



Level 4

# Communications

## Student Worksheets



**Sample!**

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# A. Introduction to Information Technology

Preparation

I. Complete the following:

a) What is Information Technology?

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b) In which areas of life does IT have an impact?

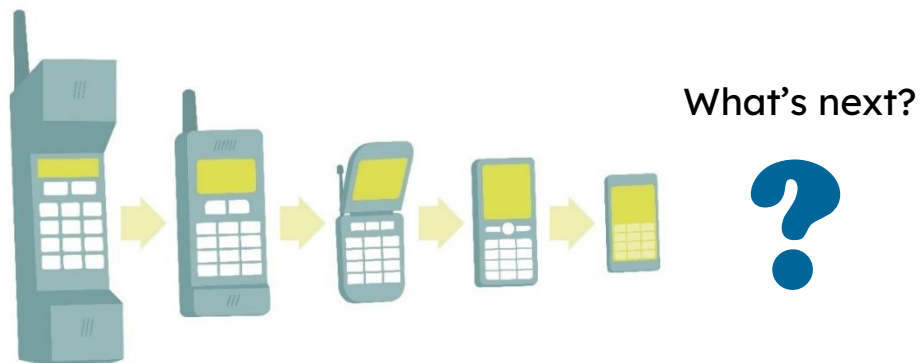
**Examples: advertising, seeking employment, learning, .....**

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c) What IT devices do you use on a regular basis?

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d) In your group, discuss the image below. What's next?



## B. Thinking about your Research Project

1. Read the Research Project's instructions below. **Highlight key words.** Write rough notes for Numbers a) to d). (Write key words and phrases only, just enough so that you can actively take part in the discussion.)



Preparation

- a) Explore the impact of current communications and information technologies on learning activities, social and work life, to include personal computers, digital, mobile and Internet technologies.
- b) Examine the development and role of information technologies in communication in the 21<sup>st</sup> century
- c) Consider the impact of IT in the workplace.
- d) Discuss and write about your experience and use of IT in your everyday life. Write down some ideas on where you used IT today.

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2. Look at the slides *Information Technology* on the website.
3. Read the blog *10 Uses of Technology* on the website.

## H. Forms of I.T. Communication

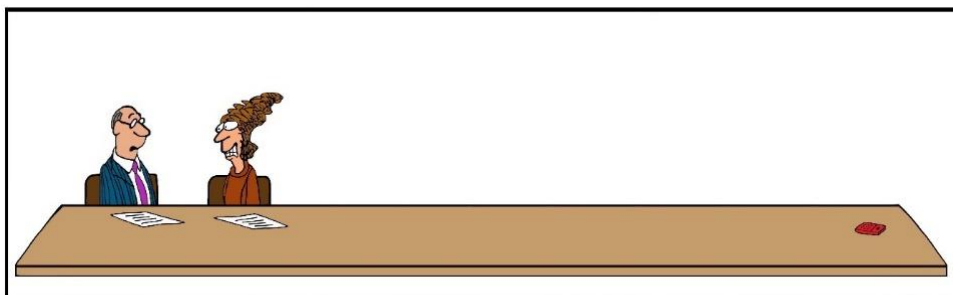
Preparation

1. Complete the exercise.

In most of the tasks below, you would use Information Technology.

Which form of communication would be best suited for the following? Choose just one for each scenario.

- a) You want to apply for a job. \_\_\_\_\_
- b) You want to make a doctor's appointment. \_\_\_\_\_
- c) You want to invite a friend for coffee. \_\_\_\_\_
- d) You want to share photos with family members. \_\_\_\_\_
- e) You want to find out about a computer course. \_\_\_\_\_
- f) You want to advertise a product across Ireland. \_\_\_\_\_
- g) You want to make a happy family announcement. \_\_\_\_\_
- h) You want to book your car for the NCT. \_\_\_\_\_
- i) You want to look at bus routes in Germany. \_\_\_\_\_
- j) You want to create your own timetable. \_\_\_\_\_
- k) You want to spread the news about a student day out. \_\_\_\_\_
- l) You want to talk to others about your gardening ideas. \_\_\_\_\_
- m) You need a new PIN for your bank card. \_\_\_\_\_
- n) You want to listen to music. \_\_\_\_\_



**“Now aren't you glad you got away from your phone?”**

## E. Photographs and Videos

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1. Look at the *photographs about the Japanese Earthquake in 2011*. These are available on the website.

2. Answer the questions:

a) Do you think the photographs are a clear depiction of the disaster? Give a reason for your answer, mentioning specific ones.

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b) Which photograph was the most powerful? Give a reason for your choice.

