



Lesson Plan 4: Uppercase Alphabet on the Keyboard

Lesson Overview: In this lesson, students will locate the uppercase letters of the alphabet on an image of the keyboard.

Lesson Objectives

- Students will locate the uppercase letters of the alphabet on an image of a mobile phone and Windows keyboard.
- Students will use the Shift key to type uppercase letters on a phone and Windows keyboard.

Materials and Setup

Technology/Equipment

- An Internet- and audio-enabled computer, projector, and screen
- Recommended: Disconnected Windows keyboards (1 per student)
- Recommended: A document camera

Supplies/ Teacher Materials

- Whiteboard and markers

Student Handouts

- Handout 1: How to Make Capital Letters on the Phone
- Handout 2: Windows Keyboard with Letters and Shift Keys
- Handout 3: Capital Letter Keyboard Assessment

Instructional Tips

- **Key Vocabulary:** You may want to ask students to label a page in their notebooks for Lesson 4 Vocabulary and have them write down each of the words as you explain them as they are used in the context of the lesson. Ask students to write down the meaning of the word in their own language.
- **Shift versus Caps Lock:** You may find that some students already use [CAPS LOCK] as an alternative way to make multiple capital letters. This works fine for letters but point out that the CAPS LOCK only works to create capital letters. They need to learn to use the Shift key to make special characters on the keyboard (e.g., symbols that appear on the number keys).
- **Keyboard Practice:** At the end of class, ask students to use their phones to text themselves the first and last names of three of their classmates using uppercase and lowercase letters as necessary.

Standards

Adult English Language Proficiency Content Standard(s)

- 8.1. Recognize the meaning of a few frequently occurring words, simple phrases, and formulaic expressions

CASAS Content Standard(s)

- R1.1: Identify the letters of the English alphabet

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- W1.1: Write the letters of the English alphabet
- L1.1: Recognize and distinguish between the various sounds of English
- S1.1: Demonstrate accurate pronunciation of the various sounds of English

Seattle Digital Equity Initiative Skill(s) Addressed

- MO.4: Mobile basics
- LL.2: Adapt to New Technology (*For many students, typing on the Windows keyboard rather than on their phone is new.*)

Northstar Digital Literacy Standards for Essential Computer Skill(s)

- Basic Computer Skills 4: Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock)

Key Vocabulary

- text / send a text
- shift
- caps lock
- press and hold down
- tap
- release
- *Reinforced vocabulary:* text/texts, phone, uppercase/capital letters, keyboard, key, touch

ENGAGEMENT

- **Say:** Last class we practiced capital letters. Not all languages use capital letters. Are capital letters used in your language?
- If yes, ask: How do you make a capital letter on your phone? (Note: If the person uses a non-Roman alphabet, you may ask the student to write the two forms of the letters on the board for you.)

EXPLORATION

- Pass out **Handout 1: How to Make Capital Letters on the Phone.**
- **Say:** To make capital letters in English on my phone, I have to use the [SHIFT] key.
- Point out the [SHIFT] key to students. (You can use a document camera to project the image or just walk around the room.)

EXPLANATION

- Project **Handout 2: Windows Keyboard with Letters and Shift Keys** on the screen using the document camera.
- Pass out **Handout 2: Windows Keyboard with Letters and Shift Keys.**
- **Say:** We use the [SHIFT] key to make capital letters. Show where the left-hand shift key is on **Handout 2** that is displayed by the document camera.
- **Say:** There are two [SHIFT] keys on the Windows keyboard. Can you find the second key? Show the right-hand key or confirm students' response.
- **Say:** Before I make a capital letter, I want you to practice some words. The words are *press, hold down, tap, and release.* (Write the words on the board. Have students

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write them in their vocabulary section. For each word, have students repeat it after you and then demonstrate the action using the projected keyboard image.)

- **Say:** To make a small letter [g] to a capital G, we press the [SHIFT] key and don't stop pressing. We hold down on the shift key. (Demonstrate by pressing and holding down on the [SHIFT] key on the projected keyboard image.)
- **Say:** Then we tap on the g key. (Demonstrate by tapping on the [g] while you are still holding down on the [SHIFT] key.)
- **Say:** After I tapped on the [g] key, what did I do? Look at the vocabulary words (Students may respond with "release").
- **Say:** Yes, I let both keys go. I had to release the keys.
- **Say:** If you press and hold the shift key and tap on a letter, you get a capital letter.
- **Ask:** Does anyone use the Caps Lock key to make capital letters? (Take responses. If they do, demonstrate what happens when you use the Shift key and click on the at [@] symbol and then use the Caps Lock key and click on the [@] symbol. The Caps Lock key will not work with symbols.

ELABORATION

- **Say:** Now it is your turn. You and your partner will decide if you need to use the [SHIFT] key or not.
- Direct students randomly to pull alphabet cards from their uppercase and lowercase sets and help each other decide if they need to use the [SHIFT] key. Students need to practice either touching just the alphabet key or pressing the [SHIFT] and alphabet keys at the same time on their keyboard handout.

EVALUATION

- Distribute **Handout 3: Capital Letter Keyboard Assessment.**
- Have students circle the two keys on each keyboard that they need to use to make the capital letter (the shift key and the letter).
- Check that students have selected the correct letters. (You can collect them to evaluate later by having the students put their names on the paper.)

Differentiation Resources to Meet Diverse Learner Needs

- If students have successfully completed learning the lowercase and uppercase letters, you should not need much differentiation in this lesson.
- If students need additional practice with the letters of the alphabet, this webpage that spells out several first names is useful:
https://www.pumarosa.com/PUMAROSA_APP/spellout.html
- Students who started with no English literacy skills, especially if their native language uses a non-Roman alphabet, may still struggle. Encourage them to use their flashcards sets at home to practice the alphabet.