-e' you nearly always drop the '-e' before adding '-ing'.

For example: save   +   ing   =   saving

bite   +   ing   =   biting

There are 5 vowels in the alphabet: a, e, i, o, u

Add '-ing' to these words.
The first one is done for you.

1. write   _____*writing*_____

2. ice   _____

3. age   _____

4. file   _____

5. have   _____

6. move   _____

7. ride   _____

8. hope   _____

9. puzzle   _____

10. cycle   _____

11. ride   _____

12. type   _____

13. use   _____

14. drive   _____

Spelling: word endings: dropping '-e' when adding '-ing'

Add '-ing' to these words to fill in the gaps in the sentences.
The first one is done for you.

file	type	drive	delete

hope ✔	make	save	use

1. Are you ___*hoping*___ to buy a computer?

2. She was _____ her letters on the computer.

3. Are you _____ your work in a folder on the computer?

4. She was _____ the mouse to select the programme.

5. We are _____ to Galway on Friday.

6. Peter was _____ the information in his folder.

7. I am _____ a telephone call.

8. Mary was _____ all her mistakes on her word document.

Compound words

Compound words are two words together that make one word.

For example:	soft	+	ware	=	software
	news	+	paper	=	newspaper

Here are some common compound words to do with computers.

Join the words to make compound words.
The first one is done for you.

hand	top
key	ware
web	book
desk	board
home	box
mail	site
hard	work

Word puzzle

These words are parts of a computer.

disk ✔	**mouse**	**computer**	**screen**
keyboard	**printer**	**monitor**	**drive**

These words have been mixed up.

Can you sort them out?
The first one is done for you.

1. skid _____ *disk* _____

2. eousm _____

3. ritomon _____

4. nescre _____

5. rrenpit _____

6. revdi _____

7. bkardyoe _____

8. mrtoupce _____

The answers are on page 178.

Using technology everyday

How often do you use ICT?
It is probably a lot more than you think.

tip

Remember the term ICT is short for information and communications technology. We use several tools to communicate with each other and to get information. These are:

- **Telephone**
- **Mobile phones**
- **Computers**
- **The Internet.**

Think of all the places you have been this week.
How many times have you come across ICT tools?

Make a list of all the ICT tools you saw or used this week.

_____

_____

_____

_____

_____

_____

_____

Programme 2

The worksheets in this section will look at:

- Computer desktop
- History of computers
- Filling in forms
- Following instructions
- Reading a flyer
- Alphabetical order
- Spelling: adding '-ing': 'doubling' rule
- Spelling: blends: fr- and pr- words
- Wordsearch
- Starting the computer

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

Computer desktop

Here is the desktop on the computer.
The desktop is a screen with small pictures called icons.

The icons show you what programmes are on the computer.
Each of these programmes does different things.

My Computer
Here you can see all the parts of the computer and all the programmes.
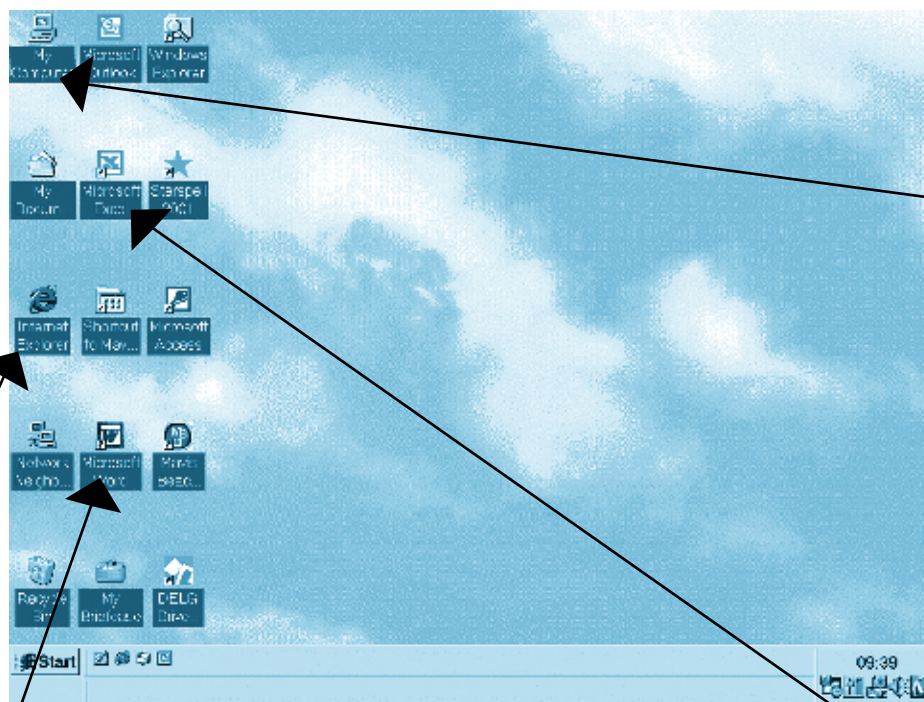
Internet Explorer
This allows you to use the internet.

Word Programme
This is used to type letters and text on the computer.

Excel
This allows you to work with numbers on the computer.

Look at the other icons on the desktop and try to guess what each programme is for.

History of computers

The word computer comes from the word 'compute', which means to calculate or to figure something out. The first counting tools used were our fingers and toes! The first technology or machine used for counting was the abacus. An abacus is an object with small balls on wires. The abacus was invented by the Chinese thousands of years ago. Children still learn to count using an abacus.

The first modern computers were mechanical adding machines. The first of these was called the 'Difference Engine'. It was invented in the 1820's. Modern computers have changed a lot since then. The first electric computers were huge machines. They were as big as four-storey buildings. They cost millions of Euros to build. They were first designed for the army. These computers were unreliable and often broke down. They used vacuum tubes, which often blew up. The invention of the transistor meant that smaller computers could be made. This made them cheaper and it took less people to look after them. However, they were still too expensive for most people to use.

Today all the transistors in a computer are put on a thin layer of silicon. This is called a silicon chip. Nowadays computers are compact, reliable and very powerful. The use of the silicon chip has made it very cheap to produce computers. They are used in a lot of different fields, from controlling aircraft to making films.
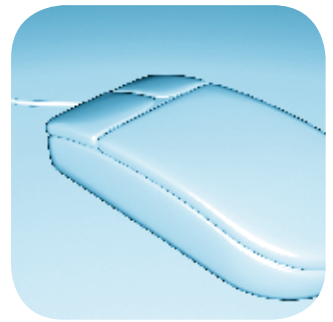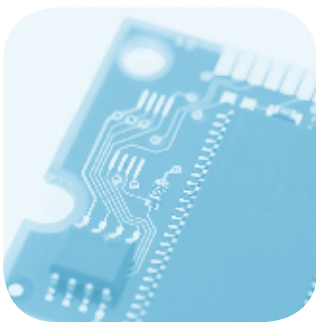
History of computers

Answer these questions.

1. What does the word compute mean?

_____

2. How big were the first electric computers?

_____

_____

3. What was the name of the first modern computer?

_____

_____

4. Who invented the abacus?

_____

_____

5. What has made it cheap to produce computers?

_____

_____

tip **It helps to answer a question by using part of the question as the answer.**

Filling in forms

When you buy electrical goods many of them come with a guarantee form for you to fill out.

Some forms have boxes for you to fill in, like the one below.

Personal Details

Surname

K	E	L	L	Y

Mr / Ms / Mrs

☐ ☐ ☑

Forename

M	A	R	Y					

Address

1	2		T	R	E	E		R	D		
F	A	I	R	V	I	E	W				
D	U	B	L	I	N		3				

Date

1	5	0	7	2	0	0	4
d	d /	m	m /	y	y	y	y

Fill in the form below.

Personal Details

Surname

Mr / Ms / Mrs

☐ ☐ ☐

Forename

Address

Date

d	d /	m	m /	y	y	y	y

Forename is another word for first name or christian name.

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Following instructions

When following instructions, it is a good idea to write out the steps involved.

For example: getting directions to a place
                      instructions on how to cook a meal

Look at the following instructions for turning on the computer.

Turning on the computer
Make sure the power lead from the computer is plugged in and that the sockets are switched on. Press the power button on the hard drive (system box) and look for the green light to show that it is switched on. Press the button on the monitor to switch it on. The computer takes a while to boot up but soon you should see a picture appearing on the monitor.

Write out in your own words the steps for turning on the computer. It may be useful to number each step.

Steps for turning on the computer:

_____

_____

_____

_____

_____

Try following the steps you have written out to turn on your computer.

Reading a flyer

A flyer is a small piece of paper advertising a business, show or event.

The flyer below shows a range of computer training courses in your area. Fill in the form with your own details.

Would you like to get to grips with computers?

Sign up now for a beginners course at the Adult Learning Centre.

We offer the following courses:

Computers for Beginners

Basic Word Processing
(Microsoft Word)

Publishing for Beginners
(Microsoft Publisher)

Basic Database Course
(Microsoft Access)

Basic Computer Maths
(Microsoft Excel)

We provide accredited courses, such as Equalskills, ECDL and FETAC.

To sign up for a course please fill in the form below and return it to:

**The Organiser
Adult Education Centre
Main Street
Ourtown**

Name………………………………

Address…………………………

……………………………………

……………………………………

Home Phone …………………..

Mobile Phone…………………..

Course required

……………………………………

……………………………………

Alphabetical order

Many things we read or look up are in alphabetical order.
For example, the phonebook and the dictionary.

Alphabetical order means that words are in the same order as the letters of the alphabet.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

For example: In the phonebook the name Byrne comes before Doyle because B comes before D in the alphabet.

A **B** C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

a **b** c **d** e f g h i j k l m n o p q r s t u v w x y z

The computer keyboard is not in alphabetical order.
It was designed this way because it was easier for typists to use.

Put these lists of words in alphabetical order.
The first one is done for you.

1. mouse, computer, printer   *computer, mouse, printer*

2. type, keys, website   _____

3. email, disk, monitor   _____

4. screen, desktop, printer   _____

5. internet, games, application   _____

6. software, hardware, word   _____

7. phone, text, mobile   _____

8. drive, click, fax   _____

The answers are on page 179.

Spelling: adding '-ing': doubling rule

If a word ends in

consonant – vowel – consonant (C-V-C)

you double the last consonant before adding '–ing'.

For example: The word   **r u n**   is made up of

consonant   vowel   consonant
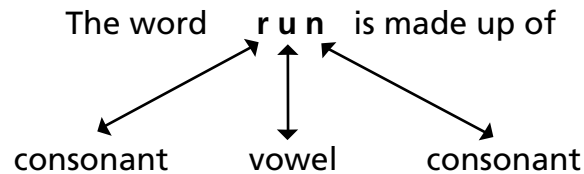
When adding '-ing', double the last consonant 'n' to get **running.**

There are 5 vowels in the alphabet: a, e, i, o, u
The rest are consonants: b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z

Add '-ing' to the words in the box to fill in the gaps.
The first one is done for you.

1.   hop   _hopping_
2.   grip   _____
3.   step   _____
4.   thin   _____
5.   slip   _____
6.   hit   _____
7.   win   _____
8.   stop   _____
9.   dig   _____
10.   slim   _____

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Spelling: adding '-ing': doubling rule

So what about words that do not end in **consonant – vowel – consonant (C-V-C)?**

What do you do then?

If a word has
- **more than one vowel or**
- **ends in more than one consonant**

you do not need to change anything before adding '-ing'.

For example: The word   **f e e l**   ends with

vowel   vowel   consonant
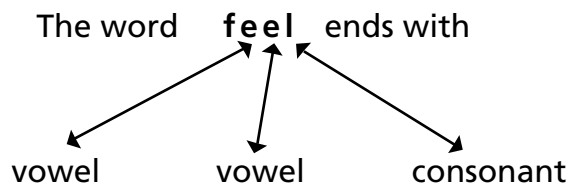
So when adding '-ing' you do not change anything.
feel   +   -ing   =   feeling

There are 5 vowels in the alphabet: a, e, i, o, u
The rest are consonants: b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z

Add '-ing' to these words.
The first one is done for you.

1.   check   *checking*

2.   turn   _____

3.   thank   _____

4.   shift   _____

5.   book   _____

6.   dish   _____

7.   text   _____

8.   search   _____

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Spelling: blends

Some words begin with two letters together. These are called blends.

For example:

The letters **f** and **r** come together to the make the sound fr- at the beginning of the words **fr**om and **fr**y.

The letters **p** and **r** come together to the make the sound pr- at the beginning of the words **pr**ess and **pr**am.

Sounding out the beginning of words can help you to spell them.

Fill in pr- or fr- at the start of these words.
The first one is done for you.

1. The cost of something   _pr_ ice

2. Do not pay money for   ____ee

3. The fifth day of the week   ____iday

4. A gift   ____esent

5. Apple, plums and bananas   ____uit

6. To turn to ice   ____eeze

7. Another word for beautiful   ____etty

8. Part of the computer   ___inter

The answers are on page 179.

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Wordsearch

All the words in this wordsearch are to do with computers.

Find these words in this wordsearch.

monitor ✔	printer	scanner	mouse	file	keyboard
chip	floppy	memory	icon	disk	programme

Put a circle around each one.
The first one is done for you.

The words are going across or down.

M	O	N	I	T	O	R	A	R	M
E	C	S	C	A	N	N	E	R	O
M	H	V	O	L	R	U	H	I	U
O	I	E	F	S	F	R	A	C	S
R	P	R	I	N	T	E	R	O	E
Y	T	T	L	N	O	D	I	N	O
H	I	K	E	Y	B	O	A	R	D
F	L	O	P	P	Y	D	I	S	K
N	K	S	O	D	E	A	R	G	L
A	P	R	O	G	R	A	M	M	E

The answers are on page 179.

Starting the computer

Starting to use a computer can be a bit confusing. When you get the hang off it, opening up your computer becomes second nature.

Think of something that is very easy for you now, but seemed difficult to learn at first. For example, learning to drive. You will soon find that learning to use a computer will seem easy after a while.

Look at the instructions below for using a computer. Number them in the right order.
The first one is done for you.

Click on start button	_____
Open a file	_____
Allow computer to boot up	_____
Turn on computer	_____
Choose a programme	_____
Check power is on	*1*
Start working	_____
Turn on monitor	_____

The answers are on page 180.

Practise and repetition help with learning.

Programme 3

The worksheets in this section will look at:

- Computer programmes
- QWERTY keyboard
- Writing a letter
- Writing an envelope
- Reading signs
- Capital letters
- Spelling: blends: st- words
- Spelling: look, cover, write and check
- Spelling: revision on adding '-ing'
- Word puzzle
- More on computer programmes

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

Computer programmes

All personal computers have programmes installed on them.

We use a programme called Microsoft Word to type words and letters on the computer.

When you open the Microsoft Word programme, look at the blank page that appears.

At the top of the page there are many buttons that can do different things.
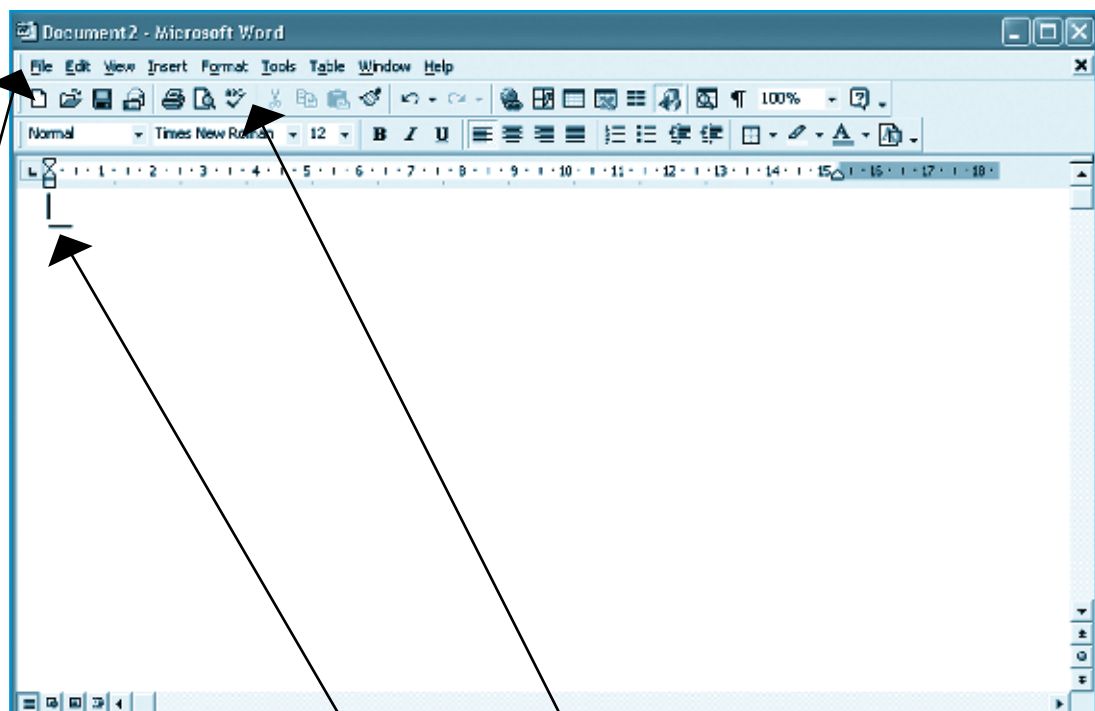
The words on this line here are called **menus.**

This is the file menu that helps you to save and print pages.

The line here is called the cursor. The **cursor** shows you where to type.

This is another menu, called **format**. This helps you to change the size and the colour of your text.

Click your mouse on these menus to see a list of what they can do.

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The QWERTY keyboard

The QWERTY keyboard is named after the first six letters on the top row of a keyboard. CL Sholes invented it in 1872. He built his first typewriter in 1868. The keys were arranged in two rows in alphabetical order. He found that if people were typing very fast, the keys would stick. To solve this problem he decided to put the letters that are often used together such as 'sh', as far away from each other as possible. This stopped the keys from sticking, but made it quite difficult for typists.

Sholes also made sure that the word 'typewriter' could be typed using just the top row of letters on the keyboard. This made it easier for salesmen to type the word when they were demonstrating the machine.

The first typewriter could only write using capital letters. In 1878 a typewriter was invented that used upper and lower case letters. It did this by pressing a key to shift the carriage of the typewriter to one side. Today the key is still known as the shift key and can be seen on all modern computers.

The QWERTY keyboard

Answer these questions, true or false.

1.   SL Shole invented the QWERTY keyboard.

   True ❏   False ❏

2.   The first typewriter used only capital letters.

   True ❏   False ❏

3.   A typewriter that could write using upper and lower case letters was invented in 1897.

   True ❏   False ❏

4.   You can write the word 'typewriter' using the top row of letters on a keyboard.

   True ❏   False ❏

5.   The key to change letters from upper to lower case is called the shift key.

   True ❏   False ❏

6.   The keys used to stick if you typed too slow on the first typewriter.

   True ❏   False ❏

Writing a letter

When typing a letter on the keyboard, there are a few important things to remember.

- For capital letters, hold down the **shift** key.
- When you need to make a space between each word, use the **space bar**.
- To move to the next line, you press the **return** key.

To move to the next line, you press the return key.

For capital letters, hold down the shift key.

When you need to make a space between each word, use the space bar.

Fill in the missing words in the letter below.

> 12 Oak Road,
> Dublin 3.
>
> **To Whom _____ May Concern,**
>
> **I _____ writing _____ apply for the job as a receptionist. I have _____ years experience working in a busy office.**
>
> **I enclose my cv for _____ attention. I am available for _____ at any time.**
>
> **_____ sincerely,**
> **Mary Jones**

Why not try typing up a letter on a computer?

Writing an envelope

It is very important to write the name and address on an envelope very clearly.