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c) Find a photograph that you think tells a story. It can be a personal photo or a photo from a newspaper / magazine / website. Write why you chose this photo. Include this with your Portfolio.



## H. Colours

Colours play a very important role in our lives, even though we may not realise it! Colours can affect our emotions and moods on a daily basis.

1. What feeling comes to mind when you see each of these colours?




2. In your group, discuss what you have written. It may be that different colours have different effects on people!

3. Look at the colour schemes below. Write your comments.

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4. Look at the *pictures of trees* on the website. In your group, discuss how the different colours affect the moods of the images.

Preparation

### 5. 0. Body Language

6. What messages so you think are being conveyed here? Fill in the speech bubbles.





## A. Listening I: Staying Present



1. Read the *Listening Tips* on the website.
2. One listening technique is to stay present. Don't let your mind wander. Listen to the tutor/teacher read the blog. Answer the questions.

a) Where was the woman from? .....

b) How much did she win? .....

c) Why was the timing of the win very good?  
.....

d) What job did the woman have? .....

e) What was her last day at work? .....

f) On what day did she win? .....

g) Name 2 of the winning numbers. ....

h) What is her husband's name? .....

i) What was his initial response? .....

j) What was the woman's name? .....

Go through the answers in your group. Mark your work.



## F. Informal Conversation



1. Read the conversational tips.

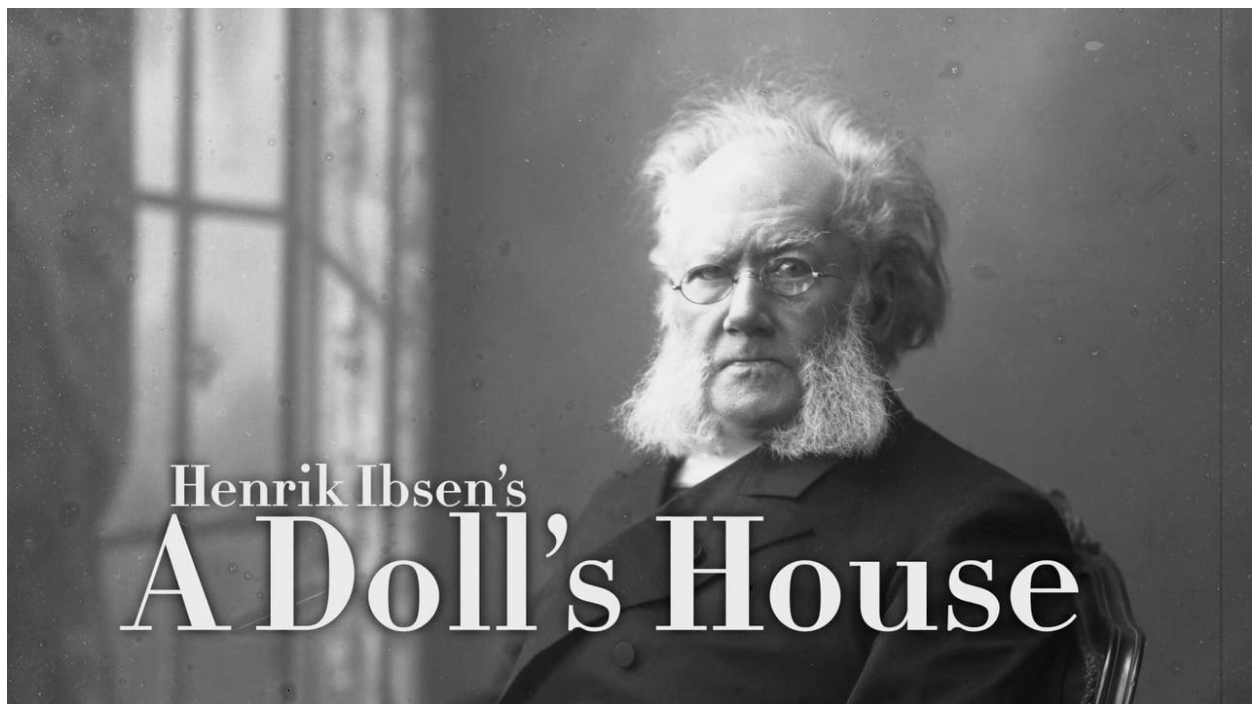
2. In pairs, have an informal conversation. Use the checklist below:

- Make eye contact with the other
- Stay on topic
- Use appropriate voice volume
- Use appropriate nonverbal communication
- Ask questions about the other person
- Ask open-ended questions
- Find common ground, if possible
- Ask for clarification if you don't understand something
- Listen with interest when another is speaking
- Make appropriate comments
- Take turns at speaking
- Stay focused on the conversation
- Demonstrate appropriate personal space
- Enjoy the conversation
- