

Skills for Life Materials for Embedded Learning

Interactive practice materials Teacher Guide

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What is Embedded Learning?

In the context of the *Skills for Life* strategy:

"Embedded teaching and learning combines the development of literacy, language and numeracy with vocational and other skills. The skills acquired provide learners with the confidence, competence and motivation necessary for them to progress, gain qualifications and to succeed in life and at work."

The *Skills for Life* Materials for Embedded Learning have been written to assist learners who are developing vocational skills and preparing for national qualifications in work, college and community based settings. There is strong evidence to suggest that many adult learners working towards national qualifications are held back from achieving their full potential because their competence and confidence in literacy, language and numeracy do not match their skills in other areas. The *Skills for Life* Materials for Embedded Learning aim to provide a way for learners to develop subject and literacy, language and numeracy confidence simultaneously, with both sets of skills supporting one another.

What are the Interactive practice materials?

The Interactive practice materials are a CD-based and on-line set of materials, designed to complement the Materials for Embedded Learning and other *Skills for Life* learning. The Interactive practice materials provide approximately 20 hours of self-contained literacy and numeracy skills practice materials, with skills from Pre-Entry (Milestones 7/8) to Level 2 of the Adult Pre-Entry and Adult Literacy and Numeracy Core Curricula.

- The activities are set in authentic adult contexts: social, community and work-based.
- The skills developed are a selection from the Core Curricula, chosen to reflect the skills coverage in the Embedded Learning Materials.
- Each activity is designed to last about 10-12 minutes, with opportunities to repeat the activity and print material, where relevant.

Teachers are able to select activities for individual learners, to reflect learning needs as expressed in Individual Learning Programmes (ILPs) and to supplement work being carried out on programmes of embedded learning and other *Skills for Life* programmes. Learners will be able to work through tasks independently, although some learners may need an element of support. In particular, learners using Pre-Entry and Entry 1 material may need some support to understand the information and instructions about tasks.

Learners can dip in and out of the product to practise skills and are provided with qualitative feedback on their answers.

How do the Interactive practice materials work?

- Teachers locate the Interactive practice materials either from the Embedded Learning Portal (www.dfes.gov.uk/readwriteplus/embeddedlearning) or by using the CD included in the pack of Materials for Embedded Learning.
- Teachers are presented with a choice menu allowing selection of tasks based on curriculum topic (reading, writing, speaking and listening, number, measures, shape and space or handling data) and level (Pre-Entry, Entry 1, Entry 2, Entry 3, Level or Level 2).
- Learners can then use the tasks, to practise skills in their own time. Repetition is allowed. Tasks are often repeated with different content or in a different context. Each task can also be repeated via the screen 'Replay' function. Tasks are marked and feedback given. Learners are able to print pages from the screen, to take away for future reference.
- Each file has an introduction to the skill, practice at an appropriate level, followed by a summary screen.

Target audience

The product is aimed at learners who want to practise literacy and numeracy skills from Pre-Entry to Level 2. Learners might be involved with a community project, on a vocational training course or in the workplace. The materials may be used as a supplement to learning on the Materials for Embedded Learning. However the materials have a large potential usage, with a wide range of adult learners in many settings.

Literacy/numeracy skills levels

The Interactive practice materials provide 100 files of literacy and numeracy skills practice, across the five levels of the Adult Literacy and Numeracy Core Curricula, as well as the Adult Pre-Entry curriculum. Each file provides practice for a specific curriculum skill at a particular level, for example, subtracting single numbers at Entry 1. Full mapping information to the core curricula, showing a listing of all files by title, with levels, curriculum references and an indication of content, is shown in **Appendix 1**.

Where appropriate, information on screen, eg for instructions, 'hotspots' and feedback, is also given in audio. This is intended to support learners whose

reading skills are not confident and is available for literacy and numeracy files. Learners can replay screens as many times as they wish, as they may wish to hear instructions several times. There is an expectation that some learners at Pre-Entry, Entry 1 and Entry 2 may need support in order to make full use of the learning files.

