

## Teacher Preparation Workshop – XO-1

School/Institution: St. Andre’s, Hinche, Haiti

Grade/Level: Teacher Training (60 minutes)

Language: English

Course: Teacher Training – Using the XO Laptop – Part 1

Unit: Activities on OLPC

Lesson: Write Activity

**Key** = TT (teacher trainer); HT (teachers); TWBAT (teachers will be able to); HTWBAT (Haitian teachers will be able to)

### Goals

- Teachers will be comfortable using the Write Activity on the XO laptop on their own and for instructional purposes

### Objectives

| Content Objectives   | Language Objectives   |
|--|---|
| <ol style="list-style-type: none"> <li>1) HTWBAT navigate through the Write Activity</li> <li>2) HTWABT articulate possible uses for Write in the classroom</li> <li>3) HTWBAT navigate and use program functions (edit, insert pictures, etc.)</li> <li>4) HTWBAT articulate the importance of technology beyond the classroom</li> </ol> | <ol style="list-style-type: none"> <li>1) HTWABT understand/use imperative verbs common to CALL instruction using the Write Activity</li> <li>2) HTWABT understand/use a range of adverbs (time/manner/place/reason) common to CALL instruction using the Write Activity</li> </ol> |

### Materials

- XO Laptops (charged and access to electricity)
- Chalk and chalkboard
- Projector (if available)
- Notebook/writing utensil for each teacher

### Procedures

| <b>Pre-Activities:</b> Description   | Time Frame | Objective(s) Targeted |
|--|------------|-----------------------|
| Introduce Write Activity to teachers <ul style="list-style-type: none"> <li>• HTs share their experience with other writing programs for other operating systems (Linux, GNU, Microsoft Windows, Mac OS X, etc)</li> </ul> | 3 Minutes  | CO 4<br>CO 2          |

|   |            |                              |
|---|------------|------------------------------|
| <b>HT familiarity with technology</b> <ul style="list-style-type: none"> <li>Terminological comprehension check</li> </ul>  | 2 Minutes  | CO 1<br>LO 1<br>LO 2         |
| <b>Collaborative activities:</b> Description (individual or pair work)  | Time Frame | Objective(s) Targeted        |
| <b>Presentation of Write</b> <ul style="list-style-type: none"> <li>As a class all HTs learn how to launch the Write Activity in multiple ways: from the Home View, from the Journal, from an invitation, from a shared session <ul style="list-style-type: none"> <li>this would ideally be demonstrated by the TT using a projector or other projection device; HTs should follow along on the XO that they are using for the training module (individually or in pairs)</li> </ul> </li> </ul> | 5 Minutes  | CO 1<br>CO 3                 |
| <ul style="list-style-type: none"> <li>Write Activity launching, HTs will be shown how to open Write Activity from the Home View, resume editing an existing document, how to accept an invitation to Write, and how to join a shared Write session.</li> </ul>   | 5 minutes  | CO 1<br>CO 2<br>LO 1<br>LO 2 |
| <ul style="list-style-type: none"> <li>After covering the preceding Write Activity basics, the TT will guide the instructors through the following tasks: naming a document, how to insert pictures, how to search the Journal for images, editing functions, how to format characters, formatting paragraphs (formatting with styles), how to insert tables, how to save your work, how to import documents, and the view function (zoom).</li> </ul>  | 5 minutes  | CO 3<br>LO 1<br>LO 2         |
| <ul style="list-style-type: none"> <li>Collaborating is the next activity using the Write Activity to be completed. In this segment of the collaboration process, HTs will be guided through opening a document, sending an invitation, receiving an invitation, accepting an invitation, how to share Write (so everyone sees the same document), and the two people typing function</li> </ul>  | 5 minutes  | CO 1<br>CO 3<br>LO 1<br>LO 2 |
| <ul style="list-style-type: none"> <li>Peer editing will be presented by the TT and will explore how students and teachers can use Write for peer editing. The alternative function of peer-editing will also be presented (allows two instances of Write to open so that a user can collaborate on a document</li> </ul>   | 5 minutes  | CO 1<br>CO 2<br>LO 1<br>LO 2 |

|  |            |  |
|--|------------|--|
| while the other user accesses/edits yours)   |            |  |
| <ul style="list-style-type: none"> <li>Group storytelling is a collaborative function of the Write Activity that is fun and easy to use. The TT will guide the HTs through the process of how to share a document with their class, peers, neighbor, etc. and how each user can contribute to the document and story creation process.</li> </ul>  | 5 Minutes  |  |
| <b>Individual Activities:</b> Description  | Time Frame | Objective(s) Targeted                        |
| <ul style="list-style-type: none"> <li>After having introduced and demonstrated the Write Activity functions the TT should stress the importance of writing as a powerful means of self-expression, furthermore that writing is a meaningful way to exchange thoughts with others and engage in a collaborative learning environment which the Write Activity can facilitate</li> <li>To demonstrate the preceding notion, the HTs will use Write Activity to individually complete an activity that their students could do in the classroom such as writing a letter to editor. The TT will give the HTs in the workshop the same instructions that they could use to complete this exercise in their own classes. For example, directions the to complete a Letter to the Editor exercise could be: <ul style="list-style-type: none"> <li>Using the Browse Activity, look up a newspaper on a website (or in a hardcopy if available) and locate the email address where letters can be submitted</li> <li>After you have found the appropriate contact information, using the Write Activity, compose a letter to the editor that includes your full name, address, and other relevant contact information (telephone number, etc.)</li> <li>Upon completion of the letter, the teacher-trainer could guide the teachers through the Browse Activity and demonstrate how to send their letters using email</li> </ul> </li> <li>Upon completion of the student exercise simulation activity using Write, HTs and TT will engage in a post-activity discussion where the teachers can share their experience using Write and how the activity could be incorporated into their classes.</li> <li>The TT will present other learning activities that can be used in the classroom using Write such as starting a school newspaper, writing an autobiography,</li> </ul> | 25 minutes | CO 1<br>CO 2<br>CO 3<br>CO 5<br>LO 1<br>LO 2 |

|   |  |  |
|---|--|--|
| interviewing a member of the community, writing an article for Wikipedia about your community, etc. |  |  |
|---|--|--|

### Assessment

- Informal formative assessment of teachers, using a checklist, based on whether or not they contribute during training and their use of the laptops.

| Teacher Name | Participation | Cont. Obj. | Lang. Obj. | Completion of tasks | Notes/Areas of Need |
|--------------|---------------|------------|------------|---------------------|---------------------|
|              |               |            |            |                     |                     |
|              |               |            |            |                     |                     |
|              |               |            |            |                     |                     |

√+: exceeds expectations

√ : meets expectations

√- : needs improvement

### References

<http://en.flossmanuals.net/write-activity/index/>