

# DIGITAL LITERACY FOR MOBILE PHONES

## TEACHER NOTES

### INTRODUCTION



# Digital Literacy for Mobile Phones

Pathways to digital literacy for CALD learners through mobile phones

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## PATHWAYS TO DIGITAL LITERACY FOR CALD LEARNERS

Digital literacy is an imperative in today's society. Based on the most commonly owned mobile device – the mobile phone, this resource aims to develop initial and transferrable digital literacy skills, alongside critical literacy and language and skills in culturally and linguistically diverse (CALD) adult learners, and to provide a bridge to access further technology for students in adult ESL/Access Education/VET and foundation skills.

The resource is modular in design and the five modules each consist of separate teacher<sup>1</sup> notes and student worksheets. You can use any or all of the five modules how and when you wish, but it is a good idea to commence with Module 1 to help build word and concept banks.

### THE KIT

The Digital Literacy for Mobile Phones kit comprises

- Introduction and glossary
- Learner needs analysis survey
- Module 1 Getting started: Teacher notes
- Module 2 Voicemail and calls: Student worksheets
- Module 2 Voicemail and calls: Teacher notes
- Module 2 Audio files (4 separate files)
- Module 3 SMS and address book: Student worksheets
- Module 3 SMS and address book: Teacher notes
- Module 4 Using your phone camera: Student worksheets
- Module 4 Using your phone camera: Teacher notes
- Module 5 Voice memos and calendar: Student worksheets
- Module 5 Voice memos and calendar: Teacher notes
- Personal vocabulary and pronunciation builder

### PREPARATION

1. Before starting on the modules, print a copy of the student survey for each member of your class to complete, and print a class set of the vocabulary and pronunciation builder for students to use throughout.
2. Familiarise yourself with the contents and suggested activities in Teacher notes of the module you intend to teach, and download and prepare any role play cards and other class materials you intend to use (included at the back of the teacher notes).
3. Familiarise yourself with the Glossary document. Use this as an aide memoire if needed.
4. Download the audio files you intend to use (Module 3).
5. Print a copy of the student worksheet for each member of your class.

NB: Please use two-sided printing for all printing, including the student worksheets and the vocabulary builder.

### DELIVERY

Not all students will have a mobile phone, so the teacher notes often refer to activities to do on presentation technology including datashow and digital projectors, to ensure the active engagement of all learners, including those who don't own a digital phone.

<sup>1</sup> (NB: Unlike the other modules, there are no student worksheets for this module as all work is done in groups, or as discussion, charade, roleplay activity.)

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The contextualised activities offer immediacy and authenticity, eg many health service providers use SMS to remind and confirm appointments, as do schools and taxi services; and appropriate voicemail greetings are a vital aspect of employment readiness for CALD adults engaged in job search. Most student worksheet activities are explained in more detail in the Teacher notes documents, and answers are included. Extension activities are included for advanced classes, or very experienced mobile users.

### MODULE OUTLINE

Module	Digital literacy / phone functions / key messages covered
1 Getting started	<ul style="list-style-type: none"> <li>• Vocabulary for navigating and using</li> <li>• Using a mobile phone: Basics</li> <li>• Phone security and the use of passwords</li> <li>• Phone etiquette: when to turn off/put on silent, turn down the volume</li> <li>• Consumer awareness: prepaid versus plan</li> </ul>
2 Voicemail and calls	<ul style="list-style-type: none"> <li>• What is voicemail including vocabulary</li> <li>• Setting up an appropriate voicemail</li> <li>• Phone etiquette: Leaving appropriate voicemail messages</li> <li>• Using Voicemail</li> <li>• Consumer awareness: Mobile phones and driving laws</li> </ul>
3 SMS and address book	<ul style="list-style-type: none"> <li>• Phone etiquette: Appropriate use of SMS</li> <li>• Using SMS abbreviations appropriately (who can you use them with?)</li> <li>• Predictive text/spellcheck/autocorrect (use of and pitfalls)</li> <li>• Responding to SMS: appointment reminders, scams</li> <li>• ICE In Case of Emergency contacts</li> </ul>
4 Using your phone camera	<ul style="list-style-type: none"> <li>• Taking photos (permission and privacy)</li> <li>• Saving photographs</li> <li>• Sharing photographs (via Flickr or other online service)</li> <li>• Phone Etiquette: Sharing photographs and privacy</li> <li>• Posting photographs online (eg Facebook) and privacy</li> </ul>
5 Voice memos/ recorder and calendar	<ul style="list-style-type: none"> <li>• Using voice memos/voice recorder/ for improving English fluency and pronunciation</li> <li>• Saving, editing, storing and transferring recordings</li> <li>• Phone etiquette: Protocols of recording</li> <li>• Storing online (Google drive, Skydrive, Dropbox)</li> <li>• Using a calendar effectively</li> <li>• Calendar events and punctuality</li> </ul>

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3G	<p>Third generation of mobile telecommunications technology, it provides mobile broadband internet access to smartphones and mobile devices.</p> <p>Mobile phones need to be built to be 3G or 4G capable.</p> <p>[A new generation of cellular standards has appeared approximately every tenth year since 1G systems were introduced in 1981/1982. Each generation is characterized by new frequency bands, higher data rates and non-backwards compatible transmission technology.] source: <a href="http://en.wikipedia.org/wiki/3G">http://en.wikipedia.org/wiki/3G</a></p>
4G	<p>Fourth generation of mobile phone/mobile communication technology.</p> <p>Faster than 3G, a 4G system provides mobile ultra-broadband Internet access, for example to laptops with USB wireless modems, to smartphones, and to other mobile devices.</p> <p>It provides mobile ultra-broadband Internet access, used for high-definition mobile TV, video conferencing. Source: <a href="http://en.wikipedia.org/wiki/4G">http://en.wikipedia.org/wiki/4G</a></p>
autocomplete	<p>When the writer writes the first letter or letters of a word, an Autocomplete or word completion program predicts one or more possible words as choices.</p> <p>Source: <a href="http://www.ghotit.com/2012/09/autocomplete-word-completion-word-prediction/">http://www.ghotit.com/2012/09/autocomplete-word-completion-word-prediction/</a></p> <p>Auto complete is often used in browsers when one is typing a user name and password. The browser asks if it should remember the username and password for the site. The next time one goes to the site it will automatically fill in the username and password.</p>
auto correct	<p>A type of software program that identifies misspelled words or “typos”, and either suggests options or corrects them. For example "teh" for "the."</p> <p>It is used in word processing programs and by smart phones and tablets. Apple, Google and Microsoft products all have their own versions of auto-correct programs.</p> <p><a href="http://whatis.techtarget.com/definition/auto-correct">http://whatis.techtarget.com/definition/auto-correct</a></p>
Bluetooth®	<p>Bluetooth is a wireless technology standard for exchanging data over short distances from fixed and mobile devices, creating personal area networks (PANs) with high levels of security. A password is generally needed to connect two devices. Source: <a href="http://en.wikipedia.org/wiki/Bluetooth">http://en.wikipedia.org/wiki/Bluetooth</a></p>
carrier	<p>A company that provides voice or data services either wirelessly or over traditional wired landlines. Examples Optus, Vodaphone, TELSTRA, Dodo</p>
ICE (In Case of Emergencies)	<p>The acronym entered in the contacts list on a mobile which contains the name and phone number of a family member or friend. Emergency service workers can use it to get in touch with the named person who would be able to help with vital information.</p>
mobile phone plans	<p>An agreement with a mobile carrier usually for a fixed period, often 12 or 24 months. The plan can include the number of calls one can make or text messages sent every month, and internet data packages for accessing the internet via the mobile phone.</p> <p>The advantage of a plan is that one does not have to worry about running out of credit and having to recharge. A disadvantage is that one is locked in to a contract and there is often a big penalty for cancelling the contract before the agreed period is over.</p>
PAYG	<p>Pay as you go (used for prepaid plans); you pay for what you use and you set-up a</p>