There is an on-screen dictionary (glossary) available for learners to check the meanings of selected vocabulary.

Learning content

Suggestions for use

The Interactive practice materials can be used to supplement learning in the Materials for Embedded Learning or other *Skills for Life* work. They can also be used as practice in skills identified in the learner's Individual Learning Plan (ILP). It is suggested that teachers select appropriate interactive learning files based on the curriculum reference or text description of the file. The files offer additional practice and confirmation of skills; they assume that the learner has been taught the particular skill elsewhere.

Literacy and numeracy learning outcomes

The Interactive practice materials have coverage of the following literacy and numeracy skills:

- Number
- Measures, shape and space
- Handling data
- Speaking and listening
- Reading
- Writing

Learning structure

Every file has an introduction screen, followed by 5 or 6 practice screens and a final summary screen. Learners can move to any practice screens in any order. Progress through files does not need to be linear though learners might prefer to work through the files in this way. Learner progress is clear throughout each file, with an on-screen progress check during each activity and feedback available for correct and incorrect responses.

Core curricula mapping

Appendix 1 contains

- a full listing of the curriculum references covered by each activity
- a file title, giving an indication of the learning content
- a listing of practice points, giving more detailed information about the file content.

This map will assist you to select appropriate files for learners.

Technical information

File selection

For the CD ROM version, the Literacy and Numeracy practice materials are divided into two columns, green for Literacy and blue for Numeracy. Each column shows the different skill levels available and a level can be selected by clicking once in the square to the left of the level. Selecting a level and clicking OK leads to a further screen which lists the topic titles available at that level. Clicking on one of these will open the topic in a new browser window.

Skills for Life practice exercises


Welcome! Select your level by clicking the white boxes, then click OK.

Literacy

- Milestone 7
- Milestone 8
- Entry 1
- Entry 2
- Entry 3
- Level 1
- Level 2

Numeracy

- Milestone 7
- Milestone 8
- Entry 1
- Entry 2
- Entry 3
- Level 1
- Level 2

 exit

 OK

The Embedded Learning Portal version operates slightly differently. The user has a Search function where the user can select from a number of search criteria and then navigate to material that they may wish to use.


Screen design and layout

All screens feature the same basic layout, which is consistently applied across all of the topics, in keeping with the best practice recommendations for usability.

Scales and tolerances

1 2 3 4 5

★ What is the approximate weight of this parcel?
Click on the correct answer.