Look at the example below:

Mr Eddie Palmer,
9 Church St.,
Ourtown,
Co. Limerick.
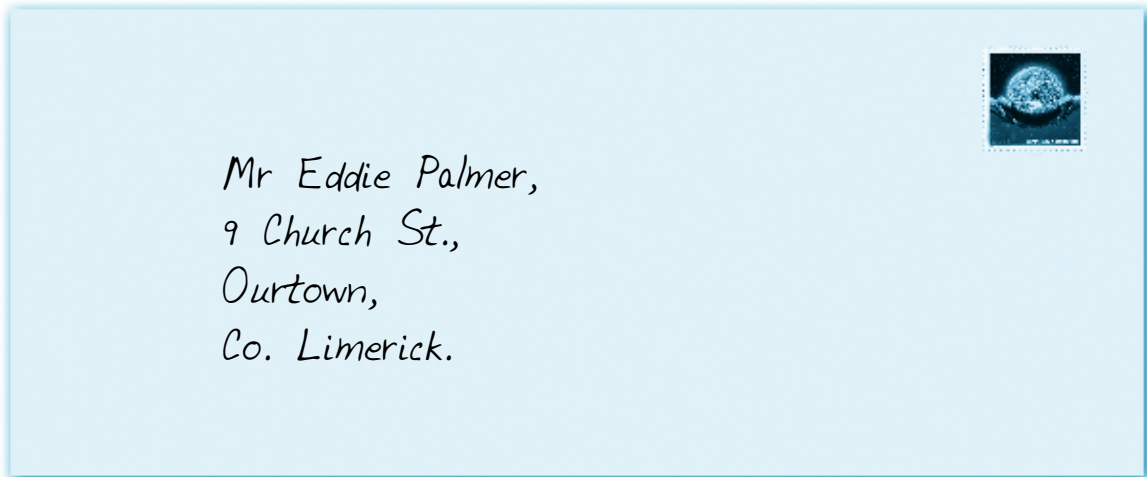
Write your own name and address on the envelope.
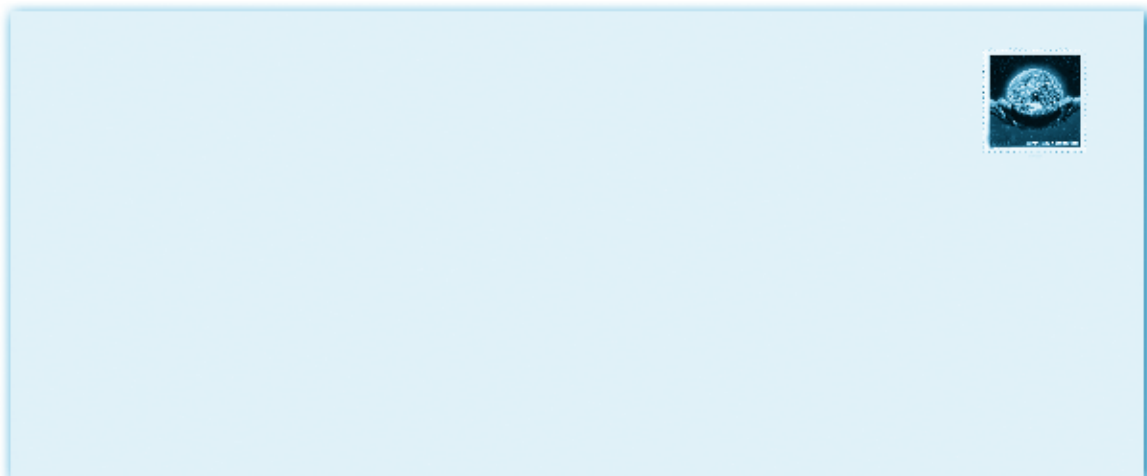
It is a good idea to write your own address on the back of the envelope. This is so that if the letter cannot be delivered it will be returned to you.

Reading signs

We often need to read signs to give us directions in large buildings like hospitals, government offices or banks.

Signs are usually written in capital letters.

Look at the signs for enrolment on evening courses.

Computers	PAINTINGS
Room 5 Ground Floor	Room 10 1st Floor

GARDENING	WOODWORK
Room 6 Ground Floor	Room 12 2nd Floor

French	Driving Theory
Room 8 1st Floor	Room 3 Ground Floor

Answer these questions.

1. Which floor is the painting course on?   _____

2. What course is in room 3?_____

3. What course is beside the computer class? _____

4. Which floor is the woodwork course on? _____

5. How many courses are on the ground floor? _____

Remember you do not need to read every sign.
Just scan them until you find the information that you need.

Capital letters

Capital letters are important when writing.
Capital letters are used:

1. At the beginning of every sentence.
   - For example: **T**he computer is mine.

2. For the letter "I" when it refers to yourself.
   - For example: **I** am from Ireland.

3. For the first letter of:
   - names of people and places
     For example: **M**ary, **D**oyle, **D**ublin, **E**ircom, **T**esco

   - the title of a person
     For example: **M**r., **M**rs., **D**r., **F**r.

   - days of the week and months of the year
     For example: **M**onday, **F**riday, **A**pril, **D**ecember

   - names of books, songs, films, newspapers
     For example: **S**pider-man, **I**rish **E**xaminer

Rewrite the letter putting in the capital letters.

> 250 Mary Road,
> Tralee,
> Co. Kerry.
> 12/5/04
>
> O'connor's Hotel,
> killarney,
> Co. kerry
>
> To Whom it May Concern,
>
> i am writing to apply for the job as a chef, which i saw in the kerry Times newspaper. i have five years experience working as a chef in many hotels, such as the washerman's hotel in limerick and jury's hotel in cork.
>
> i enclose a reference from Mr. paul neville from jury's in cork.
>
> i hope to hear from you very soon.
>
> Yours sincerely,
> david white

Press the shift key on the keyboard to get capital letters.

Spelling: blends: st- words

Some words begin with two letters together. These are called blends.

For example: the letters **s** and **t** come together to the make the sound **st-** at the beginning of the words **st**op and **st**and.

Match the correct ending to these st- words.

-amp	-art	-eam	-orm
-ay	-one	-and	-age

1. The kitchen was full of st_____.

2 The actors were on the st_____.

3. Mary put a st_____ on the letter before posting it.

4. To turn on the computer, I press st_____.

5. Do not st_____ on the grass.

6. This house is made of st_____.

7. I can only st_____ for one hour.

8. You should not travel when there is a st_____.

The answers are on page 180.

Making the sound at the beginning of a word can help you spell it.

Spelling: look, cover, write and check

Look, cover, write and check is a good way of learning a spelling.

These are the following steps:

- Pick a word you find hard to spell.
- **Look** at the word. Close your eyes and try and see the word in your mind.
- **Cover** the word.
- **Write** the word.
- **Check** to see if you have spelled it correctly.

Look carefully at the first word in each row, cover it and then put a circle around the correct spelling in each row.
The first one is done for you.

Typing:	typeing	typping	(typing)
Searching:	searcing	searching	searchhing
Listed:	listed	listting	lissting
Stopped:	stoped	stopped	stooped
Texting:	texting	textting	texxting
Printed:	prinnted	printed	pirnted

Writing a word down can help you to see if it is spelt right.

Spelling: revision on adding '-ing'

On pages 18, 19, 32 and 33 we looked at adding '-ing' to the end of words.

There are 3 things to remember:

1. If a word ends in '-e' you nearly always drop the '-e' before adding '-ing'.
   For example: delete ⟶ deleting

2. If a word ends in **consonant – vowel – consonant (C-V-C)** you double the last consonant before adding '–ing'.
   For example: swim ⟶ swimming

3. If a word has
   • more than one vowel or
   • ends in more than one consonant
   you do not need to change anything before adding '-ing'.
   For example: book ⟶ booking

The 5 vowels are: a, e, i, o, u
The 21 consonants are: b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z

Add '-ing' to these words.

1. delete	_____	8. swim	_____
2. read	_____	9. surf	_____
3. sit	_____	10. win	_____
4. type	_____	11. write	_____
5. stop	_____	12. print	_____
6. search	_____	13. text	_____
7. create	_____	14. save	_____

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Word puzzle

Find these words made up from the letters in the word DOCUMENT.
A clue is given for each word.

D	O	C	U	M	E	N	T

The number after the clue tells you how many letters are in the answer.

1.   Five plus five (3)   _____

2.   The name of a fish (3)   _____

3   You put ice cream in it (4)   _____

4.   Play snooker with it (3)   _____

5.   Another word for finish (3)   _____

6.   Sing it or play it (4)   _____

7.   Past tense of meet (3)   _____

8.   A message or a sound on a piece of music (4)   _____

9.   A mark left on you car after crashing (4)   _____

10.   A round roof on a church (4)   _____

11.   More then one man (3)   _____

12.   Catch fish with this (3)   _____

The answers are on page 180.

More on computer programmes

There are different types of computer programmes installed on a computer.
To install a programme means to put the information onto the **system box** or **hard drive** of the computer.

The hard drive is what runs the computer.
It is like the engine in a car.

The following programmes are generally installed on a personal computer:

Microsoft Word: This is a word-processing programme. It allows you to type documents and save them in the computer memory. It also allows you to edit or make changes to your document. It is the programme that most people learn to use first.

Microsoft Paint: Microsoft Paint allows you to draw on the computer. It is a useful programme for beginners because it helps to develop mouse control.

Microsoft Access: This programme allows you to store and organise information efficiently. It creates databases for storing information. Data is another word for information.

Microsoft Excel: Excel is a mathematics programme. It allows you to do sums. It is very useful to do accounts. Excel produces spread sheets. These look like big sheets of sum paper, except that the programme does all the sums.

Internet Explorer: Internet Explorer is the programme that allows you to access the Internet. It is installed on all modern computers.

Your local VEC Adult Education Centre usually run courses on computers in the autumn and spring. Contact them for more details – see your local phonebook.

Programme 4

The worksheets in this section will look at:

- Mobile phones
- History of the telephone
- Writing text messages
- Sending text messages
- Reading text messages
- Word building: tele- words
- Spelling: Apostrophes
- Spelling: ph words
- Wordsearch
- Using mobile phones

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

Mobile phones

A mobile phone keypad looks like this.

There are three types of keys on the mobile phone keypad.

1. Number keys with letters on them   **1**   **4**   **9**

2. A star key   **✳**

3. A hash key   **#**

The letters of the alphabet are written on the numbers 2 to 9. You will use these keys when you are text messaging.

**Each mobile phone has a menu.
The menu contains many functions.
Some of the menus are:**

- **Phonebook** – This lets you save names and numbers on your phone.

- **Messages** – This lets you send and receive text messages.

- **Clock** – This lets you set the time and an alarm. There is also a stopwatch.

- **Calculator** – This lets you add, subtract, multiply and divide numbers.

History of the telephone

In 1876, Alexander Graham Bell invented the telephone. He was born on March 3rd 1847 in Edinburgh, Scotland. His father worked as an elocution teacher, where he taught people to speak in a clear and careful way. Alexander was taught to do the same job as his father. This gave him a great knowledge of sounds and how they are made.

At the time that Alexander started his work on the telephone, the telegraph was the main way of communicating. The telegraph only let you send and receive one message at a time. Alexander tried to send many messages across a wire at the same time, by sending speech sounds electrically.

Mobile phones began after police car radios were invented. A mobile phone is a type of two-way radio. Cell phones or mobile phones were invented around 1968. However, it took another thirty years for mobile phones to become widely used. Now mobile phones allow you to send written messages or text messages. Some modern mobile phones also have a built-in camera for taking pictures.

History of the telephone

Answer these questions, true or false.

1. Alexander Graham Bell invented the telephone.

    True ❑   False ❑

2. The telephone was invented in 1786.

    True ❑   False ❑

3. Alexander Graham Bell's father worked as a doctor.

    True ❑   False ❑

4. A mobile phone is a type of two-way radio.

    True ❑   False ❑

5. The telegraph was once the main way of communicating.

    True ❑   False ❑

6. Alexander Graham Bell was born in Ireland.

    True ❑   False ❑

7. Mobile phones were invented around 1968.

    True ❑   False ❑

8. Some phones have a built-in camera.

    True ❑   False ❑

Writing text messages

Texting is to send a written message from one mobile phone to another. To get a letter you just keep pressing the number until the letter appears. For example, to get the letter 'e' you press the number 3 twice.

A text message can only contain a certain number of characters. A character is a letter or a number. Every time you press a key you use one character. This is why text is often written in a form of shorthand.

Here are some examples of text language.

c – see   you – u

cd – could   wd – would

Match the text words below with the correct spelling.
The first one is done for you.

L8	talk to you soon
Grtngs	couldn't
Bday	love
2	late
ur	your or you're
thnx	to or too
lv	birthday
cudnt	greetings
ttus	thanks

Texting is a quick and cheap way of communicating with people.

Sending text messages

On most phones these are the steps for sending a text message.

1. Press the Menu button.
2. Use the arrows to scroll down to Messages.
3. Press the Select button.
4. In the Messages menu scroll down to Write Messages.
5. Press the Select button.

6. Write your message.

7. Press the Options button.
8. Select Send on the Options menu.
9. Choose the number you want to send to.
10. Press Send.

What does the following text message say?
Write out the message in full.

> **Hi Mum. Hppy Bday. Hpe u hav a g8t day 2day. Wll get u a pressy whn I c u in twn 4 lnch. Hw is Dad? R u cmng to Dublin soon? Lking 4wrd 2 cing u both. Lots of luv. Mary**

Text messages often leave out the vowels from a word.
The 5 vowels are a, e, i, o, u.

_____

_____

_____

_____

Practise writing common words without vowels to see if you can recognise them.

Reading text messages

Text messages use short forms of words because you can only use a certain number of characters for each message.

A character is a letter or a number.

Read the following text message.

> **HI MARY, HW R U?**
> **DO U WNT 2 MT L8R**
> **2NITE? CN MT U @ 9**
> **OR B4 IF U LK. DNT B**
> **L8. TXT ME L8R. HOPE**
> **U CN RD THIS.**
> **LUV JOHN**

Some people choose to text in capital letters, others choose to text in small letters. You use the hash key # (bottom right hand button) to make the choice.

Answer the questions, using full words.

1. What time does John want to meet Mary? _____

2. What does he ask her not to be? _____

3. What is the first question he asks? _____

4. What does he hope she can do? _____

5. How does he want her to reply to his message? _____

If you want to learn more about shorthand for text messages, look at www.text.it

Word building: tele- words

Tele- is at the start of lots of words in English. Tele means far.

For example: telephone means that you can talk to someone who is far away.

Match the correct words with the meaning.
The first one is done for you.

telephone   a screen to see pictures that are far away

telegram   a lens to see far away

television   written information on TV

teletext   to talk to someone far away

telescope   to sell by phone

telesales   a message sent far away

Choose the right word to fill in the gaps in the sentences.

telephone	telescope	television	teletext

1. Mary saw the news on _____.

2. I rang my sister on the _____.

3. She checked the lottery numbers on _____.

4. John looked at the stars with his _____.

Look out for other words that begin with tele-.

Spelling: apostrophes

Sometimes we run two words together and shorten them to make one word.

An apostrophe (') is used to replace missing letters.

For example: she ' ll is short for she will

The apostrophe is used to show that
the letters 'w' and 'i' are missing.

We often speak using the shortened form of words.

Match the words with apostrophes to the words written in full.
The first one is done for you.

won't   we are

haven't   he is

you'd   did not

can't   will not

he's   I will

I'll   you would

we're   cannot

didn't   have not

The answers are on page 181.

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Spelling: apostrophes

Write out the words with apostrophes in full.
The first one is done for you.

1. She didn't let me use the computer.   *did not*

2. I've just received an email from America.   _____

3. Who's going to close down the computer?   _____

4. It's going to cost you €50 to get it fixed.   _____

5. Haven't you used your camera phone yet?   _____

6. You've been one hour on the telephone.   _____

7. You're very fast at typing.   _____

8. I'm going to print that document now.   _____

9. What's your favourite internet site?   _____

10. I couldn't send the text message.   _____

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Spelling: ph words

The letters 'ph-' sound like the letter 'f'.

For example: phone and pharmacy.

The word photograph has the 'f' sound at the beginning and at the end of the word.

The words below all begin with 'ph-'.

pharmacist	pheasant	phase	photograph
phantom	photocopy	phony	phobia

Write in the correct answer to the clues.

1. A kind of bird _____

2. An irrational fear _____

3. A stage of something _____

4. A ghost _____

5. To copy a page _____

6. Gives out medicine _____

7. False _____

8. A picture taken with a camera _____

Use your dictionary to check the answers.

Wordsearch

All the words in this wordsearch are to do with mobile phones.

Find these words in this wordsearch.

TEXT✔	EXIT	MESSAGE	CREDIT	PHONEBOOK

DELETE	MENU	SELECT	KEYPAD	VOICEMAIL

Put a circle around each one.
The first one is done for you.

The words are going across or down.

V	X	T	M	E	S	S	D	G	E
O	T	M	E	N	U	D	E	M	A
I	C	S	I	K	X	E	L	E	R
C	K	E	Y	P	A	D	E	S	N
E	T	L	G	M	F	E	T	S	G
M	E	E	T	E	H	T	E	A	U
A	X	C	R	E	D	I	T	G	O
I	T	T	P	U	Y	R	K	E	X
L	P	H	O	N	E	B	O	O	K
W	L	Q	U	E	X	I	T	P	A

The answers are on page 181.

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Using mobile phones

**All mobile phones have a 'Phonebook' option.
This allows you to put in the names and numbers of friends
and family.**

On most phones, the steps involved are:

1. Press the Menu button.
2. Select Phonebook.
3. Scroll down to Add Name.
4. Type in a name using the letter keys, then press OK.
5. Type in their number, then press OK.

**Write out the names and numbers of four people you would put
into your phonebook.**

Name   Number

1. _____   _____

2. _____   _____

3. _____   _____

4. _____   _____

Now try putting the names in alphabetical order.

**Remember to also write down these numbers in case you lose
your phone.**

Programme 5

The worksheets in this section will look at:

• The internet
• The search engine
• Using a search engine
• Using keywords
• Reading a website
• Words used for the internet
• Spelling: plurals
• Spelling: plurals: words ending in '- y'
• Spelling: silent letters: wr- words
• Word puzzle
• Interesting websites

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

The internet

The internet is a communication system.
It is made up of millions of computers connected together that pass information to each other.

1. This is a picture of the NALA **website** www.nala.ie
   All website addresses start with www., which stands for world wide web. The letters at the end tell us which country the website is from. Most Irish websites have .ie after them, for example.
   www.nala.ie , www.rte.ie

2. All websites have an **address bar**, which shows you what website you are in.

3. All websites have a **home page**, which is the first page of the website.

4. Most websites have a **search** button that allows you to search for anything on this website.

2. address bar

1. website

4. search

The National Adult Literacy Agency - Home - Home Page - Welcome to the NALA website - Microsoft Internet Ex...

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites   Media

Address   http://www.nala.ie/   Go   Links

The National Adult Literacy Agency
An Áisíneacht Náisiúnta Litearachta do Aosaigh
NALA

Home   About Us   Site Map   News   FAQs   Search   Contacts   Help

Research
Training
Publications
Tutors & Learners
Projects
European Projects

Home Page

Welcome to the NALA website

A Message from the President of Ireland Mary McAleese

As patron of the National Adult Literacy Agency, I am very aware of the work they are doing with individuals and communities in helping people who lack literacy skills to overcome their difficulties.
Their work has brought new hope and opportunities to many ...   *full text*

The Health Pack

Access this and other NALA Publications in our on-line library.

Resource Room
Find Literacy Publications in our Resource Room

Internet

3. home page

The search engine

The internet or world wide web is a tool for finding information. You can look up a particular topic very quickly. If you know the name of the website you are looking for it is very easy to find something.

If you do not know where to look, you can use a **search engine**. A search engine is a computer programme that behaves like an enormous reference book. A very popular search engine is called 'GOOGLE' – www.google.ie Google is such a popular search engine that the term, 'googling' is going to be put into the dictionary.

A search engine finds information for you. You ask for the information by typing a keyword into a question box. The search engine will then list websites that contain that keyword. It is a bit like an index at the back of a reference book. The difference is that a search engine has access to thousands of references.

Other popular search engines are:

Yahoo   www.yahoo.com

Alta vista   www.altavista.com

Lycos   www.lycos.com

Ask jeeves   www.askjeeves.com

The search engine

Answer these questions, true or false.

1. A search engine has access to thousands of references.

    True ❏   False ❏

2. A search engine is a kind of train.

    True ❏   False ❏

3. It takes a long time to look up information on the internet.

    True ❏   False ❏

4. A search engine is like a giant reference book.

    True ❏   False ❏

5. The name of a popular search engine is Ask Jeeves.

    True ❏   False ❏

6. You use a keyword to ask the search engine to find information.

    True ❏   False ❏

Using a search engine

Looking for information from a search engine is simple. We just have to know how to ask the question.

For example:

If you typed in the keyword | Ireland | you would get millions of references. Looking through them all would be very time-consuming.

Suppose you just wanted to find out about Adult Education in County Cork. You could type in:

| Adult Education in County Cork in Ireland |

You would get fewer references but still far too many.

The trick is to keep the written words to a minimum. The search engine uses every word you enter in its search.

The correct or more efficient entry would be:

| "Adult Education County Cork Ireland" |

Use quotation marks (") to write the search request. Do not use words like <u>and,</u> <u>in,</u> or <u>of</u>.

For example: to find information about the smallest dog in the world you could type:

| "Dog smallest world" |

Write out a search engine request for the following:

1. The longest word in the English Language

2. The first computer invented

Using keywords

You can find information on the internet by using the search engine Google. You need to type in keywords to tell the computer exactly what you are looking for.