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	credit / debit card or direct debit for auto top-up. The plan will autotop-up when the credit hits a pre-set minimum balance. eg auto top-up of \$30 whenever your balance drops under \$2.
PIN	Personal Identification Number; a number you choose and use to gain access to various accounts.
photostream	A collection of photos uploaded on Flickr. The most recent photos are shown at the top. When a set (album) of photos is created, Flickr puts in a link to the photostream file. The same photo can be in more than one set of photos. To permanently delete a photo on Flickr it must be deleted from the photostream.
Photo Stream	Apple uses the term My Photo Stream to describe its cloud-based photo sharing service that allows easy sharing of photos between all your devices, for example between an iPhone and/or iPad and/or computer.
predictive text / spell check / word completion	<p>Predictive text is a technology used in text messaging that suggests words based on the letters typed and context of the phrase being written.</p> <p>This technology is mainly used in smartphones and tablets to make writing and text messaging easier and more efficient.</p> <p>It sometimes called word prediction, auto correct or auto complete.</p> <p>Source: <a href="http://www.techopedia.com/definition/23678/predictive-text">http://www.techopedia.com/definition/23678/predictive-text</a></p>
Pre-paid mobile	<p>Mobile phones with an amount paid in advance for an agreed credit for making phone calls, sending text messages and using the internet.</p> <p>When the credit finishes one must recharge or buy more credit from the carrier. There are a number of different options available. Some have time constraints so if the credit is not used within the agreed period then it is lost. Others allow for a Credit rollover.</p>
SIM card  i	A Subscriber Identity Module or Subscriber Identification Module (SIM) card is a card with all the information needed for a specific mobile phone number or wireless mobile USB modem. Often able to store contacts and that way keep them on the SIM card for using with other mobile phones.
spell check	<p>A computer program that finds and corrects misspelled words in documents, email, phone messaging programs, etc.</p> <p><a href="http://www.merriam-webster.com/dictionary/spell-checker">http://www.merriam-webster.com/dictionary/spell-checker</a></p>
VOIP	Voice Over Internet Protocol; voice communications (phone calls and video calls) via the Internet. Skype is an example.
Wi-Fi  ii  iii	<p>Also spelled Wifi or WiFi; technology that electronic devices can use to connect to the internet wirelessly.</p> <p>Wi-Fi has a short range. It can be public, eg commonly and freely available in public places such as cafes, airports and shopping centres.</p> <p>Wi-Fi can be private as in a private wireless network set up at home using a wireless modem and router. It is highly recommended that private Wi-Fi networks use a password or one's neighbours might use up one's data internet allowance.</p> <p><a href="https://www.google.com.au/search?q=wifi+image&amp;safe=active&amp;rlz=1T4GGNI_enAU488AU488&amp;source=lnms&amp;tbm=isch&amp;sa=X&amp;ei=qZ1gUr-LKoGHlAXMmoDQCg&amp;ved=OCAkQ_AUoAQ&amp;biw=1680&amp;bih=881">https://www.google.com.au/search?q=wifi+image&amp;safe=active&amp;rlz=1T4GGNI_enAU488AU488&amp;source=lnms&amp;tbm=isch&amp;sa=X&amp;ei=qZ1gUr-LKoGHlAXMmoDQCg&amp;ved=OCAkQ_AUoAQ&amp;biw=1680&amp;bih=881</a></p>

<sup>i</sup> D. Troupiotis, 2014

<sup>ii</sup> <http://openclipart.org/detail/17422/wireless> </a>

<sup>iii</sup> Fuma Ren, Wikimedia commons, Creative Commons Attribution-Share Alike 3.0 Unported