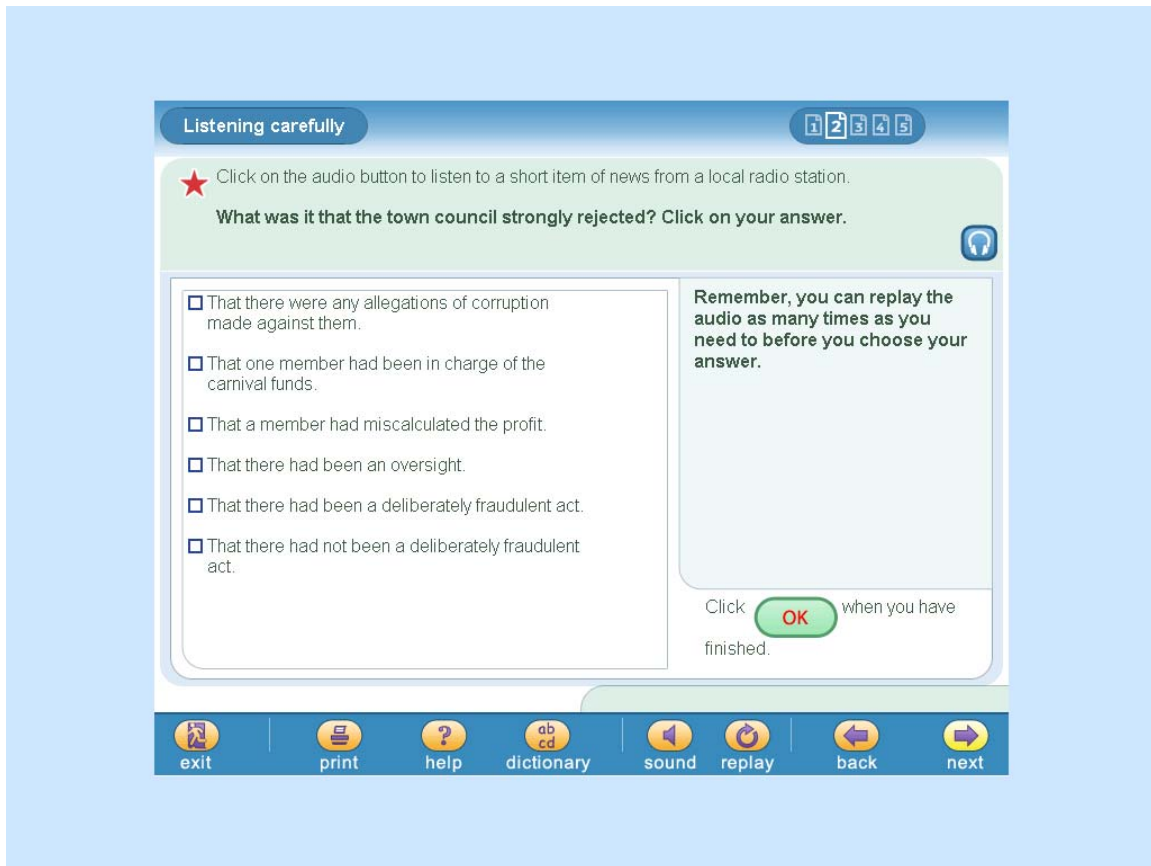
Remember, every kilogram on the scale is marked with a big line and every 0.5kg is marked with a small line.
So, there will be five 0.1kg steps between each of the marks.

A. 28.5kg B. 28.3kg
C. 28.2kg D. 28.4kg

Click **OK** when you have finished.

exit print help dictionary sound replay back next




- The **initial** and **instruction text** appear in the green text area at the top of the screen.
- **Feedback** and **display text** appear on the right of the screen.
- There is also occasionally a **Hint** function, visible above as the bold text on the right, which is separate from the help function, offering guidance on how to answer the question.
- Some words will be highlighted in blue. Clicking on these words will bring up their definitions in the Dictionary.
- **Navigation**, or moving through the file, is via the **back** and **next** arrows. The next arrow will flash larger and turn green when it needs to be used. It is also possible for the user to navigate by clicking on the page numbers at the top right of the screen.










There are some listening exercises, where the user is required to click on an audio button before selecting an answer option from the accompanying question. In the example above, the audio button is visible to the right of the green text box at the top of the screen.

Features of the materials

The following buttons appear along the bottom of every screen. From left to right they are:

	To return to the main menu, click the exit button.
	To print out a page for future reference, click the print button. Note: tutors may need to assist learners with printing pages, particularly if using a networked printer or if printing charges may apply.
	For help on a particular page, click the help button.

	<p>To look at the words in the dictionary, click the dictionary button.</p>
	<p>The sound button indicates that the accompanying audio is on. To turn the sound off, click this button.</p>
	<p>This button shows that the sound is off. To turn the sound back on, click this button.</p>
	<p>To have another look at a page, click the replay button.</p>
	<p>To move to the previous page, click the back button.</p>
	<p>To move to the next page, click the next button.</p>
	<p>To listen to the audio, click on this button.</p>

Accessibility

The materials have been designed to accommodate the widest possible range of users, in accordance with (the requirements of) the Disability Discrimination Act. In particular the design accommodates users who

- have sensory (visual and auditory) impairment
- have difficulty reading or understanding text
- do not have or are unable to use a mouse

Hearing Impairment:

- For the majority of the materials, any audio used is also present as text on the screen. However, there are a number of listening tasks that might be unsuitable for users with hearing impairment. These are indicated by the presence of the audio button on the screen.