For example, to find out about computer courses in Dublin, you type in the keywords:

"computer courses, Dublin"

Remember to use quotation marks (") to write the search request. This narrows down the search.

Write out the keywords for finding out the following:

1. To find out how many people live in Ireland.

_____

2. To find the smallest country in the world.

_____

3. To find the names of the new EU countries.

_____

4. To find the names of the new EU countries.

_____

5. To find the names of 5 Beatles albums.

_____

6. To find out about Manchester United football team.

_____

Reading a website

Here is a picture of the home page of the Google website.

Google is a search engine that lets you find information on the internet. You simply put in what you are looking for in the search bar, here.
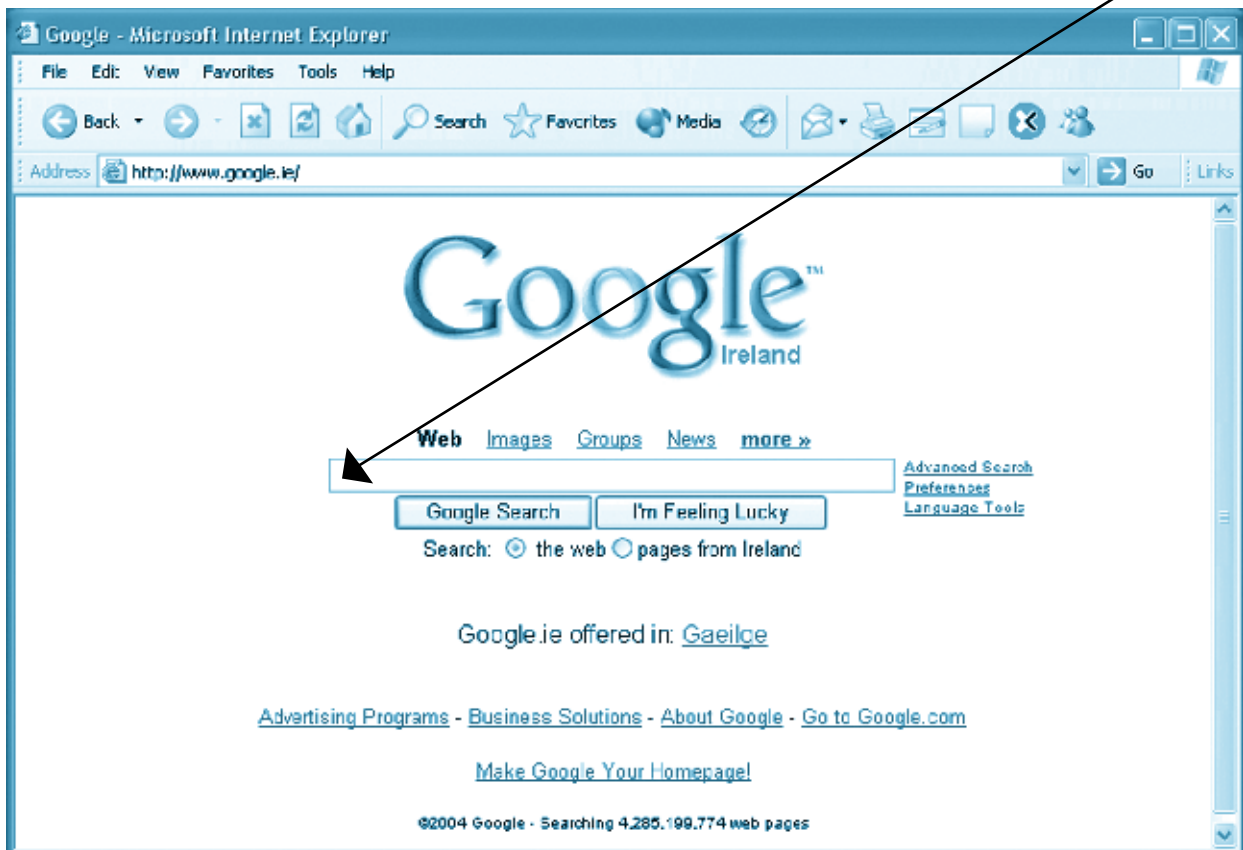
Answer these questions.

1. What is the address of this website? _____

2. What other language is Google offered in? _____

3. Name two things that you can click onto from this website?

    _____

4. File is the name of one menu at the top of the page.
    Name two other menus.

    _____

Words used for the internet

When you are learning about the internet you will hear words that may sound strange.

Here are some words or phrases that you might come across.

www	An abbreviation for world wide web, which is another way of saying the internet.
Chat room	A website that allows you to 'chat' or email more than one person at a time.
Cyber café	A place where you can go to use the internet. You usually pay by the hour.
Server	The company that provides your internet connection.
Link	A connection from one website to another similar website.
Download	To open and save information from the internet onto your computer.
Home page	The first page on a website. It usually has an index, which you click on to take you to other pages.
Spam	Unwanted emails often from companies trying to sell something.

Write three sentences about the internet.
Use some of the words above.

_____

_____

_____

Plurals

Plural means more than one.

We can make most words plural by adding an '- s' to the word.

For example:	one computer, but two computers
	one website, but two websites

However, there are some exceptions to this.

Words that end in

- '- ch'
- '- sh'
- '- x'

- '- z'
- '- s' or
- '- ss'

make the plural by adding '-es'.

For example:

one lunch ⟶ two lunches
one buzz ⟶ two buzzes
one kiss ⟶ two kisses

Add '- s' or '- es' to these words to make them into the plural.

1. monitor   _____

2. bus   _____

3. box   _____

4. crash   _____

5. keyboard _____

6. switch   _____

7. brush   _____

8. screen   _____

Plurals: words ending in '- y'

There are two rules for making the plural of words that end in '- y'.

**1. If the word ends with a vowel before the '- y',
   you add an '- s' to make the plural.**
   For example: d a y ⟶ days

   vowel before 'y'

**There are 5 vowels in the alphabet: a, e, i, o, u
There are 21 consonants: b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z**

**2. If a word ends with a consonant before the '- y',
   the 'y' changes to 'ie' before adding an '-s' to make the plural.**
   For example: p e n n y ⟶ pennies

   consonant before 'y'

Write the plural of these words.

1. play   _____

2. baby   _____

3. reply   _____

4. monkey   _____

5. key   _____

6. copy   _____

7. tray   _____

8. jury   _____

The answers are on page 181.

**Contact the NALA freephone support line at 1800 20 20 65 for help
with this worksheet.**

75

Many words in English have silent letters. This means that you cannot hear them in the word, but they are important to remember when spelling them.

For example: words beginning with **wr**- have a silent w, so it sounds like each of these words starts with **r**.

These words are:

write	something you do with pen and paper
wrote	the past tense of 'write'
wrap	to cover
wrist	the joint between the arm and the hand
wrestle	to fight
wrong	incorrect or not right

Fill in the missing wr- word in the sentences below.
The first one is done for you.

1. The tennis player hurt her wr____*ist*____ at the match.

2. It is wr_____ to smoke in public places.

3. John wanted to wr_____ a letter to his friend.

4. It is a good idea to wr_____ sandwiches to keep them fresh.

5. Amy wr_____ her signature on the form before posting it.

Why not look up more wr- words in the dictionary?

Word puzzle

Find these words made up from the letters in the word INTERNET.
A clue is given for each word.

I	N	T	E	R	N	E	T

The number after the clue tells you how many letters are in the answer.

1. The number after nine (3) _____

2. You catch fish with this (3) _____

3. An old word for a pub (3) _____

4. A home for campers (4) _____

5. The number before ten (4) _____

6. A layer of cake (4) _____

7. Payment to the landlord (4) _____

8. A very large plant (4) _____

9. Between (5) _____

10. Come in (5) _____

11. Inside (5) _____

12. A junior doctor (6) _____

The answers are on page 181.

Interesting websites

Most organisations have their own websites and e-mail addresses.

Websites can provide links to other sites that have the same types of information.

Here are some websites you might find interesting.

www.behindthename.com	type in your first name and it will tell you where it comes from.
www.friendsreunited.co.uk	You can get in touch with old school friends by registering the name of your school and the year you left.
www.infoplease.com	You can type in any general knowledge question and get an answer.
www.fun-with-words.com	You can find out where words came from. For example, British thieves and swindlers of old used many secret code words. One such word was fawney, which referred to a gilt ring. They would sell these, saying that they were made of real gold. But the rings were not genuine gold, and the word phony – from fawney – came to be used for anything that is fake or not genuine.
www.rte.ie	All the information you need about Irish radio and television programmes. If you missed a radio programme, you can listen to it over the internet.

If you come across an interesting site, you can add it to your favourites list so that you can easily find it again.

Programme 6
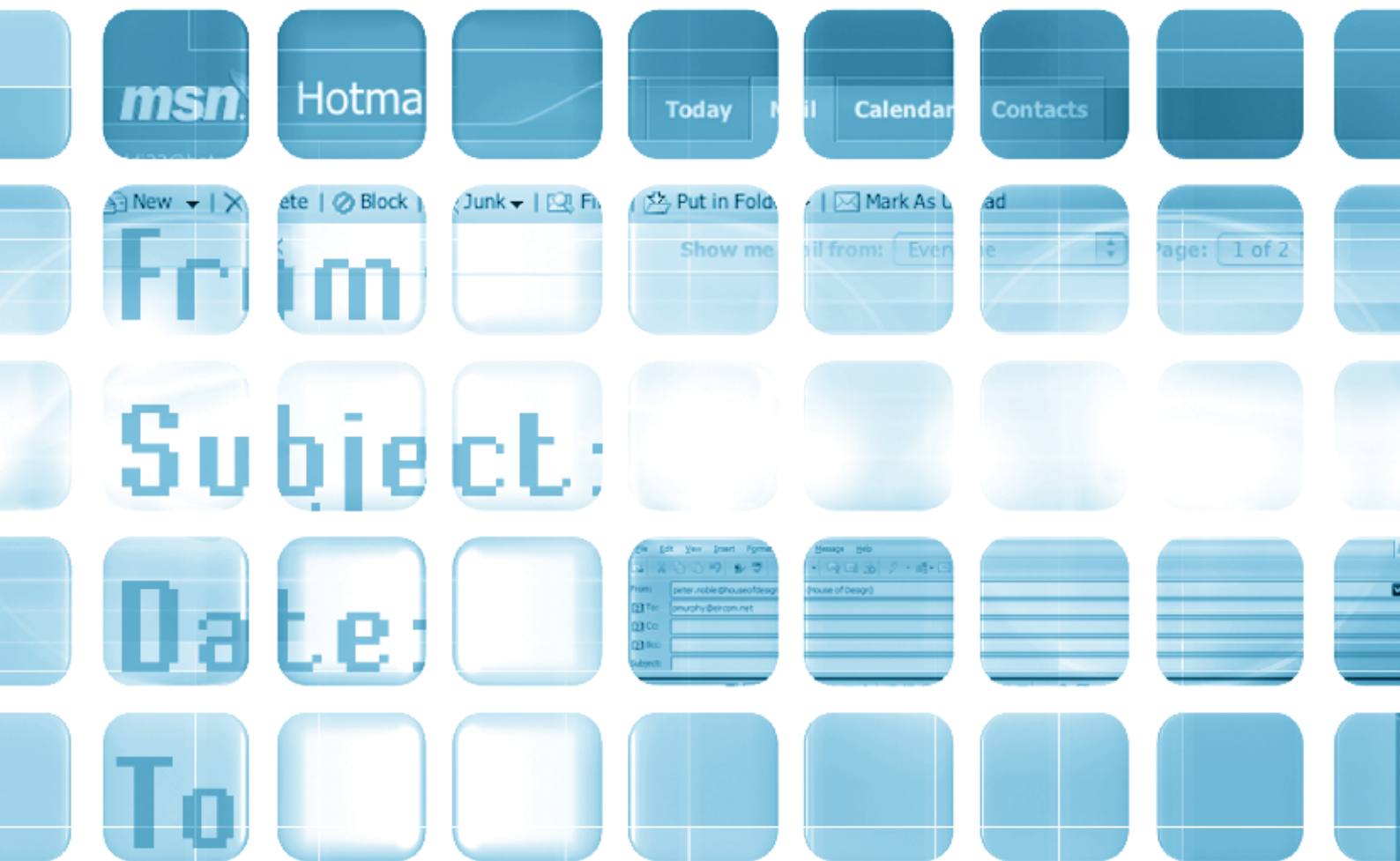
The worksheets in this section will look at:

- Email
- Communicating in the 21st century
- Writing an email
- Reading an email
- Capital letters and full stops
- Spelling: homonyms
- Spelling: words for writing emails
- Crossword
- Setting up a hotmail account

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
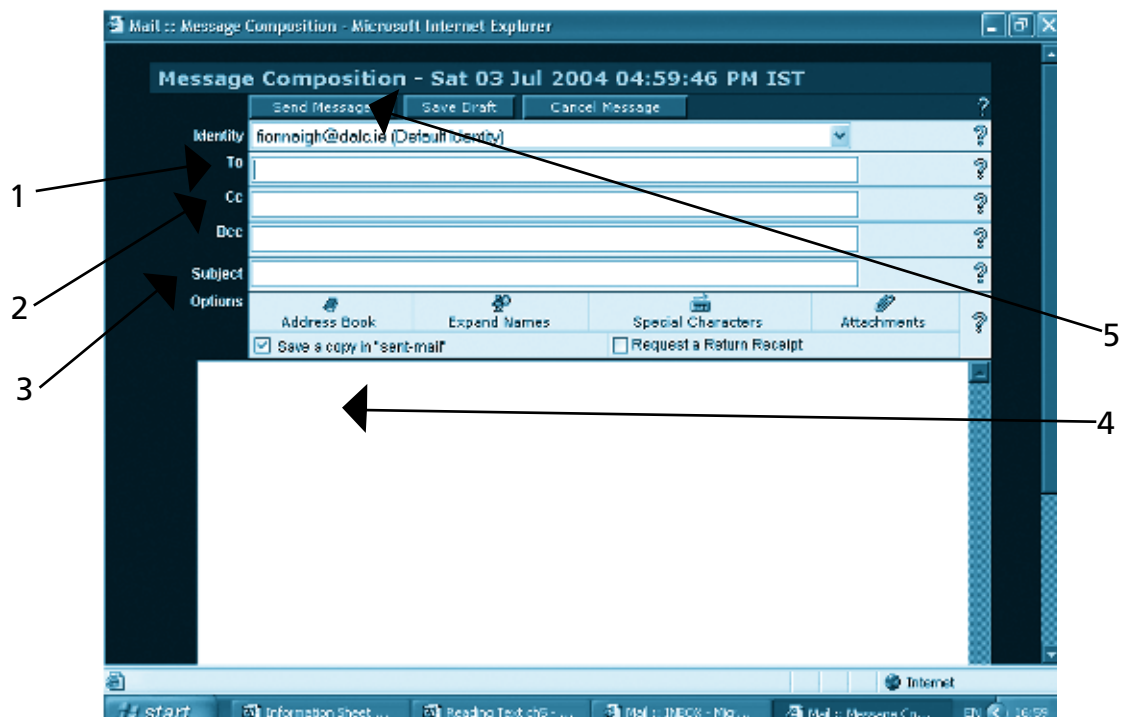Monday to Friday 10am – 4pm

and

use the support book.

Email

Email is short for electronic mail. Email is a way of sending messages, letters and files from one computer to another. It is fast and cheap.

Here is a picture of what an email looks like.

1. **To**: This is where you type in the email address of the person you are writing to.

2. **CC:** This is where you type in the email address of another person, if you want to send them the message too.

3. **Subject:** This is where you type in what the email is about.

4. This is where you type in your message or letter.

5. **Send:** You click on this button when you want to send the email.

Email addresses are usually written in small letters.

Communicating in the 21st century

We all enjoy communicating with others. Technology has made communication quicker and cheaper. It is possible to send a message through the internet to anywhere in the world in a matter of seconds. It also costs less to send an email than to send a letter. It has become much easier to communicate and stay in contact with people than ever before. However, we all like receiving a letter. Is email going to do away with the traditional postal service?

Although email or electronic mail is fast and cheap it does depend on everything going right. What if the computer is faulty? What if the power goes off? It is not always possible to know if someone has received an email and you cannot register email. For important documents that need a signature, email is not enough. Even though the document might be written on a computer, sometimes it must be signed by hand.

Writing a letter is enjoyable. It is satisfying to address the envelope, stick on a stamp and post it. You know that the letter or card will give pleasure to someone. And of course not everyone has a computer or has access to one. The truth is that there is space in our world for both things. There is no need to choose. All kinds of communication have a place in the world.

Communicating in the 21st century

Answer these questions.

1. How has the internet changed the way we communicate?

_____

_____

_____

2. Name two disadvantages of email.

_____

_____

_____

3. Why is it nice to receive a letter?

_____

_____

_____

4. Write a few sentences giving your opinion on modern communication.

_____

_____

_____

**When you are writing, try not to worry about the spelling.
Write first! Get your ideas down on paper!
Then go back and check the spelling.**

Writing an email

Email is used to send messages and letters in the workplace. You can also send emails to friends. You simply need to know their email address.

Email addresses look something like this:

@ is short for at

ie is the country code for Ireland

mfielding@indigo.ie

The part **before** the @ is the name of the person you are sending the email to.

indigo is the name of the phone company that is sending the message for you.
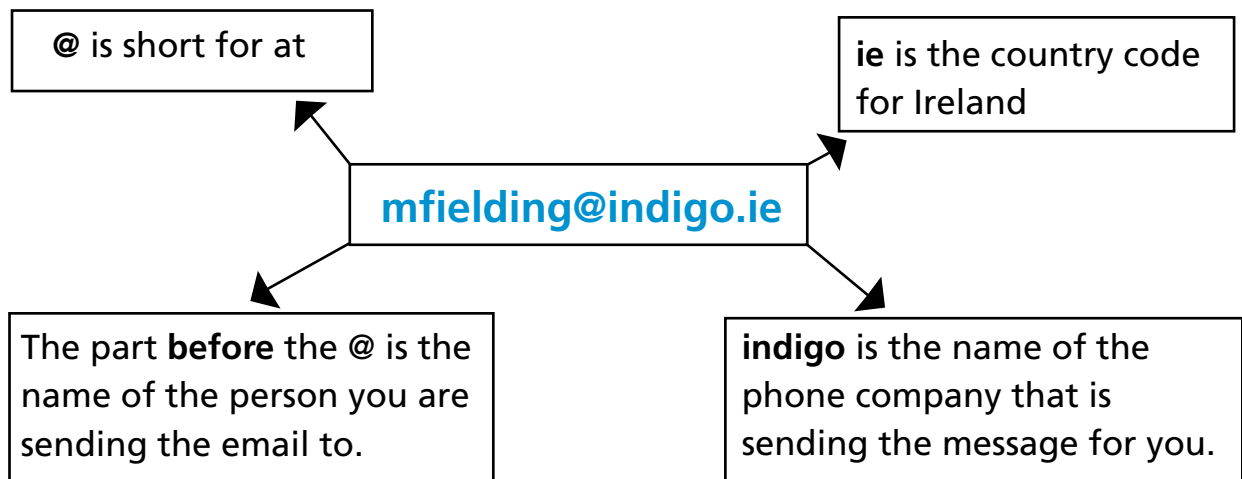
You are writing an email to a friend who lives in America.
Her email address is jane@hotmail.com

Write the following in your email:
• Write 'Hi Jane' and ask her how she is.
• Tell her that you got a new computer.
• Tell her that you are starting a computer course.
• Write 'love from' and your name.

To:

Subject:

Writing an email

You need to be connected to the internet to send an email.

When sending an email, it is important to put in:

- The address of the person you are sending the email to.
  For example, maryc@eircom.net.
  Most email addresses are written in small letters.
- Write what the email is about in the subject bar.

The date and time of the email is sent automatically with the email.

Look at this email.

To:	johnbyrne@eircom.net
Subject:	The Meeting

Hi John,
The meeting today is on at 1 o'clock. Can you make it?

Regards,
Lucy

Write a reply.

To:	lucy@eircom.net
Subject:	

Reading an email

Look at the following email.
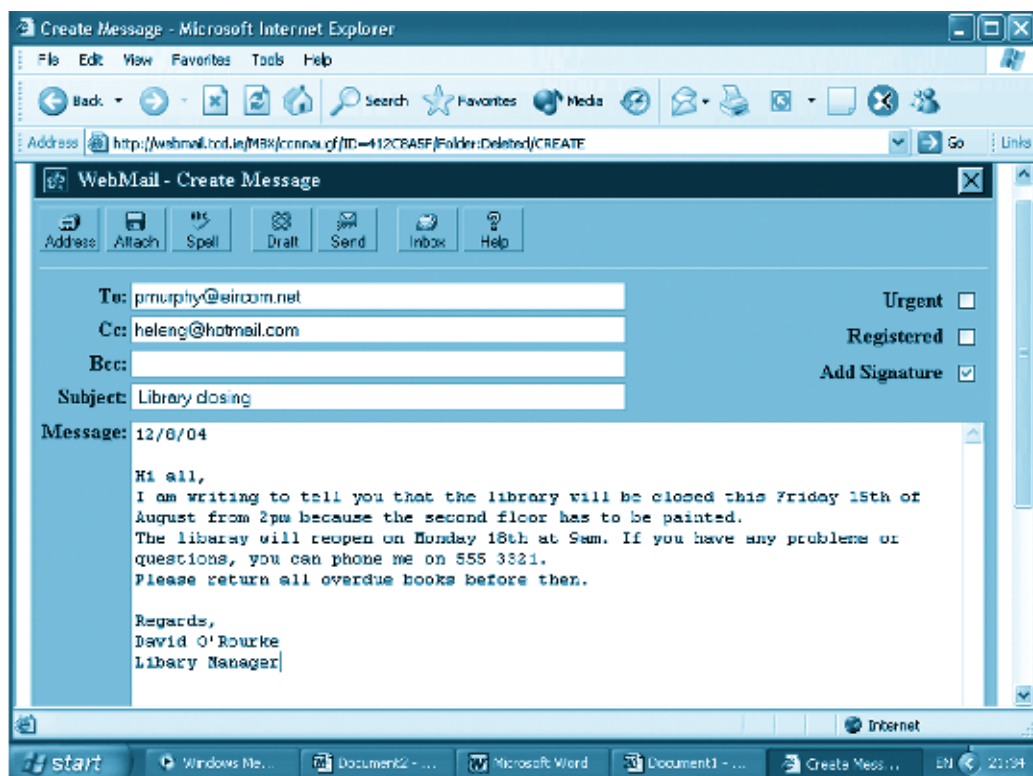
Answer these questions.

1. Who is the email sent to? _____

2. Who is the email from? _____

3. On what date and at what time is the library closing? _____

4. When will the library be reopened? _____

5. What must be returned before the library closes? _____

You do not have to read all the email, just scan for the information you might need.

Capital letters and full stops

Reading would be very difficult if we did not know where a sentence began or ended.

All sentences start with a capital letter and end with a full stop.

For example: Email is used a lot in the workplace.

Look at the piece of writing below.
Read it through out loud.

Put in the capital letters and full stops.
Can you fill in the two question marks?

A question mark (?) is used at the end of a question.
You do not need to add a full stop to a question mark because it is already part of it.

although email or electronic mail is fast and cheap it does depend on everything going right what if the computer is faulty what if the power goes off it is not always possible to know if someone has received an email and you cannot register email for important documents that need a signature, email is not enough even though the document might be written on a computer, sometimes it must be signed by hand

Check your answer with the reading piece on page 82.

A capital letter is also used when writing the name of a person or place. For example: John, Byrne, Cork, Mullingar.

Spelling: homonyms

Homonyms are words that sound or are spelt the same but have different meanings.

For example: dear   a polite greeting at the beginning of a letter
deer   a fast-running, graceful animal

Write out the meanings of these homonyms.

These homonyms sound the same but are spelt differently and have different meanings.

1. write _____

   right _____

2. hear _____

   here _____

3. check _____

   cheque _____

Some homonyms are spelt the same but have different meanings.

Can you think of two meanings for each of these words?

1. plain

_____

2. file

_____

3. spoke

_____

Spelling: homonyms

Homonyms are words that sound or are spelt the same but have different meanings.

Choose the right word to fill in the gaps in these sentences.
The first one is done for you.

right ✔	mail	sent	to	wait

weight	two	write	scent	male

1. That is not the _____*right*_____ way to do that.

2. I can't _____ to hear from my friend in Australia.

3. I received _____ emails yesterday.

4. A _____ swan is called a cob.

5. I do not like the smell of that _____.

6. She has lost a lot of _____ recently.

7. Will you _____ to me soon? I like getting emails.

8. I have no _____ in my inbox.

9. I am sorry I have not written _____ you for so long.

10. He _____ a letter to his son in France.

Spelling: words for writing emails

When writing emails there are a few ways to start and end your email.
The right way depends on the person you are writing to.

To start an email you can write:
- Hi
- Hello
- Dear
- To whom it may concern

You would use "Hi" and "Hello" if you were writing to a friend. You would use "Dear" and "To whom it may concern" if you were writing a formal email.

To end an email, you can write:
- Regards
- Yours
- Yours sincerely
- Love from

Fill in the missing letters in the words below.

1. H_____ llo

2. D_____ar

3. Y_____urs s_____ncer_____ly

4. L_____ve f_____om

5. Re_____ar_____s

6. T___ wh_____m it m_____y conc_____n

Crossword

All the answers to this crossword are words to do with email.

Fill in the crossword by answering the following clues.
The first one is done for you.

```
                    1
                    S
        2                   E                3
        W                   N                M
                            D
        4
        S                                          5
        6       7
        F                        8
                9                      10
                A                      S
        11                     12
        R                      M
```
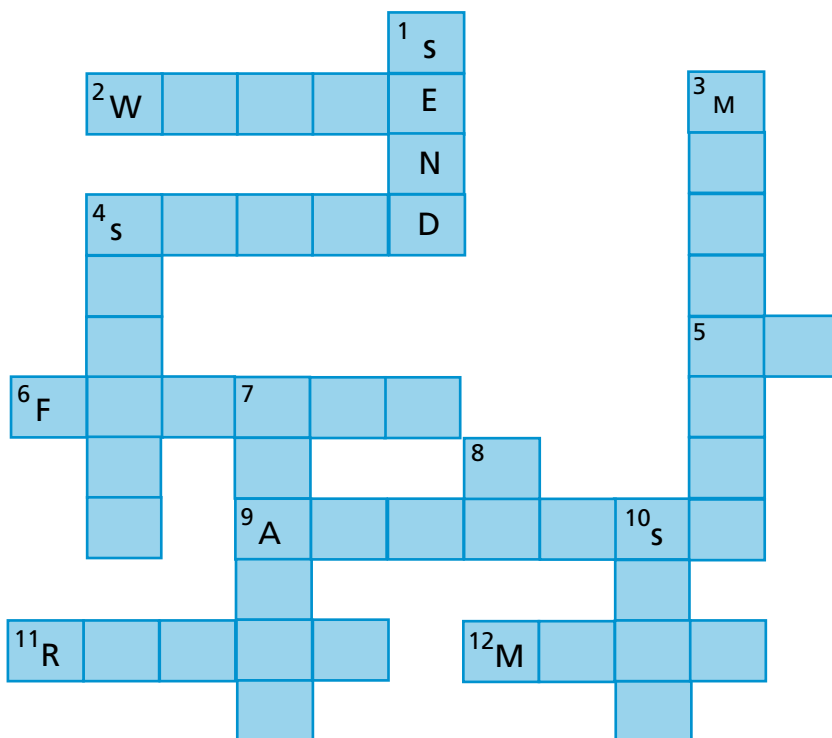
The number after the clue tells you how many letters are in the answer.

Across

2. I _____ emails instead of letters. (5)

4. I _____ my emails in a folder. (5)

5. @ is the sign for this. (2)

6. I keep in touch with my old school _____ by email. (6)

9. marygreen4@hotmail.com is an email _____ . (7)

11. I try to _____ to all my emails. (5)

12. I send _____ emails than I receive. (4)

Down

1. What we do with emails. (4) ✔

3. You send these by email. (8)

4. The internet is used to _____ for information. (5)

7. I keep all my _____ in a folder. (5)

8. I got an email ____ my boss. (4)

10. I like to _____ my emails into different folders. (4)

The answers are on page 182.

Setting up a hotmail account

Hotmail is a service for sending e-mails. Using the Hotmail service is free. Setting up a Hotmail account is quite easy.

The only cost is while you are online. Being online is the same as making a telephone call. You are usually charged for this on your telephone bill.

To set up an account you:
- Type in www.hotmail.com
- When the home page appears, click on new account sign-up. This will take you to the following page.
- Then fill in the form online and follow the instructions.

You will be asked to choose an email address and a password.

What email address would you choose? _____

What password would you choose? _____

Programme 7

The worksheets in this section will look at:

• Digital cameras
• History of the camera
• Filling in forms
• Writing a letter
• Reading an advertisement
• Sentences
• Spelling: prefixes
• Spelling: silent letters: kn-words
• Word puzzle
• Survey

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

Digital cameras

A digital camera stores the picture you take on a memory chip. It does not need a film. Then the camera is connected into your personal computer. The images are downloaded into the computer memory. You can then print them from your computer.

This is the front view of a digital camera.
It does not differ too much from a standard camera.

Shutter Button

View-finder

Lens
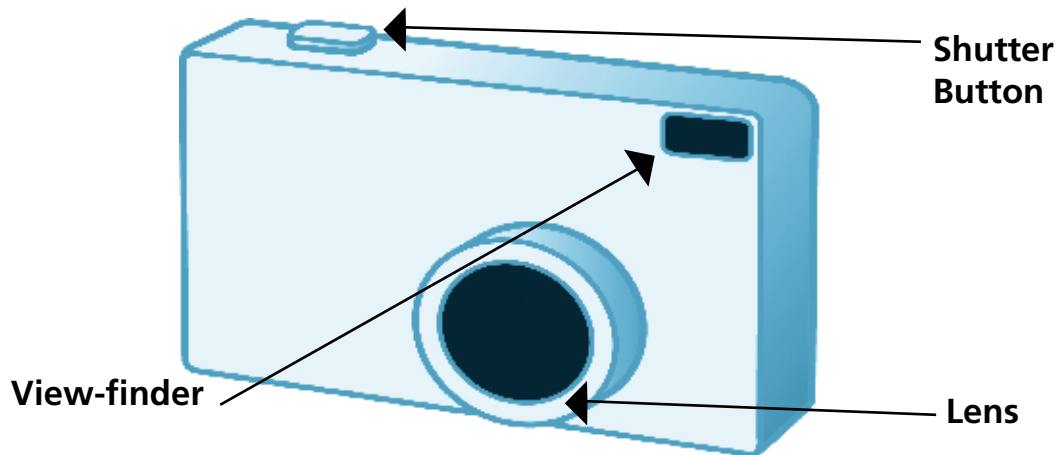
The view finder is like a window that helps you to focus on what you want to photograph.

This is the back view of a digital camera.
It has a liquid crystal screen that allows you to see the photograph you have just taken. It also allows you look back through the photographs you have already taken (button with arrows).

Shutter Button

View-finder

Button with arrows

Liquid crystal screen

95
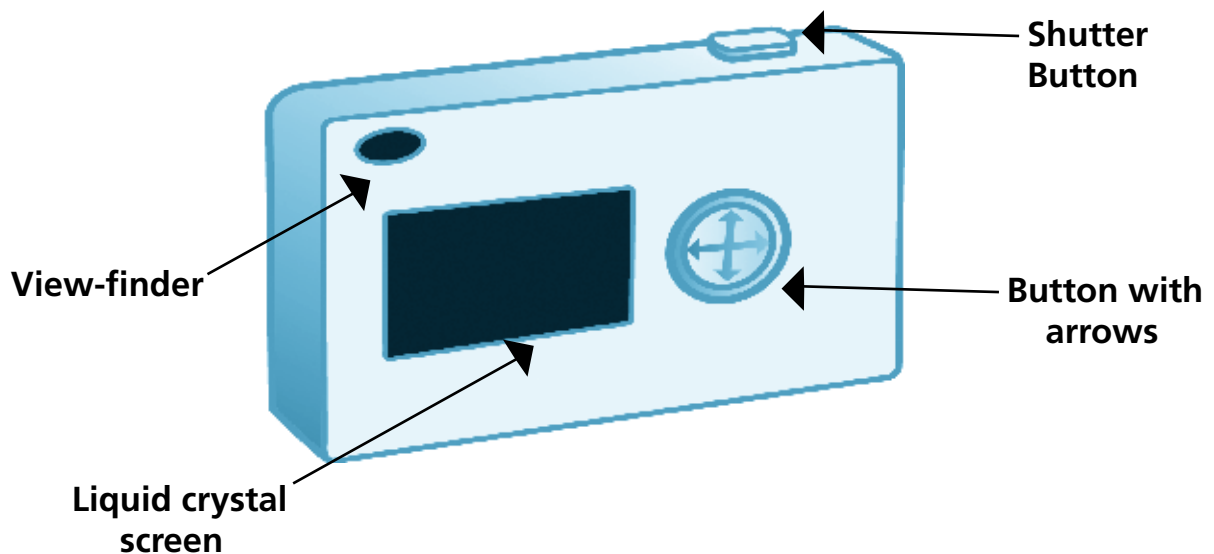
History of the camera

Before the invention of the camera, artists had been using a method called camera obscura. The camera obscura was a dark box or room with a hole at one end. A picture from outside the room passed through the hole to the opposite wall.

In 1839, a plate was invented with chemicals on it for trapping the light. The image could then be held and fixed onto the plate. Most of the first pictures taken were portraits of people and these pictures were hand colored to make them more beautiful. In 1841, an English scientist called William Talbot made paper that would trap the light to produce a paper negative from which prints of picture could be made. He called this invention photography.

The first cameras were very big. The invention of negative paper meant that the camera could be made smaller. In 1888, the Kodak camera was invented and brought about massive changes in the world of photography. The Kodak camera was loaded in the factory with enough film for 100 pictures. When the roll was finished, the camera was brought back to the factory to be developed and the film reloaded. In 1927, the electric flash bulb was invented. In 1948 the Polaroid camera was invented to allow you to take instant pictures.

Nowadays, cameras are a lot smaller and cheaper to use. Lots of people are using digital cameras. You can print pictures onto a CD, a computer and even email them to friends.

History of the camera

Answer these questions.

1. What was the 'camera obscura'?

_____

_____

2. What was invented in 1839?

_____

_____

3. How did the first Kodak camera work?

_____

_____

_____

4. When was the flash bulb invented?

_____

5. What did the Polaroid camera allow you to do?

_____

_____

6. Name two ways that you can print pictures now.

_____

_____

Filling in forms

This is an application form for a photography competition.

Fill in the form.

Ourtown News
Annual Photography Competition

APPLICATION FORM

Name _____

Address _____

_____

Phone_____

Date of birth_____

Category of photo (tick box)
Landscape ❑   Portrait ❑   Other ❑

Type of photo (tick box)
Black and White ❑   Colour ❑

Title of Photograph: _____

Please write a few lines describing your photo. This will
be the caption if your picture is printed in the paper.

Writing a letter

Microsoft Word is the name of the programme used to write letters.

Each programme has an icon, which is a small picture.

This is the icon for Word.

To find Microsoft Word on a computer you:
• Click on start
• Point with the mouse at programmes
• Look at the list of programmes
• Find Microsoft Word in the list and double click on it

For some things, like starting a programme, you click twice quickly with the left button. This is called double-clicking.

You should now see a screen like this:
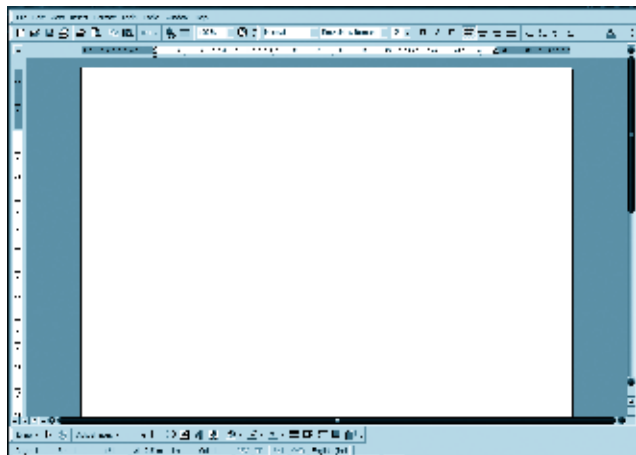
Click on the page with your mouse and you are now ready to start typing.

Practise typing a letter by copying this short note to a friend.

> Dear _____ (name of a friend)
> Just a short note to let you know that I will be
> visiting _____ (name of a town) next week. Would it be
> possible to meet for a quick cup of tea and a chat?
> Love from,
> _____ (Your own name)

Reading an advertisement

Scanning means to look over text quickly to find what you are looking for. You do not need to read everything.

Look at this advertisement for offers on mobile phones.

Answer these questions.

1. How much is the phone?   _____

2. What make is the phone?   _____

3. Is it a speaker phone?   _____

4. How many ringing melodies does it have? _____

5. How many names fit in the phonebook? _____

Contact the NALA freephone line at 1800 20 20 65 for help with this worksheet.

Sentences

A sentence is a group of words that make sense together.
For example: I have a camera.

A sentence can also be a question.
For example: How many pictures will I take?

Every sentence begins with a capital letter and ends with a full stop (.) or a question mark (?).

Put a ✔ next to the lines that are sentences and an r against those that are not.
The first one is done for you.

1. John sent a picture to his friend. ❏
2. I went to the town and I bought ❏
3. Mary Jones ❏
4. Can I have the camera? ❏
5. I saw a picture in the paper of ❏

Finish the following sentences.
The first one is done for you.

Remember to put in a full stop or a question mark.

1. My camera is very _____ *easy to use.* _____

2. What time can you_____

3. Computers are _____

4. How much is the _____

5. I need to buy a digital camera because _____

_____

Names and places get a capital letter in a sentence.

Spelling: prefixes

A prefix is a smaller word put in front of other words.
A prefix is added to the beginning of a root word to change its meaning or to make a new word.

The most common prefixes are 'un-' and 'dis-'.
Both of these prefixes mean not.

For example: un-   +   happy   =   unhappy

           prefix   **rootword**   **new word**

Put the prefix 'un-' or 'dis-' before the following words.
The first one is done for you.

1.	not true	_untrue_
2.	not believable	_____
3.	not appear	_____
4.	not certain	_____
5.	not aware	_____
6.	not trust	_____
7.	not expected	_____
8.	not healthy	_____
9.	not liked	_____
10.	not honest	_____
11.	not lucky	_____
12.	not agree	_____

The answers are on page 182.

Some words can have both 'un-' or 'dis-' in front of them.
For example: able: disable   and unable
                              satisfied: dissatisfied   and unsatisfied

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Spelling: prefixes

The most common prefixes are 'un-' and 'dis-'.
Both of these prefixes mean not.

The prefix 'mis-' before a word means 'to do badly or wrongly'.
For example: to mishear means that you hear something badly or wrongly.

Put the prefix 'mis-' before the following words.
The first one is done for you.

1. To read badly_____*misread*_____

2. To behave badly _____

3. To direct wrongly_____

4. To lead wrongly _____

5. To print wrongly_____

6. To understand wrongly_____

Put in the prefix 'un-', 'dis-' or 'mis-' before these words.

1. The address on this envelope is _____known.

2. The name on the letter was _____printed.

3. Mary was _____satisfied with the price of the camera.

4. He was _____happy to hear the computer class was full.

5. The children _____behaved in school.

6. Johnny always _____appears at bath time.

The answers are on page 182.

Contact the NALA freephone line at 1800 20 20 65 for help with this worksheet.

Spelling: silent letters: kn- words

Many words in English have silent letters. This means that you cannot hear them in the word, but they are important to remember when spelling them.

For example: words beginning with **kn-** have a silent **k,** so it sounds like each of these words starts with n.

Some of these words are:

knead	to press with the hands
knee	the joint on the leg
kneel	to go down on your knees
knife	a sharp blade for cutting
knit	to make with wool and a needle
knock	to tap on the door
knot	to tie a loop on a rope
know	to be familiar with

Fill in the missing kn- word in the sentences below.
The first one is done for you.

1. Jack was frightened when he heard a kn_____ on the door.

2. I do not kn _____ how to set the video recorder.

3. The boy hurt his kn _____ on the ground.

4. Larry brought a kn _____ and fork to the picnic.

5. The climber tied a kn _____ on the rope.

6. The lady's job was to kn _____ jumpers for the clothes shop.

Try looking up more kn- words in the dictionary.

Word puzzle

Find these words made up from the letters in the words DIGITAL CAMERA.
A clue is given for each word.

D	I	G	I	T	A	L	C	A	M	E	R	A

The number after the clue tells you how many letters are in the answer.

1. You sprinkle this powder on babies after a bath (4)   _____

2. Entrance to the garden (4)   _____

3. Eaten with strawberries (5)   _____

4. A dog wags this (4)   _____

5. A large wild cat that has yellow fur with black lines on it (5)   _____

6. You can play this on a computer (4)   _____

7. The opposite of sooner (5)   _____

8. You send this for someone's birthday (4)   _____

9. You eat one of these during the day (4)   _____

10. A type of transport (4)   _____

The answers are on page 182.

Sometimes it is easier to see the small words if you write the letters in a different way.

DIGITAL
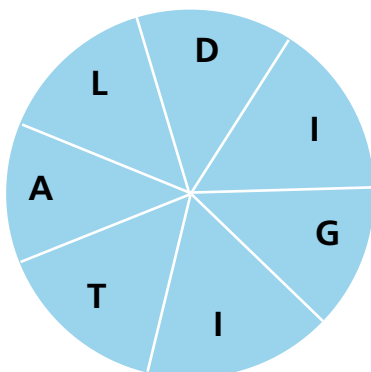
CAMERA

C	A
M	E
R	A
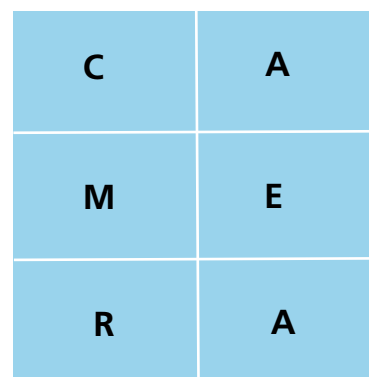
Survey

Many people nowadays have lots of technology in their homes or have used technology in their workplace or learning centre.

Why not carry out your own survey among your family and friends to find out exactly what equipment people have used?

Add the names of all the people you know who have used the following.

Computers	Digital cameras
Digital TV (like NTL or Sky)	**Printers**
CD Roms	**The internet**
Mobile phones	**Touch screens**
Videos and DVDs	**Email**

By using this information you can work the equipment that is used most and least.

Programme 8
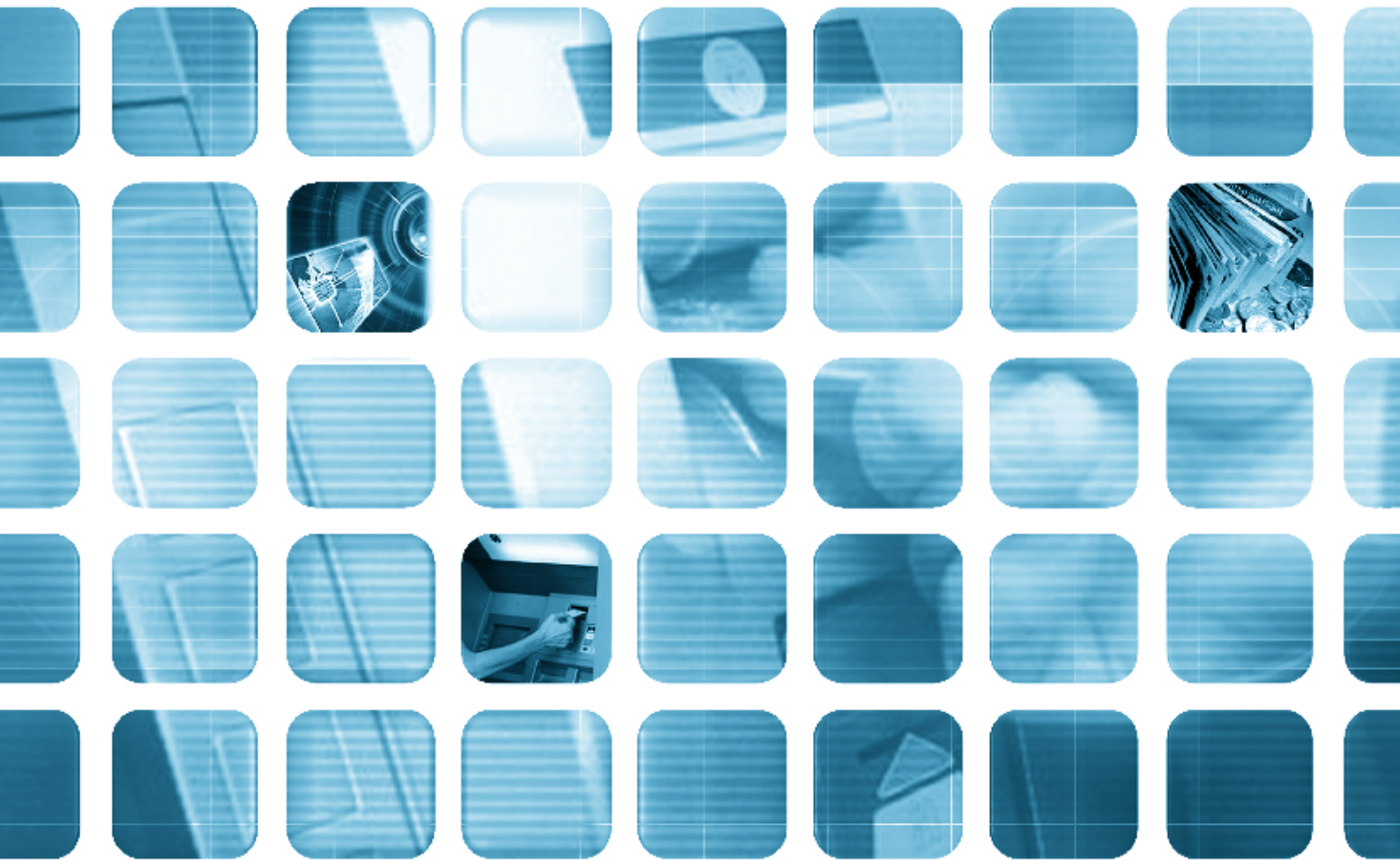
The worksheets in this section will look at:

- Automatic Teller Machines
- Modern banking
- Filling in forms
- Writing a conversation
- Reading instructions
- Words used in banking
- Spelling: sh sound
- Spelling: ch sound
- Spelling: sh and ch sounds
- American words
- Currencies

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

ATM is short for Automatic Teller Machine. An ATM is an unattended machine that gives out money by using your bank card. ATMs are commonly used nowadays to get easy access to money.

Most ATMS have the same instructions.

Here are pictures of the steps involved.

**Welcome to ATM Service
Please insert your card**

**Please enter your
PIN number.**

Please select the service key.

Cash without receipt
Cash with receipt
Balance on screen
Other services

**Please choose withdrawal
amount.**

◄ **10**   **60** ►
◄ **20**   **80** ►
◄ **30**   **100** ►
◄ **40**   **Other** ►

PIN stands for Personal Identification Number.
This is the number you use to gain access to various accounts.

Modern banking

Over the last 30 years banking in Ireland has changed a lot. The first Automatic Teller Machines (ATMs) were introduced into Ireland in the late 1970's. The ATM made withdrawing money easier as you can take money out 24 hours a day, 7 days a week. It was no longer necessary to queue up in the bank. ATM's quickly became part of everyday life. They are found outside some banks, in shopping centres and more recently in newsagents and pubs.

The ATM made it easier to withdraw money but it is still necessary to go into the bank for other transactions. These include making a deposit or paying a bill. The internet has made it possible to do most banking without ever going into a bank. Except perhaps for setting up an account in the first place!

We live in a society where we do not have to handle cash. We can pay bills through the bank. We can pay for goods with a credit card or laser card. We can order food from the supermarket on the internet and pay by credit card. We can do our own banking on the internet or by using a phone banking service like Banking 365. We don't need to talk to the person in the bank at all.

This cashless society is a result of the developments in technology. What is ahead of us in the next 30 years is anyone's guess!

Modern banking

Answer these questions, using full sentences.
The first one is done for you.

It helps to answer a question by using part of the question as the answer.

1. What does ATM stand for?

ATM stands for Automatic Teller Machine.

2. When were the first ATM machines introduced to Ireland?

_____

_____

3. Where can you find ATMs?

_____

_____

4. What do you need to go into the bank to do?

_____

_____

5. How can you pay for groceries ordered on the Internet?

_____

_____

All sentences start with a capital letter and end with a full stop.

Filling in forms

A lodgement is putting money into the bank.
A withdrawal is taking money out of the bank.

For both of these transactions, you need to fill out a form.

Here is an example of a lodgement slip.

express lodge

Your LBS Account Number
1 2 3 4 5 6 7 8

Name(s) on Account. *Sinead Kelly*   Date *14/7/04*

A M Card No.

LBS Visa Card No.

Paid in by *John Deely*

Daytime telephone *01-5551111*

NOTES	*120*
CHEQUES	*231*
TOTAL €	*351*

EBS

Fill out the lodgement slip below.
Put in your name and any amount you like.

express lodge

Your LBS Account Number

Name(s) on Account.   Date

A M Card No.

LBS Visa Card No.

Paid in by

Daytime telephone

NOTES	
CHEQUES	
TOTAL €	

EBS

112

Writing a conversation

Many shops and businesses let you use credit cards or laser cards. This prevents you from carrying cash.

Pretend you are in a computer shop.
You are buying a printer and paying for it with your laser card.

Write the conversation that you would have with the shop assistant.

Shop assistant: So, you want to buy this printer. Will that be all?

You: _____

Shop assistant: How do you want to pay for it?

You: _____

Shop assistant: Ok. Do you want any cash back on your laser card?

You: _____

Shop assistant: Ok. That will be €250 in total. I'll just scan in your card.

You: _____

Shop assistant: Can you sign here please?

You: _____

Shop assistant: Here is your card back and your receipt. Thank you.

You: _____

Reading instructions

Here are the instructions to register for 24 hour phone banking.

To register for Bank of Ireland 365 services:

1. Simply call us any time from 8am to midnight, Monday to Friday (excluding Bank / Public Holidays), or 10am to 2pm Saturdays.

Numbers to call:

From Republic of Ireland: 1890 365 365
From Northern Ireland: 0845 7 365 555
From the UK: 0845 7 365 333
Outside these locations: +353 1 404 4000

2. A Customer Service Agent will talk to you about our services, confirm some of your personal details, and arrange to send you a 6 digit 365 PIN in the post.

3. When you receive your 365 PIN you'll need to call us to authenticate it, to enable you to start using the service.

4. Once you've authenticated your 365 PIN, you can opt to change it to one that's easier to remember – like a memorable date or a familiar phone number.

5. If you would like access to your account online, we will also send you an online User ID and confirm password details. These together with your 365 PIN will give you access to your accounts via 365 online.

Answer these questions, true or false.

	True	False
1. Agents are available from 10am to 2pm on Saturdays.	❑	❑
2. You ring 0845 7 365333 from Northern Ireland.	❑	❑
3. There are 5 digits in the 365 PIN number.	❑	❑
4. You can opt to change your PIN number.	❑	❑
5. You can also access your account online.	❑	❑

Words used in banking

The words below are used in banking

Match the word to its meaning.
The first one is done for you.

account	A way to pay your bills automatically through the bank.
laser card	taking money out of the bank
direct debit	The place where your money is in the bank.
withdrawal	You write one to pay for something.
credit card	Like a credit card but the money comes straight out of your bank account.
lodgement	Personal Identification Number
cheque	A way to pay for something without cash.
PIN	doing your banking on the internet
banking on-line	putting money in the bank

Contact the NALA freephone line at 1800 20 20 65 for help with this worksheet.

Spelling: sh sound

> **When the letters 'sh' come together in a word, they make one sound.**
>
> It is like the sound at the start of words like: **sh**ip, **sh**ot or **sh**y.
>
> It makes the same sound at the end of words like: bu**sh**, cru**sh** or ru**sh**.

Use the clues to find these words.
They all begin or end with 'sh'.

1. A place to buy things.   s h _____ _____

2. Use this to sweep the floor.   _____ _____ _____ s h

3. To demonstrate.   s h _____ _____

4. A deep cut.   _____ _____ s h

5. A key on the computer keyboard.   s h _____ _____ _____

6. You do this to clean yourself.   _____ _____ s h

7. The opposite to stale.   _____ _____ _____ s h

8. Another word for push.   s h _____ _____ _____

9. A bed covering.   s h _____ _____ _____

10. Another word for money.   _____ _____ s h

The answers are on page 183.

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Spelling: ch sound

When the letters 'ch' come together in a word, they make one sound.

It is like the sound at the start of words like: **ch**ip, **ch**op or **ch**ild.

It makes the same sound at the end of words like: bun**ch**, crun**ch** or mu**ch**.

Here are some words that begin or end with 'ch'.

search	check	touch	chart
lunch	clutch	cheque	choose

Fill in the gaps in the sentences, using the words above.

1. I wrote a _____ for twenty euro.

2. Do not _____ the computer screen.

3. Google is a _____ engine.

4. You can _____ from many different sites on the Internet.

5. Please use the spell_____ before saving your writing.

6. I am going to meet my friend for _____ tomorrow.

7. I always look at the weather _____ in the paper.

8. You use a _____ in a car for changing gears.

Listening to the sounds of words can help you to spell them.

Spelling: sh and ch sounds

Remember the sound of 'sh' and' ch'.
See pages 116 and 117 for a reminder.

Add 'ch' or 'sh' to the words in these sentences.

1. Don't forget to ___ ___ u t the computer down when you have finished.

2. I spend a lot of time at the b e a ___ ___ in the summer.

3. He always ___ ___ e a t s when we play cards.

4. Did you put f r e ___ ___ flowers in the vase?

5. I put 20 ___ ___ e e t s of paper into my printer.

6. Can you give me ___ ___ a n g e for this €20 note?

7. My daughter can t e a ___ ___ me to use the mobile phone.

8. I did not have enough c a ___ ___ to pay for my meal in the restaurant.

9. Press the ___ ___ i f t key to change to upper case letters.

10. Please f e t ___ ___ me some ink for the printer.

The answers are on page 183.

American words

For example: The word apartment is very often used instead of flat.

**Look at the American English words below
Can you match them to the words we would normally use
in Ireland?**
The first one is done for you.

American words	English words
cookie	pavement
closet	post
sidewalk	rubbish
trash	mobile phone
purse	biscuit
automobile	fizzy drink
soda	curtains
mail	wardrobe
drapes	car
cell phone	handbag

Look out for other American English words, especially in American television programmes.

Currencies

Currency is another word for money.
Each country has its own currency.
For example: the currency of Tunisia is the dinar.

Most of the countries in the European Union (EU) now use the Euro currency.

Match these countries with their correct currency.
The first one is done for you.

Country	**Currency**
United States of America	Pound
Hungary	Euro
Great Britain	Dollar
South Africa	Yen
Greece	Rouble
Canada	Forint
Russia	Dong
Japan	Dollar
Vietnam	Rand

The answers are on page 183.

The internet site www.oanda.com/convert/classic will give you a list of all the currencies in use in the world. It will also tell you how much each currency is worth in Euro.

Programme 9

The worksheets in this section will look at:

- The internet
- About eBay
- Writing an advertisement
- Locating information
- Reading a website
- Using a dictionary
- Spelling: shun sound
- Spelling: comparatives
- Wordsearch
- Finding things

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

The internet

The internet can be used for several things.

- **Finding out information**
  Using a search engine helps you to find out things quickly.
  You can then print off the information to read later.

- **Getting in touch with people**
  The internet allows you to communicate quickly and cheaply with friends
  and relatives. It is now also possible to see the people you are talking to if
  you have a web-cam.

- **Shopping**
  You can buy almost anything on the internet, once you have a credit card.
  This can sometimes be risky because you are giving your credit card details
  to someone else. However most websites have secure payment systems, for
  example, www.aerlingus.com

- **Banking**
  It is possible to do all your banking from the comfort of your own home.
  Banking on-line is quite safe as only you know your PIN and your password.

- **Booking holidays and flights**
  You can book your holiday, flight and hotel without leaving home. It is a
  good way to pick up cheap deals.

- **Booking tickets for the theatre, cinema or music concerts**
  You don't have to queue to get the tickets for your night out. However
  you do need a credit card to book tickets on-line.

- **Doing an educational course**
  Doing a course online is the same as the old correspondence course. You
 study at home and send your work to the centre by email.

About eBay

eBay is an online market place on the internet. The website address for eBay is www.ebay.co.uk   Individuals - not big businesses - use eBay to buy and sell items across thousands of diverse categories, including antiques, stamps, magazines, music, jewellery and much more. You can buy anything from china to chairs to teddy bears and kitchen gadgets. eBay allows you to buy goods that are both new and second hand. You can bid for items just like at an auction. You can become a member of eBay for free by filling in your details online. If you want to buy something you like, you can put in a maximum price that you want to spend. You do not always have to bid for the items that you want. You can buy them immediately if they are available.

You can also make money on eBay if you have goods that you want to sell. Each seller has a profile where they have to add in details about themselves and their reputation for selling on eBay.

You pay for goods on eBay with credit cards, cheques or money orders. You can also put in your bank account details. It is a safe way to buy goods on the internet because the buyer does not have access to your account details.

The most expensive item that was bought on eBay was a jumbo jet!
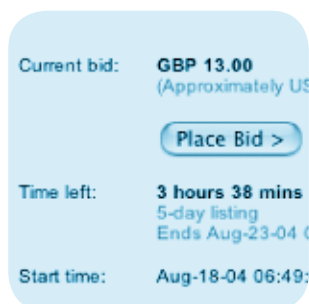
About eBay

Answer these questions.

1. What is eBay?

_____

2. What is the website address for eBay?

_____

3. What kinds of goods can you buy on eBay?

_____

4. How do you become a member of eBay?

_____

5. How do you pay for goods on eBay?

_____

6. What was the most expensive item bought on eBay?

_____

Writing an advertisement

This is a description of a collection of music CD's for sale on eBay.

> 200 assorted CD's. Jazz, rock, and classical.
> Perfect condition. All in their original cases.
> Some rare recordings.
>
> Starting price €50.
> Start bidding now to get this amazing bargain.

Think of something unusual you would like to sell on eBay.

Write your own advertisement for it.
Describe the item and decide on a starting price.

Use as few words as possible as most advertisements have a limit to the number of characters you can use.
Use abbreviations if you can.

Locating information

If you are looking for a book in a library or on a website, it is important to know what category to look in.

For example: a book called How to Grow Prize Roses will be found in the Gardening section.

Look at the book titles in the box and decide which category they should be in.

| Basket Making Made Easy | The Rules of Soccer |

| The Fruit Diet | Childhood Illnesses | Golf for Experts |

| All You Need to Know about Wallpapering | The History of Tennis |

| Medicine for the Home | Water Colouring for Beginners |

Write the title of the book under the right heading.

Health	Sport	Hobbies
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reading a website

Here is a page of the Amazon website - www.amazon.co.uk

Amazon is a useful website where you can buy new or second-hand books.
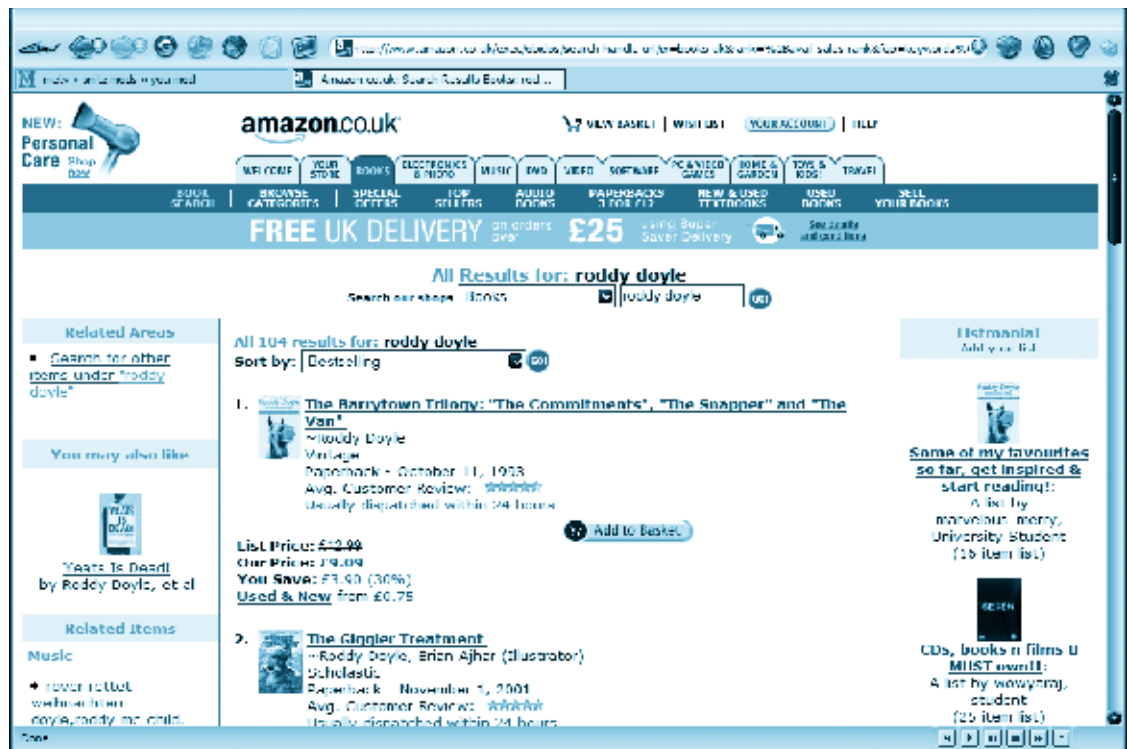
Answer these questions.

1. Name the Roddy Doyle book? _____

2. How many stars did the customer review give? _____

3. How do get free UK delivery? _____

4. When are the items shipped? _____

5. Name two other things that you could look up on this website.

_____

_____

Using a dictionary

Many things we want to read are in alphabetical order, such as the phonebook, an index and the dictionary.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

The dictionary is a book that contains a list of words in alphabetical order. The dictionary will give you the meaning of a word and will offer you some information about the word.

Here is the definition of the word 'internet' from the dictionary:

Internet: (noun) the single worldwide computer network that interconnects other computer networks, allowing data and other information to be exchanged through websites, email, etc.

Here are a few golden rules when using the dictionary.

• Listen to the sound at the start of the word you want to look up and try to guess which letter it begins with.
• Open the dictionary where you think the word might be.
  Do not start on the first page.
• All words are usually written in black, with the meaning written after it.

Use your dictionary to find the meanings of these words.

1. Email _____

2. Computer _____

3. Index _____

4. Search _____

There are many different types of dictionaries. Some dictionaries have more words in them. These larger ones can be found in your local library.

Spelling: shun sound

The sound 'shun' at the end of a word can be spelt in different ways:

1. '-tion'	**For example:** nation, station, attention
2. '-sion'	**For example:** decision, pension, revision
3. '-ssion'	**For example:** session, passion, procession

Add the right ending '-tion', '-sion' or '-ssion' to these words.
The first one is done for you.

Look up your dictionary if you are unsure of the spelling.

1. competi _tion_

2. posse _____

3. divi _____

4. objec _____

5. loca _____

6. concu _____

7. occa _____

8. inten _____

9. televi _____

10. invita _____

11. educa _____

12. discu _____

In some words the sound 'shun' after a consonant is spelt '-sion'.

The 21 consonants are: b, c, d, f, g, h, j, k, l, m, n, p, q, r, s, t, v, w, x, y, z

Choose the right word to fill in the gaps in the sentences.

extension	version	pension	emulsion	mansion

1. Most old people are paid a _____ by the state.

2. Jane built an _____ onto the side of her house.

3. The two witnesses gave a different _____ of the incident.

4. The family bought a _____ when they won the lottery.

5. He used _____ to paint the hall.

The answers are on page 183.

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Spelling: shun sound

The sound 'shun' at the end of a word can also be spelt '-cian'. It is always used to describe a job or occupation.

For example: electrician   musician   beautician

politician   optician   technician

Look back at the rules for spelling 'shun' words.

Add the right ending '-tion', '-sion', '-ssion' or '-cian' to these words.

No one was injured this morning after a colli _____ between two

cars. The two drivers escaped unhurt. A few seconds later there was an

explo _____ as the cars went on fire.

One of the drivers said he had not seen the junc _____ and could

not stop in time. The other driver, an electri _____, said he had

some confu _____ about what happened. The police are asking

the public for informa _____ about the accident. The owner of

the local man _____ said that he heard a bang but saw nothing.

The local televi _____ cameras were at the scene shortly after the

accident.

Spelling: comparatives

A comparative is a form of a word that compares one thing with another.

A word changes its form when you use it to compare one thing with another. Generally you add '-er' to the word to make it a comparative.

For example: Here are the prices of 2 computers:

Computer A - €799

Computer B - €1,000

Computer A is expensive.

Computer B is more expensive.

or you could say:

Computer A is **dear.**

Computer B is **dearer.**

Dearer is the comparative of the word dear.

For words that end in '-y' , you must change the '-y' to 'i' before adding '-er'. For example: happy -> happier.

Fill in the comparative of these words.

The first one is done for you.

1. old   _____*older*_____
2. young   _____
3. sorry   _____
4. tall   _____
5. lonely   _____
6. cheap   _____
7. fast   _____
8. hungry   _____
9. slow   _____
10. gloomy   _____

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Wordsearch

All the words in this wordsearch are types of books that you can buy from the Amazon website.

Find these words in this wordsearch.

ART ✔	GARDENING	HOBBIES	HISTORY	GOLF
WINE	COOKERY	ROMANCE	TRAVEL	CRIME

Put a circle around each one.
The first one is done for you.

The words are going across or down.

A	R	O	M	A	N	C	E	M	H
N	O	C	K	E	R	Y	I	S	O
G	A	R	D	E	N	I	N	G	B
W	H	I	E	R	D	T	T	W	B
I	S	M	G	O	L	F	R	I	I
T	H	E	G	O	F	B	A	N	E
C	O	O	K	E	R	Y	V	E	S
G	A	R	D	N	I	G	E	A	N
R	O	M	A	C	E	N	L	R	D
H	I	S	T	O	R	Y	P	T	S

The answers are on page 184.

Finding things

The internet is useful for finding out things, but not all of us have access to the internet.

We can find out about things in lots of ways. It is important to know where to look for information about particular things.

Here are a few places that you can look things up.

newspaper	calendar	phonebook
map	dictionary	teletext

Where would you find the following information?

Sometimes you can use more than one way to find something out.

The meaning of a word _____

The news _____

Where a place is _____

The date _____

A telephone number _____

The spelling of a word _____

The weather _____

Programme 10

The worksheets in this section will look at:

- Using the internet
- Booking a holiday on the internet
- Filling in forms
- Writing a postcard
- Reading a brochure
- Reading symbols
- Spelling: rhyming words
- Spelling: '-ight' words
- Word puzzle
- Applying for a passport

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

Using the internet

There are many travel companies where you can book flights or a holiday online.

This is a picture of a typical homepage of a website.
It is the website of www.ebookers.ie

When you move the mouse pointer around the page you will notice that sometimes it changes into a hand. This means that you have found a link to another web page.

Here is a list of **holiday types** that you can take, like city breaks or cruises.

Site Map - Here you can see what is on the website.

Home - This is the first page of the website.

Here you can type in **details of a flight** that you want. Then the website will look it up for you and see if there is one available and how much it will cost.

You can get details on **travel** insurance. You need this to make sure you are covered if money gets stolen or if you get sick on holidays.

Booking a holiday on the internet

Mary wanted to go on holiday. She saw some good offers in the newspaper. There was one problem. The holiday offers could only be booked on the internet. Mary was in the middle of doing a basic computer course. She decided to ask the tutor to show her how to book a holiday online.

At the next class, the tutor showed Mary how to get on the internet. She helped her to set up an email account on www. hotmail.com . Hotmail is a popular email address website that you can access from any computer around the world. Then the tutor helped Mary to type in the correct website address for the holiday deal. The holiday website came up on screen - it was as simple as that! When the booking form came up on the screen, Mary filled it in, step by step. She typed in all her details and entered her credit card number. The confirmation of her holiday came up on the screen. Confirmation was also sent to her email address.

Mary had booked her first holiday online and had saved some money. She was surprised at how easy it was. "I should have learned how to do this years ago", Mary said to her tutor. She burst out laughing, "I can't believe I was so afraid of the computer!"

Getting an email address through www.hotmail.com is free.
Then you can send and read emails from anywhere in the world, in an internet café or from a personal computer.

Booking a holiday on the internet

Answer these questions.

1. What problem did Mary have?

_____

_____

2. What sort of a course was Mary doing?

_____

_____

3. What did Mary ask her tutor to show her?

_____

_____

4. What sort of an account did she need to set up?

_____

_____

5. How did she pay for the holiday?

_____

_____

6. How did Mary get confirmation of the holiday?

_____

_____

7. How did Mary feel after she had booked her holiday?

_____

_____

Filling in forms

If you are booking a holiday or a flight on the internet, you will have to fill in a form.

All bookings made through the internet are confirmed by sending you the details by email.

Fill in this form with your details.

First name _____

Surname _____

Address 1 _____

Address 2 _____

Town _____

County _____

Postcode _____

Country _____

Email address _____

Phone Number _____

Credit card number _____

With an email address through www.hotmail.com, you do not need a personal computer to send and read emails. You can do this from an internet café or in your local library.

Writing a postcard

When writing a postcard there are a few things to remember.
- **You do not have to write full sentences, only a few words or lines.**
- **Often postcards are posted from abroad. Make sure to include the country on the address.**

Look at the postcard below.

Hi Kevin,

Having a great time here. The

weather is lovely. Great food.

See you soon,

Mary

Kevin Jones

12 Moore Road

Dublin 12

Ireland

You are on a two-week holiday in Spain.
Write a postcard home telling them about the weather, the people and the sights.

Reading a brochure

ⓘ **You can find holiday brochures online.**

Here is a page of the Budget Travel Ireland website – www.budgettravel.ie
This is a description of a hotel from the website.

✎ **Answer these questions.**

1. What is the name of the hotel?_____

2. Name the resort._____

3. Name three facilities that the hotel provides._____

_____

_____

4. Describe where is it located? _____

Reading symbols

Hotels often have brochures with symbols, which show their facilities.

For example: means that the hotel has a swimming pool.

Look at some of the common symbols in the box below.

Can you guess what they mean?

Draw the symbol that matches with the words below.

1. 18 hole golf course _____

2. Pets welcome _____

3. Showers in all rooms _____

4. Wheelchair-friendly _____

5. Children's playroom _____

6. Leisure complex _____

7. Telephone in all rooms _____

Spelling: rhyming words

Some words have the same sound at the end.
These words are called rhyming words.

For example: **Day** and **say** have the same sound at the end.
So **day** rhymes with **say.**
They both end in **'-ay'.**

Use the clues to find these words.
They all end with '-ay'.
The first one is done for you.

1. To speak   _S_ a y

2. The fifth month of the year   a y

3. A shoreline   a y

4. Cut and dried grass   a y

5. A sunbeam   a y

6. A route or direction   a y

7. Sport and games   a y

8. To wait or remain   a y

9. Ask God for help   a y

10. A thin flat board used for carrying   a y

Listen to words that have the same sound at the end.
They may be spelt the same way.

Spelling: rhyming words

Rhyming words have the same sound at the end.

For example: **sore** and **more** have the same sound at the end.
So **sore** rhymes with **more.**
They both end in **'-ore'.**

Look at these rhyming words.

All these words have the same ending **'–ain'.**

train	rain	vain
Spain	main	pain

Fill in the gaps in the sentences, using the words from the box.

1. I went on my holidays to _____ .

2. The _____ left the station at 12 o'clock.

3. I live on the _____ street.

4. The road was very wet after the _____.

5. She went to the doctor because she had a _____ in her stomach.

6. Mary's effort to save money was all in_____.

The answers are on page 184.

Spelling: '-ight' words

There are strings of letters that make particular sounds.
These sounds can be spelt differently.

For example: The ending '-ight' can sound like it is spelt '-ite' at the end of a word.

The word **fight** sounds like it is spelt **fite.**

In general if the sound '-ite' is at the end of the word, it is -spelt '-ight'.

Solve the puzzle by choosing the correct word from the box.

light	sight	tight	bright

right	slight	flight	night

1. It comes after day   _____

2. Fixed firmly   _____

3. The opposite of dull   _____

4. What our eyes give us   _____

5. How birds get around   _____

6. It is not dark   _____

7. The opposite of left   _____

8. Not large   _____

Word puzzle

All these words are names of countries in Europe.

| France | Spain | Germany | Croatia | Slovenia |

| Holland | Italy | Sweden | Denmark | Portugal |

Unscramble the letters to find the countries.

1. emrnyag

2. creanf

3. dnalohl

4. endkram

5. coatair

6. ailty

7. valesoni

8. snaip

9. wednes

10. proutgal

The answers are on page 185.

Applying for a passport

Where can I get a passport form?
- ❏ At your local Gardai station;
- ❏ At the post office.

Where can I apply?

You can apply for a passport in two ways:
- ❏ Send your form to the passport offices in Dublin or Cork;
- ❏ Use the 'Passport express' service at the post office – you will get your passport in 10 working days and it costs €6.50.

Who can apply?
- ❏ You must be an Irish citizen;
- ❏ You must be over 18;
- ❏ All children can be included in their parent's passport if they are under 16.

How do I apply?

You need to send the following to get a passport:
- ❏ A correctly completed passport application form;
- ❏ Birth certificate (long form) or your last passport;
- ❏ Two passport photographs that you sign on the back;
- ❏ Go to the Gardai station and ask them to sign your photos and your form;
- ❏ Appropriate passport fee.

Programme 11
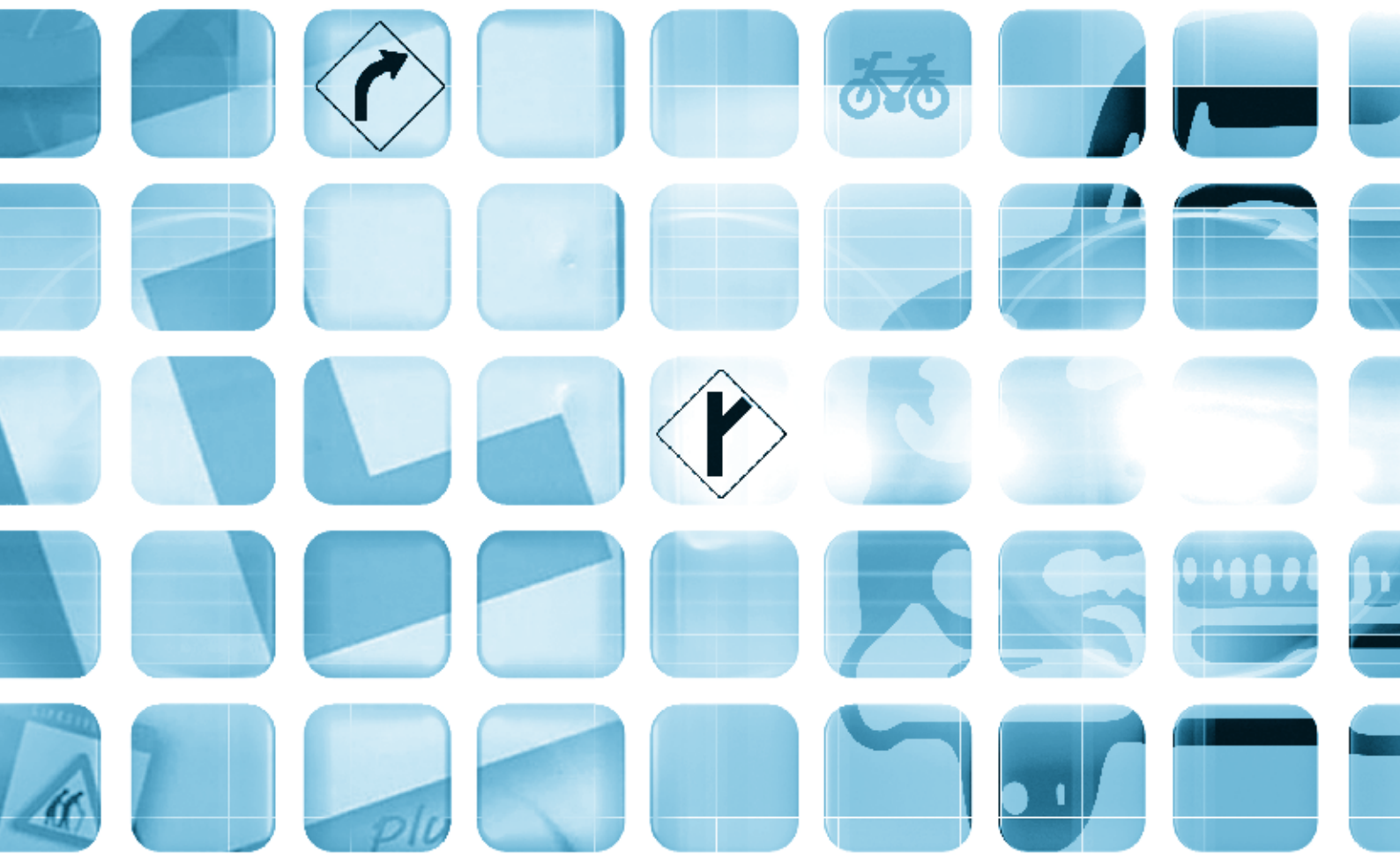
The worksheets in this section will look at:

• Computer software
• Taking a driving test
• Writing a letter
• Reading a website
• Abbreviations
• Spelling: '-ly' endings
• Spelling: blends: dr- words
• Wordsearch
• Uses of ICT

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
Monday to Friday 10am – 4pm

and

use the support book.

Computer software

Software is a computer programme that you use to make the computer do different things. Most software is available on CD-ROM.

CD-ROM is an abbreviation for compact disc read-only memory. CD-ROM is a CD that holds large amounts of information that can be read by a computer.

There is a lot of software around that you can use for learning different things.

Here is a selection of CD-ROMs that can be used to learn a variety of different things.

This CD is used for making greeting cards.

These CDs are used for learning reading, writing and spelling.

This CD is used for learning about science.

This CD is used for learning the theory for a driving test.
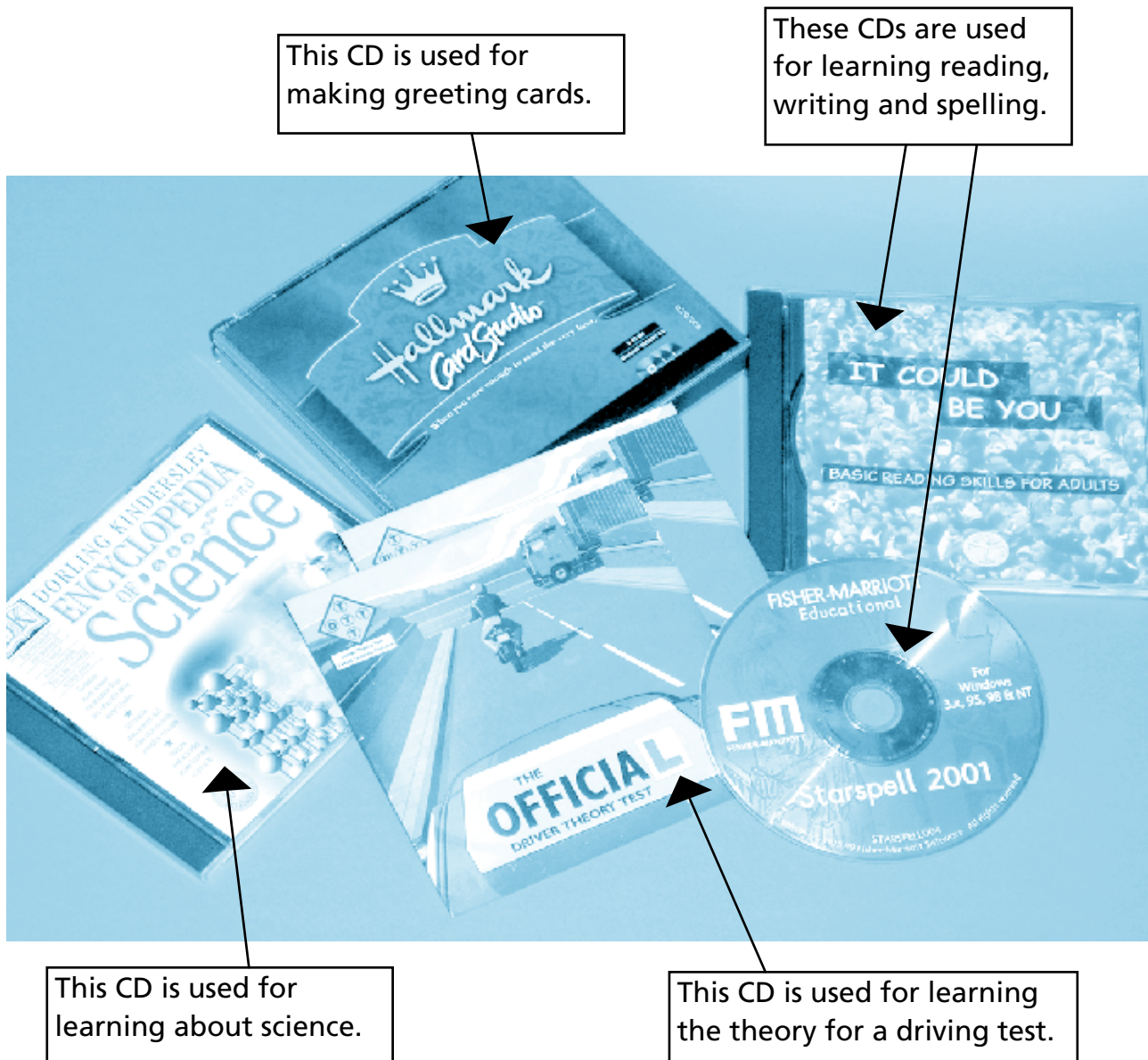
Taking a driving test

Patrick woke up feeling a bit sick. Today was the day he was going to take his driving test. It was almost a year since he had passed his theory test and got his provisional licence. He had taken a lesson every week since then. He had also practised most nights in his dad's car. He was very nervous at first. His father was very patient, and made him feel relaxed. Patrick wanted to change jobs. He thought a driving licence would give him a better chance to get a good job.