Visual Impairment:

- Audio is used extensively to convey the content.

- ALT tags are provided for all graphics, buttons and where there is graphical text. This enables the user to attempt the material where paragraphs of graphical text exist.
- Due to the nature of the onscreen interactions and the inclusion of Flash animations, some screens are not suitable for screen readers such as JAWS. There are also some visual recognition exercises within the materials. Visually impaired users may need to be assisted through the materials by a sighted user.
- The materials are suitable for use with screen magnification.

Dyslexia:

- Where possible the text has been laid out with clear carriage returns to create 'chunks' of text rather than seamless paragraphs.
- Key words in the text have been emboldened so that users can scan through the text easily.
- The background is a solid block of colour with no patterns or textures.

Minimum machine specification

The practice materials are designed for use across a broad range of operating systems and browser levels. They have been extensively tested on both PCs and Macs.

PC	Mac
Pentium 233MHz 32MB RAM CD ROM 8x or higher 16-Bit Soundcard	Mac 604e 200MHz 32MB RAM CD ROM 8x or higher 16-Bit Soundcard
Operating systems	
32Bit Windows 95/98/2000/XP/NT4 (Service Pack 3+)	Mac OS 8/9/10
Recommended Screen Resolution	
800x600 or higher	800x600 or higher
Browser Compatibility	
Internet Explorer 5; 5.5 and 6	Netscape 6;7
Plugs-ins required	
Macromedia Flash 6	Macromedia Flash 6

Appendix 1: mapping charts

Literacy

Level	Curriculum reference	Title	Practice point
Section 1: Speaking and Listening			
Entry 1	SLlr/E1.2	Listening for information	Pick out key information from a spoken message
Entry 1	SLlr/E1.3	Following instructions	Listen to and follow instructions
Entry 2	SLlr/E2.3	Picking out information	Listen to and pick out key points in a discussion
Entry 2	SLlr/E2.3	Speaking clearly	Choose the clearest words for an explanation
Entry 2	SLlr/E2.4	Listening to instructions	Understand sequence markers – pick out what to do first
Entry 2	SLlr/E2.6	Responding to questions	Recognise appropriate responses to questions
Entry 3	SLlr/E3.2	Listening for information	Pick out key information to pass on to others
Entry 3	SLlr/E3.6	Responding to questions	Recognise types of question (open and closed)
Entry 3	SLc/E3.2	Speaking clearly	Recognise when to use formal/informal language
Entry 3	SLc/E3.4	Asking questions	Use questions to clarify understanding and get further information
Level 1	SLlr/L1.3	Showing you are listening	Recognise signals given by body language, gesture and facial expression and verbal responses on the telephone
Level 1	SLc/L1.1	Speaking clearly	Use clear language and appropriate register
Level 2	SLlr/L2.1	Listening carefully	Identify the main points from an extended explanation
Level 2	SLc/L2.1	Speaking clearly and appropriately	Distinguish appropriate from inappropriate language
Section 2: Writing			
Entry 2	Ws/E2.1	Using linking words	Use linking words to create longer sentences
Entry 2	Ws/E2.3	Full stops and questions marks	Add full stops, questions marks to ends of a sentence
Entry 2	Ws/E2.3; Ws/E2.4	Capital letters	Use capital letters for proper nouns
Entry 2	Rw/E2.2; Ww/E2.1	Reading and spelling days, months and numbers	Recognise correct spellings of days, months and numbers
Entry 3	Wt/E3.2	Using paragraphs	Organise writing in short paragraphs

Entry 3	Wt/E3.4	Proof-reading	Read work carefully to check for mistakes
Entry 3	Ws/E3.1; Ws/E3.3	Writing complete sentences	Organise words into an order that makes a sentence
Entry 3	Ws/E3.2	Writing correct sentences	Write sentences with subject-verb agreement
Entry 3	Ww/E3.1	Using correct spellings	Spell correctly – homophones
Level 1	Wt/L1.1	Planning writing	Organise information as notes
Level 1	Wt/L1.2	Judging how much to write	Judge what sort of information to include in a report
Level 1	Wt/L1.4	Using language to suit purpose	Recognise different styles of language used for different purposes
Level 1	Wt/L1.5	Using structure and format	Understand the information required from headings on different formats
Level 1	Ws/L1.2	Using correct tense	Recognise tenses of verbs
Level 2	Wt/L2.5	Writing to suit purpose	Use a style of language appropriate for purpose/audience
Level 2	Wt/L2.7	Proof reading	Find mistakes in spelling, grammar and punctuation
Level 2	Ws/L2.4	Using apostrophes	Use apostrophes for possession correctly

Section 3: Reading

Milestone 7	Rtc/M7.1	Text, pictures and symbols	Distinguish between text, pictures and symbols
Milestone 8	Rt/M8.3	Reading signs	Identify the meaning of everyday signs and symbols
Milestone 8	Rw/M8.1	Letters of the alphabet	Recognise the letters of the alphabet by their shape
Entry 1	Rt/E1.2	Reading signs	Understand the meaning of images in signs
Entry 1	Rw/E1.3	Capital and lower case letters	Recognise capitals and lower case letters
Entry 2	Rs/E2.1	Sequencing instructions	Use adverbials and picture clues to sequence instructions
Entry 2	Rs/E2.2; Rs/E2.3	Predicting meaning	Select the correct word to complete a sentence
Entry 2	Rw/E2.1	Reading words on forms	Understand words related to personal information on forms (e.g. first name, surname, address, etc)
Entry 3	Rt/E3.5	Finding information	Use a contents page/directory to find information quickly
Entry 3	Rt/E3.7	Picking out information	Scan a text to locate information
Entry 3	Rt/E3.9	Using images	Follow a map
Entry 3	Rs/E3.1	Recognising features of instructional texts	Recognise the organisational and language features of instructional texts

Entry 3	Rw/E3.2	Understanding words on forms	Understand words and phrases commonly used on forms
Entry 3	Rw/E3.3	Checking words	Use a dictionary to find meanings of words
Level 1	Rt/L1.3	Identifying main points	Identify main points and infer meaning from images
Level 1	Rt/L1.4; Rt/L1.5	Finding information	Use sub-headings and paragraphs to find information
Level 1	Rw/L1.2	Decoding meaning	Work out the meaning of difficult words
Level 2	Rt/L2.3; Rt/L2.8	Identifying main points	Identify main points and summarise written information
Level 2	Rw/L2.1	Technical vocabulary	Highlight technical vocabulary

Numeracy

Level	Curriculum reference	Title	Practice point
Section 1: Number			
Milestone 8	N1/M8.3	Counting accurately	Count up to 10 items
Entry 1	N1/E1.3	Ordering and comparing numbers	Count reliably up to 10 items
Entry 1	N1/E1.4	Adding single numbers	Add single-digit numbers with totals to 10
Entry 1	N1/E1.5	Subtracting single numbers	Subtract single-digit numbers from numbers up to 10
Entry 2	N1/E2.5	Multiply single-digit numbers	Multiply using single-digit whole numbers
Entry 2	N2/E2.2	Dividing into halves and quarters	Find halves and quarters of small amounts
Entry 3	N1/E3.4	Multiply two-digit numbers	Multiply two-digit whole numbers by single-digit whole numbers
Entry 3	N1/E3.6	Divide two-digit numbers	Divide two-digit whole numbers by single-digit whole numbers and interpret remainders
Entry 3	N1/E3.7	Rounding	Round to the nearest 10 and 100
Entry 3	N1/E3.8	Estimate answers to calculations	Round numbers to the nearest hundred to do an estimate of a calculation
Level 1	N1/L1.2	Negative numbers	Recognise negative numbers in practical contexts

Level 1	N2/L1.3	Equivalences	Recognise equivalences between fractions and percentages and use equivalences to find parts of whole number quantities
Level 2	N1/L2.3	Ratio and proportion	Understand how to work out the number of parts in a given ratio and the value of one part
Level 2	N2/L2.8	Percentages	Understand percentage increase and decrease
Section 2: Measure Shape and Space			
Milestone 8	MSS1/M8.3; MSS1/M8.5	Comparing measures	Compare and describe lengths, heights, weights and capacity using comparative language (shorter, taller, longer, lighter, heavier, full, empty etc.)
Entry 1	MSS1/E1.1	Recognising coins	Recognise and select coins and notes
Entry 2	MSS1/E2.1	Paying for things	Make amounts of money (up to £1)
Entry 2	MSS1/E2.2	Adding and subtracting money	Calculate the cost in pence of more than 1 item
Entry 2	MSS1/E2.2	Counting out change	Calculate the change from a transaction in pence or in whole pounds
Entry 2	MSS1/E2.3	Reading and recording dates	Read and record time in common date formats
Entry 2	MSS1/E2.4	Understanding time	Read and understand time (12-hour analogue and digital) in hours, $\frac{1}{2}$ hours and $\frac{1}{4}$ hours
Entry 2	MSS1/E2.4	Reading times	Read and understand time (words and 12-hour digital format) in hours, $\frac{1}{2}$ hours and $\frac{1}{4}$ hours
Entry 2	MSS1/E2.5; MSS1/E2.6; MSS1/E2.7	Metric units	Know the metric units and abbreviations for length, weight and capacity
Entry 2	MSS1/E2.6; MSS1/E2.7	Using metric units	Calculate with metric units of measure
Entry 3	MSS1/E3.1	Reading, writing and calculating with money	Use a calculator to add and subtract money
Entry 3	MSS1/E3.3	Recording am and pm times	Read, measure and record am and pm times
Entry 3	MSS1/E3.5	Measuring length	Measure length using metric units to labelled divisions
Entry 3	MSS1/E3.6	Measuring weight	Measure weight using metric units to labelled divisions
Entry 3	MSS1/E3.7	Measuring capacity	Measure capacity using metric units to labelled divisions

Level 1	MSS1/L1.2	24-hour clock	Read, measure and record time in 24-hour clock
Level 1	MSS1/L1.3	Time calculations	Add and subtract times in hours and minutes
Level 1	MSS1/L1.4	Measuring length	Measure length using metric units to unlabelled divisions
Level 1	MSS1/L1.4	Measuring weight	Measure weight using metric units to unlabelled divisions
Level 1	MSS1/L1.4	Measuring capacity	Measure capacity using metric units to unlabelled divisions
Level 1	MSS1/L1.8	Perimeter	Work out the perimeter of simple shapes
Level 1	MSS1/L1.9	Area	Work out the area of rectangles and know that measurements must be in the same units
Level 1	MSS1/L1.10	Volume	Work out the volume of cuboids and know that measurements must be in the same units
Level 2	MSS1/L2.3	Scales and tolerances	Work out whether measurements are within given tolerances.
Level 2	MSS1/L2.8	Area	Work out the area of composite shapes using given formula
Level 2	MSS1/L2.10	Scale drawings	Work out real life measurements from scale drawings
Section 3: Handling Data			
Entry 2	HD1/E2.1	Using a floor plan	Extract information from a simple floor plan and use positional vocabulary
Entry 3	HD1/E3.1	Using timetables	Extract information from a table and identify different features of a table
Entry 3	HD1/E3.1	Using tables and charts	Extract numerical information from tables and charts
Entry 3	HD1/E3.2	Using pictograms	Make numerical comparisons using a pictogram
Entry 3	HD1/E3.2	Using bar charts	Make numerical comparisons using a bar chart
Entry 3	HD1/E3.3	Using a tally	Record numerical information using a tally
Entry 3	HD1/E3.4	Making a bar chart	Label a bar chart and use a simple scale to represent data
Level 2	HD1/L2.1	Using bar charts	Extract and interpret information from a bar chart
Level 2	HD1/L2.1	Using line graphs	Extract and interpret information from a line graph
Level 2	HD1/L2.2	Making a line graph	Represent information on a line graph