Patrick got up and tried to eat some breakfast. His tummy was a bit shaky. He checked he had all the things he needed for the test: his provisional licence, his insurance papers and the letter from the test centre. Patrick's father drove him to the test centre. He was going to do the test in his father's car. "Good Luck," said his dad, "though you won't need it. You are a good driver."

The tester was a nice lady called Eileen. Eileen brought him into a room and asked him this theory questions. Then they went out to the car. She explained what she wanted Patrick to do. They set off around the test route. Before Patrick knew it the test was over. Eileen smiled at him. "Congratulations!" she said, "you have passed". Patrick was so pleased that he gave her a big hug. "Well done!" his dad said, "I knew you would do it!"

Taking a driving test

Answer these questions.

1. How did Patrick feel when he woke up on the day of his driving test?

_____

_____

2. How did Patrick get to the test centre?

_____

_____

3. What papers did he need to bring to the test centre?

_____

_____

4. Why did Patrick want to get a driving licence?

_____

_____

5. How did Patrick's dad help him learn to drive?

_____

_____

Writing a letter

There are two kinds of letters:
- ■ **Formal letter – letters to the bank, to the school and to work.**
- ■ **Informal letter – letters to friends and family.**

Here is an example of a formal letter.

---

14 Tree Street,
Kilkenny.

The Truck Company,
Main Street,
Kilkenny.   12/5/04

To Whom It May Concern,

I am writing to apply for the job as a truck driver with your company. I have a full
clean driving licence and have 3 years experience working as a driver. I am sending on
my CV to you. Please contact me as soon as possible.

Yours sincerely,

Jack White

Answer these questions.

1. Why is Jack writing this letter? _____

_____

2. What job is he applying for? _____

3. What is the name of the company he is writing to? _____

4. What work experience does he have? _____

5. What did Jack send with the letter? _____

All formal letters end with 'Yours sincerely' before your name.

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Writing a letter

address

_____

_____

_____

company address

_____

_____

_____

date

_____

manager's name

Dear _____

I am writing to tell you _____

body of text

_____

_____

_____

_____

_____

Yours sincerely,

your name here

_____

Reading a website

**In 2001 a driving theory test was introduced in Ireland.
Everyone applying for a provisional licence must first pass a theory test first.**

Here is a web page from Wexford County Council.

Answer these questions.

1. What is the address of this website?_____

2. Which section of Wexford County Council is giving the information on the
   Theory Test?_____

3. Who carries out the Theory Test?_____

4. What number do you call to book the test by text?_____

5. What other information can you link to from this web page?_____

Abit *Abbreviations*

An abbreviation is a way of shortening a word or words to make it simpler to say.

For example:	Avenue	=	**Ave.**
	kilometres per litre	=	**k.p.l.**
	Automatic Teller Machine	=	**A.T.M.**

An abbreviation is shown by putting a full stop after the shortened version.

Match the following abbreviations with their meaning.
The first one is done for you.

a.m.	miles per hour
E.S.B.	Radio Telefís Éireann
U.S.A.	European Union
Dr.	ante meridiem (before noon)
E.U.	Electricity Supply Board
R.T.É.	Doctor
Rd.	for example
m.p.h.	post meridiem (after noon)
p.m.	Road
e.g.	United States of America

The abbreviations e.g., a.m. and p.m. are abbreviations of Latin words. Another example is p.s. which stands for post script. This means 'written after.'

Spelling: '-ly' endings

We can add '-ly' to many words without making any changes to the root word.

For example:	root word	+	'-ly' ending		
	love	+	-ly	=	lovely
	quick	+	-ly	=	quickly

However there is an exception to this.

If the root word ends in '-y', the '-y' changes to 'i' before adding '-ly'.

For example:	root word	+	'-ly' ending		
	happy	+	-ly	=	happily
	angry	+	-ly	=	angrily

Add '-ly' to these words.

1. short _____

2. greedy _____

3. clever _____

4. lucky _____

5. strong _____

6. ready _____

7. merry _____

8. clumsy _____

9. correct _____

10 hasty _____

11. kind _____

12. quick _____

Spelling: '-ly' endings

Add '-ly' to the root words in the box to fill the gaps in the sentences.

| happy | beautiful | recent | greedy |

| sleepy | light | complete | cheeky |

Remember if a word ends in '-y', change the '-y' to 'i' before adding '-ly'.

1. I have _____ forgotten his email address.

2. The child spoke very _____ to his teacher.

3. She was dressed _____ for her wedding.

4. My mother _____ started computer classes.

5. He pressed _____ on the keyboard.

6. He ate all the cakes _____.

7. "I am going to bed now," he said _____ .

8. "I have just passed all my driving test," she said _____ .

The answers are on page 185.

Spelling: blends: dr- words

Some words begin with two letters together.
These are called blends.

For example: the letters **d** and **r** come together to the make the
sound dr- at the beginning of the words **dr**ive and **dr**y.

Fill in the dr- words in these sentences.
The first one is done for you.

dress ✔	drive	dry	draw

drill	dream	drums	drop

1. The women had to ___*dress*___ up for the party.

2. It was always my _____ to be able to use a computer.

3. He always wanted to learn how to play the _____ .

4. The clothes on the line are _____.

5. She had to _____ off the children to school.

6. The floppy disk _____ is in the computer.

7. Grace wanted to _____ a picture of a car.

8. The man had to _____ a hole in the wall to put in a plug.

Cover the words in the box and try to spell them on your own.

Wordsearch

All the words in this wordsearch are to do with driving.

Find these words in the wordsearch.

steer ✔	mirror	accelerate	brake	wheel	handbrake

seatbelt	clutch	gear	licence	insurance	tax

Put a circle around each one.
The first one is done for you.

The words are going across or down.

I	S	T	L	I	C	E	N	C	E	O	D
N	E	A	Y	I	S	S	T	X	A	A	B
S	A	M	W	H	E	E	L	M	B	N	S
U	T	G	E	E	R	S	T	I	R	C	T
R	B	N	H	A	N	D	B	R	A	K	E
A	E	N	O	G	G	V	N	R	K	T	E
N	L	T	A	C	G	L	E	O	E	O	R
C	T	A	C	C	E	L	E	R	A	T	E
E	N	X	M	G	A	I	N	S	U	T	V
Q	W	E	R	T	R	Y	N	M	P	H	K
T	T	A	X	T	R	N	M	X	C	V	A
I	N	S	U	R	C	L	U	T	C	H	I

The answers are on page 185.

Uses of ICT

ICT has many different uses in many different places in our community.

Join up the uses of ICT with the places you might find them in your community.

Uses of ICT	Places might you find them
Electronic Voting	At museums and tourist centres
Touch screens showing information and pictures	At the library
Place for using computers and sending email	At the polling station
Library catalogue on computers	At the bank
Doing driving theory test on Computers using software	At a cyber café or local learning centre
ATM machines	At a driving test centre

The word 'cyber' is a word associated with computers.

Programme 12

The worksheets in this section will look at:

- E-learning
- Things I can learn using a computer
- Learning styles
- Writing about computers
- Reading a website
- Spelling: prefixes
- Spelling: revision
- Spelling: tips
- Crossword
- More on e-learning

Symbols

Information

Read

Write

TIP

For help with the worksheets:

Contact the NALA freephone support line at **1800 20 20 65**
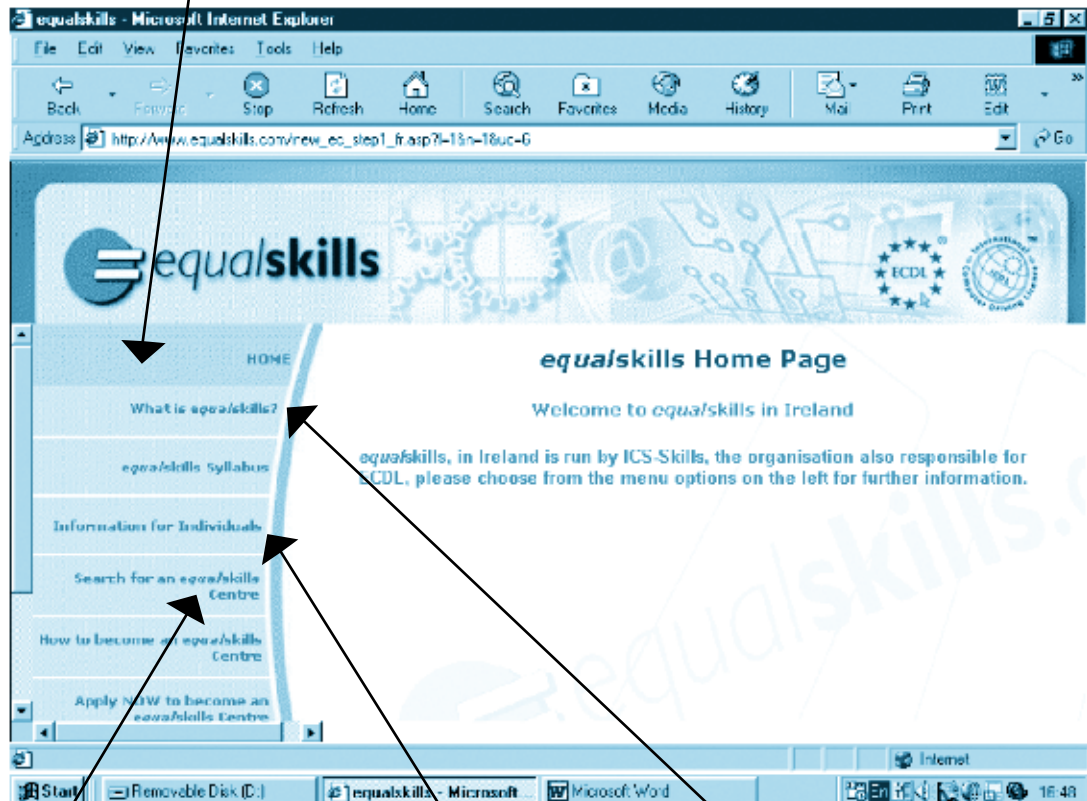Monday to Friday 10am – 4pm

and

use the support book.

E-learning

E-learning is learning through electronic methods, such as the internet, CD-ROMs and emails.

This is a picture of the computer learning website, equalskills.

The website address is **www.equalskills.ie**

Here is the menu of the equalskills homepage.

Here you can find an equalskills centre where you can learn computers.

This is information for individuals interested in taking part in an equalskills programme.

Here you can read about what equalskills is.

Things I can learn using a computer

Most Adult Learning Centres provide computer courses for beginners. It does not take long to become comfortable using a computer. Learning how to use the mouse is the first big step. That is why programmes such as equalskills are so valuable. Once you know the basics and master the mouse you will feel confident about using programmes such as Microsoft Word.

When you are happy getting around the computer and using some programmes you will want to experiment with new things. The list of what you can learn using a computer is endless. You can buy programmes on CD-ROM in most book and record shops. You install them yourself. It is as easy as putting in a CD and following the instructions. If you like gardening for example, you might buy a garden design programme. If you like travel you could buy an interactive atlas. Or you could buy a desktop publishing programme and make your own greeting cards.

The internet is also a great source of new ideas and information. You can look up things using a search engine. Many of the websites have useful information and interactive elements that you can use. Using your computer for learning will be a lifelong pleasure.

Interactive means there is two-way communication between you and the computer programme.
For example, with an interactive atlas you can click on a country and details come up about it.

Things I can learn using a computer

Answer these questions, true or false.

1. It takes a long time to become comfortable using a computer.

   True ❏   False ❏

2. Learning how to use the mouse is important.

   True ❏   False ❏

3. It is difficult to buy CD-ROMs.

   True ❏   False ❏

4. An atlas contains maps.

   True ❏   False ❏

5. You can make your own greetings cards using a computer.

   True ❏   False ❏

6. You can install new programmes easily on a computer.

   True ❏   False ❏

7. Interactive means there is three-way communication between
   you and the computer programme.

   True ❏   False ❏

Learning styles

Think about something you have learnt in the past.
It can be anything from learning to drive or learning to swim.

Write about what you learnt and how you learnt it.

_____

_____

_____

_____

There are many different ways of learning. You can:
- **learn by seeing;**
- **learn by hearing;**
- **learn by doing.**

These ways are called learning styles.

If you were learning about computers, what you do think would be the best way to learn?
Tick the box beside A, B or C.

A   By reading a computer manual. ❏

B   By listening to someone tell me how to use a computer. ❏

C   By trying to use the mouse and typing for myself. ❏

If you ticked A, you learn by seeing.
If you ticked B, you learn by hearing.
If you ticked C, you learn by doing.

Look up 'learning styles' on the internet to find out more about the kind of learner you are.

Writing about computers

You have learnt a lot about technology in this workbook.

Complete these sentences in your own words.
The first one is done for you.

If you are stuck look up the index at the back of the workbook to find out what page these topics are on.

1. Microsoft Excel is…

a programme that allows you to do sums on the computer.

2. Microsoft Word is a computer programme that …

3. The internet is …

4. Email is …

5. A Search Engine is …

Reading a website

Here is a page from the NALA learning website www.literacytools.ie

Literacytools.ie is a useful website where you can practise your reading, writing and spelling skills.

Answer these questions.

1. What letters come after literacytools? _____

2. What is the title of this worksheet? _____

3. What is the symbol for 'home'? _____

4. Name two of the soaps listed on the page. _____

_____

5. What time is printed on the screen? _____

Website addresses are written in lower case letters and without spaces between the words.

Spelling: prefixes

We have already looked at prefixes on page 102 and 103.

Another common prefix is 'inter-'.
The prefix 'inter-' means between or together.

For example: The word 'internet' means between two networks or between two computers.

Join up these 'inter-' words with their meanings.
The first one is done for you.

Look at each word carefully for a clue to what they mean.

internet	between people
interconnect	between networks or computers
interview	between cities
interpersonal	between nations or countries
intercity	to connect together
interactive	a meeting where someone asks questions
international	two-way communication between the user and the computer programme.

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Spelling: revision

All the answers to these spelling questions can be found by looking back through this workbook.

Fill in the gaps in the sentences, using the word endings from the box. The first one is done for you.

- tion	- ly	- ment ✔	- es
- s	- ing	- er	- ily

Don't forget that you might have to drop the '-e' or change letters in some words before adding an ending.

1. He asked for pay _ment_ for the books he sold online.

2. You can improve your type _____ by practising every day.

3. Her daughter bought a new work sta _____ for her study.

4. Write the letter as quick _____ as possible, please.

5. The new office is a lot small _____ than the old one.

6. The little girl was playing happy _____ with her computer game.

7. The room was full of empty box _____ .

8. She save _____ everything in a folder on the computer.

The answers are on page 186.

Contact the NALA freephone support line at 1800 20 20 65 for help with this worksheet.

Spelling: revision

Do you remember the doubling rule for adding '-ing' to a word?
Read about the rules again on pages 32 and 33.

Add '-ing' to these words.
The first one is done for you.

1. drive	*driving*	5. make	
2. run		6. jump	
3. think		7. type	
4. spell		8. stop	

The answers are on page 186.

Remember: An apostrophe (') is used to replace missing letters.
Look back on apostrophes on page 60.

Write out these words with the apostrophes in the right place.
The first one is done for you.

cant	*can't*	Id	
didnt		youve	
hes		theyre	
shell			

The answers are on page 186.

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Spelling: tips

There are many ways to improve your spelling.
In this workbook we have focused on spelling lots of words.

Here is a list of general spelling tips that may help you.

1. Break up words into syllables before spelling them.

A syllable is the smallest part of a word which can be said on its own.

For example, the word COM-PU-TER has three syllables.

Spell each part on its own rather then spelling the whole word.

2. Listen to the sound at the start of the word.

This will help you to find it in the dictionary.

For example, words beginning with 'b' will be at the start of the
dictionary.

**3. Make a list of all the important words you use a lot, like your address
and the names of family and friends.**

For example, having a notebook with names of friends can help you
when you are writing cards and letters.

4. Learn words in groups or in patterns.

For example, words like 'fight' and 'sight' are best learnt together.

This is because they have the same '-ight' ending.

5. Try to write as much as you can.

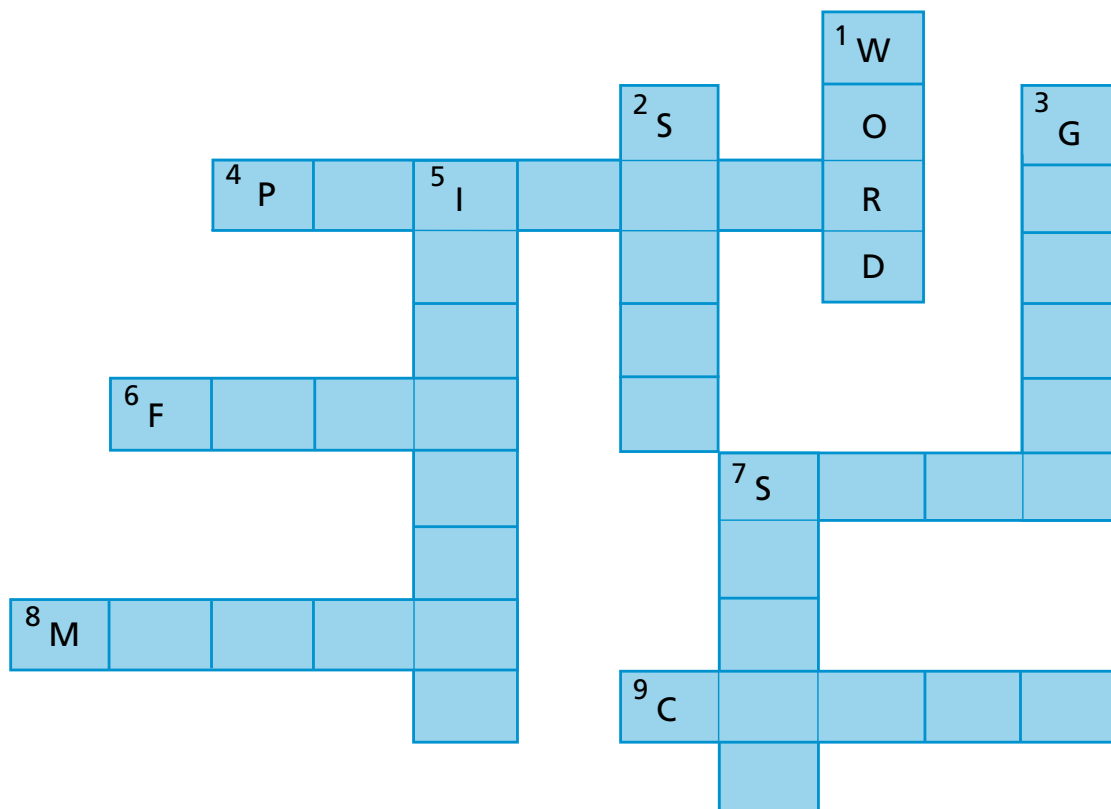For example, shopping lists, filling in forms and writing notes.

Crossword

All the answers to this crossword are words to do with computers.

Fill in the crossword by answering the following clues.
The first one is done for you.

						¹W		
		²S			O		³G	
⁴P		⁵I			R			
					D			
⁶F								
			⁷S					
⁸M								
			⁹C					

The number after the clue tells you how many letters are in the answer.

Across

4. You use this to print pages. (6)
6. A document. (4)
7. Always _____ your work in a folder. (4)
8. You use this to point at the screen. (5)
9. Always _____ down the computer when you have finished. (5)

Down

1. A programme for writing letters. (4) ✔
2. Click on _____ to find a list of programmes. (5)
3. A search engine. (6)
5. You find websites here. (8)
7. Typing is a useful _____. (5)

The answers are on page 186.

More on e-learning

There are many websites that will help you to learn online.

Here are useful websites and some information about them.

For reading, writing and spelling:

Literacytools - the address is www.literacytools.ie
Literacy tools is for adults who would like to improve their spelling, reading and number skills using a computer.   You can do exercises on the computer, called online exercises or print off exercises to do in your own time.

Skillswise - the address is www.bbc.co.uk/skillswise
Skillswise is a website with facts, worksheets, quizzes and games to help you improve your English. You can choose from grammar, spelling, reading, listening and writing.

For computer skills:

Equalskills - the address is www.equalskills.ie
Equalskills is a fun, introduction to computers and the internet, showing the use and role of technology in the everyday lives of people. The programme is available in equalskills centres throughout Ireland. The programme consists of a workbook and on-line exercises.

Answers

Answers
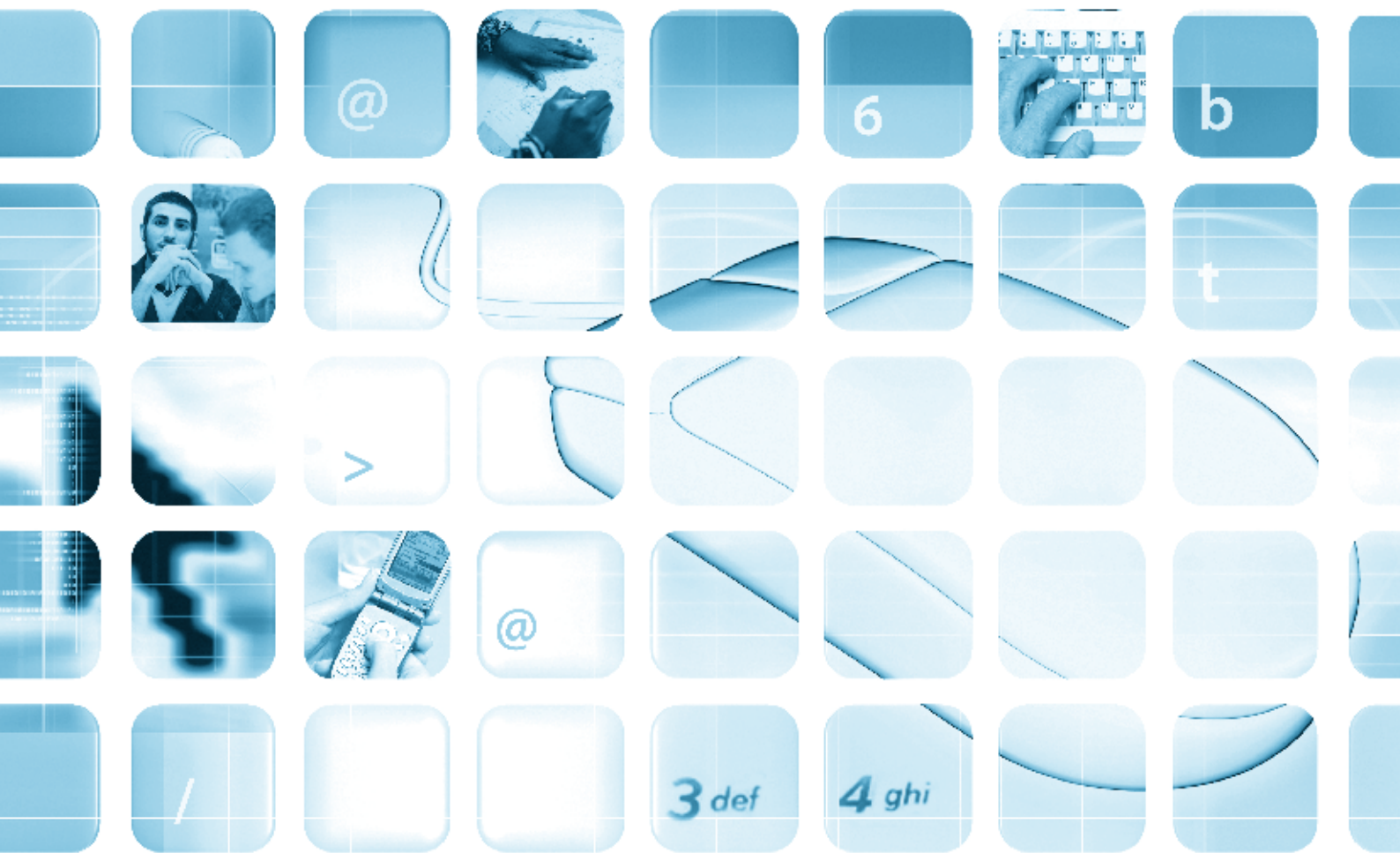
Programme 1: **Writing numbers (page 14)**

1. three hundred and twenty
2. twenty-one
3. seven hundred and fifty
4. eighty-two
5. thirty-five
6. five hundred and fifty

Programme 1: **Spelling: sounds (page 17)**

1. fax, form
2. mouse, mat
3. city, computer
4. book, bread
5. word, want
6. read, ring

Programme 1: **Spelling: Word endings: dropping '-e' (page 18)**

1. writing
2. icing
3. aging
4. filing
5. having
6. moving
7. riding
8. hoping
9. puzzling
10. cycling
11. riding
12. typing
13. using
14. driving

Programme 1: **Word puzzle (page 21)**

1. disk
2. mouse
3. monitor
4. screen
5. printer
6. drive
7. keyboard
8. computer

Answers

Programme 2: **Alphabetical order (page 31)**

1. computer, mouse, printer
2. keys, type, website
3. disk, email, monitor
4. desktop, printer, screen
5. application, games, internet
6. hardware, software, word
7. mobile, phone, text
8. click, drive, fax

Programme 2: **Spelling: blends (page 34)**

1. price
2. free
3. Friday
4. present
5. fruit
6. freeze
7. pretty
8. printer

Programme 2: **Wordsearch (page 35)**

M	O	N	I	T	O	R	A	R	M
E	C	S	C	A	N	N	E	R	O
M	H	V	O	L	R	U	H	I	U
O	I	E	F	S	F	R	A	C	S
R	P	R	I	N	T	E	R	O	E
Y	T	T	L	N	O	D	I	N	O
H	I	K	E	Y	B	O	A	R	D
F	L	O	P	P	Y	D	I	S	K
N	K	S	O	D	E	A	R	G	L
A	P	R	O	G	R	A	M	M	E

Answers
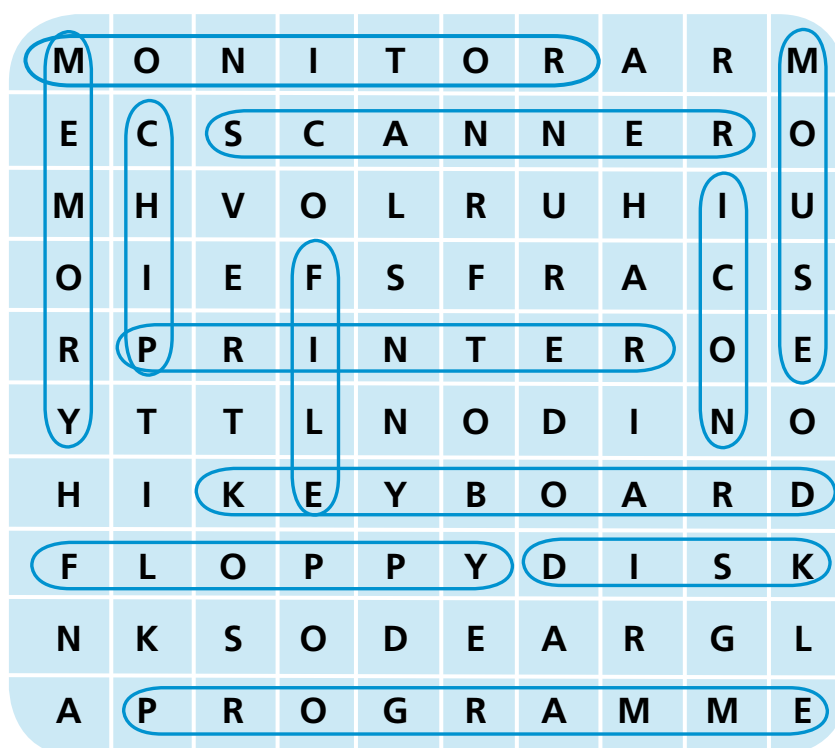
Programme 2: **Starting the computer (page 36)**

1. Check power is on
2. Turn on computer
3. Turn on monitor
4. Allow computer to boot up
5. Click on start button
6. Choose a programme
7. Open a file
8. Start working

Programme 3: **Spelling: blends (page 46)**

1. steam
2. stage
3. stamp
4. start
5. stand
6. stone
7. stay
8. storm

Programme 3: **Spelling: revision on adding '-ing' (page 48)**

1. deleting
2. reading
3. sitting
4. typing
5. stopping
6. searching
7. creating

8. swimming
9. surfing
10. winning
11. writing
12. printing
13. texting
14. saving

Programme 3: **Word puzzle (page 49)**

1. ten
2. cod
3. cone
4. cue
5. end

6. tune
7. met
8. note
9. dent
10. dome

11. men
12. net

Answers

Programme 4: **Spelling: apostrophes (page 60)**

won't	-	will not
haven't	-	have not
you'd	-	you would
can't	-	cannot
he's	-	he is
I'll	-	I will
we're	-	we are
didn't	-	did not

Programme 4: **Wordsearch (page 63)**

V	X	T	M	E	S	S	D	G	E
O	T	M	E	N	U	D	E	M	A
I	C	S	I	K	X	E	L	E	R
C	K	E	Y	P	A	D	E	S	N
E	T	L	G	M	F	E	T	S	G
M	E	E	T	E	H	T	E	A	U
A	X	C	R	E	D	I	T	G	O
I	T	T	P	U	Y	R	K	E	X
L	P	H	O	N	E	B	O	O	K
W	L	Q	U	E	X	I	T	P	A
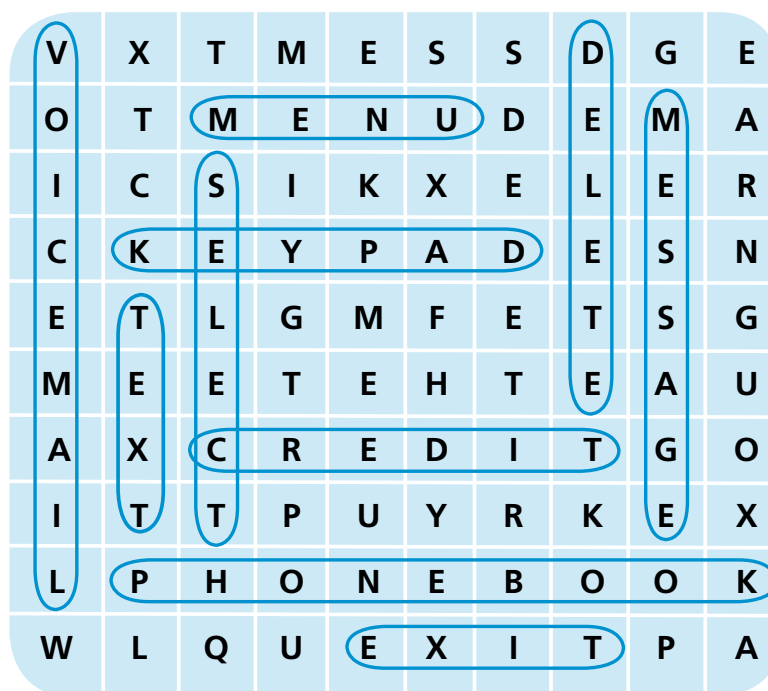
Programme 5: **Spelling: plurals: words ending in '-y' (page 75)**

1. plays
2. babies
3. replies
4. monkeys
5. keys
6. copies
7. trays
8. juries

Programme 5: **Word puzzle (page 77)**

1. ten
2. net
3. inn
4. tent
5. nine
6. tier
7. rent
8. tree
9. inter
10. enter
11. inner
12. intern

Programme 6:   Crossword (page 91)

	1									
					¹S					
²W	R	I	T	E				³M		
					N			E		
⁴S	A	V	E	D				S		
E								S		
A								⁵A	T	
⁶F	R	I	E	N	D			G		
C		M				⁸F		E		
H		⁹A	D	D	R	E	¹⁰S	S		
		I				O				
¹¹R	E	P	L	Y		¹²M	O	R	E	
		S				T				
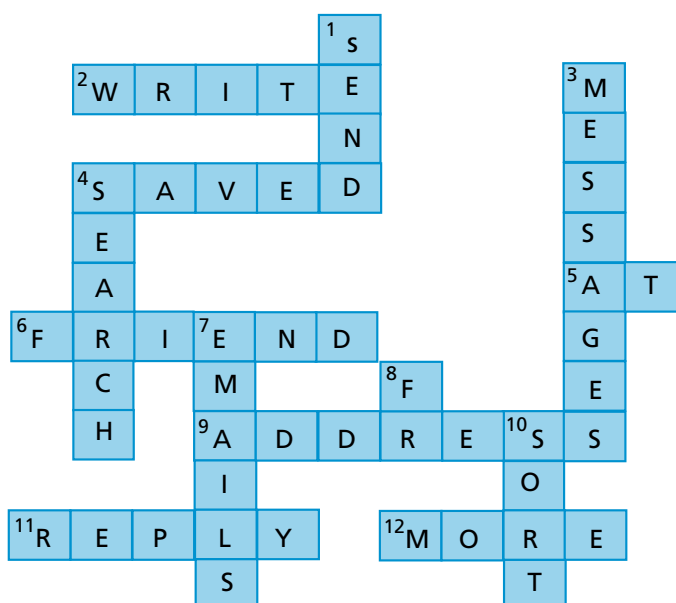
Programme 7:   Spelling: prefixes (page 102)

1. untrue
2. unbelievable
3. disappear
4. uncertain
5. unaware
6. distrust
7. unexpected
8. unhealthy
9. disliked
10. dishonest
11. unlucky
12. disagree

Programme 7:   Spelling: prefixes (page 103)

1. misread
2. misbehave
3. misdirect
4. mislead
5. misprint
6. misunderstand

1. unknown
2. misprinted
3. dissatisfied or unsatisfied
4. unhappy
5. misbehaved
6. disappears

Programme 7:   Word Puzzle (page 105)

1. talc
2. gate
3. cream
4. tail
5. tiger
6. game
7. later
8. card
9. meal
10. tram

Answers

Programme 8:   **Spelling: sh sound (page 116)**

1. shop	6. wash
2. brush	7. fresh
3. show	8. shove
4. gash	9. sheet
5. shift	10. cash

Programme 8:   **Spelling: sh and ch sounds (page 118)**

1. shut	6. change
2. beach	7. teach
3. cheats	8. cash
4. fresh	9. shift
5. sheets	10. fetch

Programme 8:   **Currencies (page 120)**

United States of America	----	Dollar
Hungary	----	Forint
Great Britain	----	Pound
Canada	----	Dollar
Greece	----	Euro
South Africa	----	Rand
Russia	----	Rouble
Japan	----	Yen
Vietnam	----	Dong

Programme 9:   **Spelling: shun sound (page 130)**

1. competition	5. location	9. television
2. possession	6. concussion	10. invitation
3. division	7. occasion	11. education
4. objection	8. intention	12. discussion

1. pension
2. extension
3. version
4. mansion
5. emulsion

Answers

Programme 9: **Wordsearch (page 133)**

A	R	O	M	A	N	C	E	M	H
N	O	C	K	E	R	Y	I	S	O
G	A	R	D	E	N	I	N	G	B
W	H	I	E	R	D	T	T	W	B
I	S	M	G	O	L	F	R	I	I
T	H	E	G	O	F	B	A	N	E
C	O	O	K	E	R	Y	V	E	S
G	A	R	D	N	I	G	E	A	N
R	O	M	A	C	E	N	L	R	D
H	I	S	T	O	R	Y	P	T	S
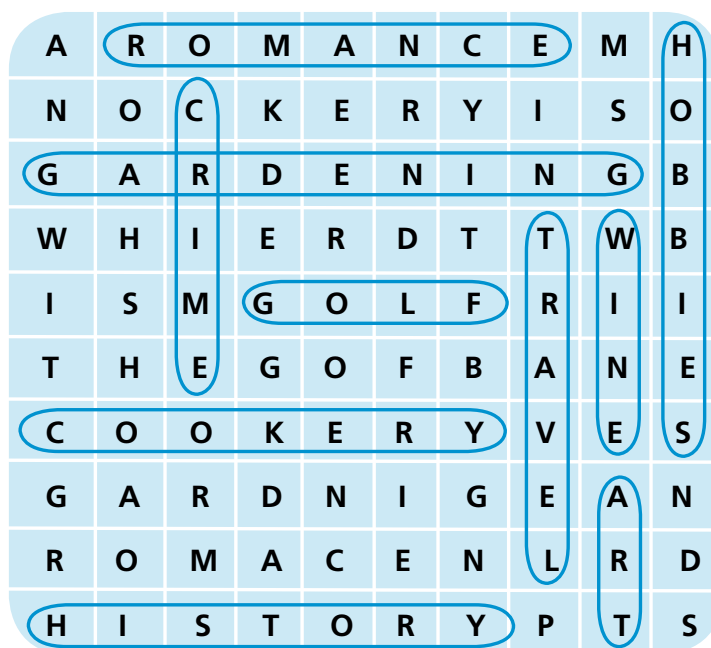
Programme 10: Spelling: rhyming words (page 144)

1. say   6. way
2. May   7. play
3. bay   8. stay
4. hay   9. pray
5. ray   10. tray

Programme 10: Spelling: rhyming words (page 145)

1. Spain
2. train
3. main
4. rain
5. pain
6. vain

Programme 10: '-ight' words (page 146)

1. night   5. flight
2. tight   6. light
3. bright   7. right
4. sight   8. slight

Answers

Programme 10: **Word puzzle (page 147)**

1. Germany	6. Italy
2. France	7. Slovenia
3. Holland	8. Spain
4. Denmark	9. Sweden
5. Croatia	10. Portugal

Programme 11: **Spelling: '-ly' endings   (page 158)**

1. shortly	7. merrily
2. greedily	8. clumsily
3. cleverly	9. correctly
4. luckily	10. hastily
5. strongly	11. kindly
6. readily	12. quickly

Programme 11: **Spelling: '-ly' endings   (page 159)**

1. completely	5. lightly
2. cheekily	6. greedily
3. beautifully	7. sleepily
4. recently	8. happily

Programme 11: **Wordsearch (page 161)**

I	S	T	L	I	C	E	N	C	E	O	D
N	E	A	Y	I	S	S	T	X	A	A	B
S	A	M	W	H	E	E	L	M	B	N	S
U	T	G	E	E	R	S	T	I	R	C	T
R	B	N	H	A	N	D	B	R	A	K	E
A	E	N	O	G	G	V	N	R	K	T	E
N	L	T	A	C	G	L	E	O	E	O	R
C	T	A	C	C	E	L	E	R	A	T	E
E	N	X	M	G	A	I	N	S	U	T	V
Q	W	E	R	T	R	Y	N	M	P	H	K
T	T	A	X	T	R	N	M	X	C	V	A
I	N	S	U	R	C	L	U	T	C	H	I

Answers
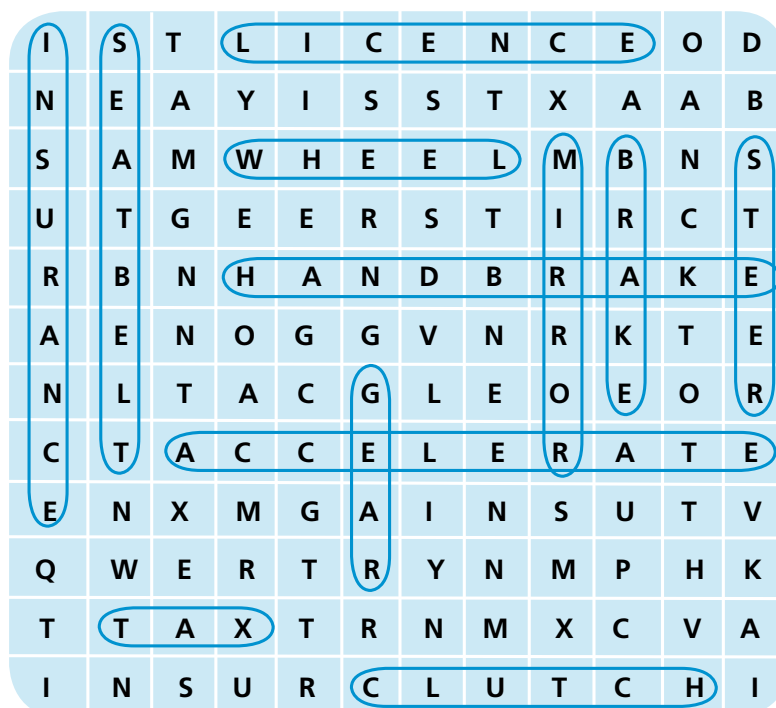
Programme 12: **Spelling: revision (page 172)**

1. payment	5. smaller
2. typing	6. happily
3. station	7. boxes
4. quickly	8. saves

Programme 12: **Spelling: revision (page 173)**

1. driving	5. making
2. running	6. jumping
3. thinking	7. typing
4. spelling	8. stopping

1. can't
2. didn't
3. he's
4. she'll
5. I'd
6. you've
7. they're

Programme 12: **Crossword (page 175)**

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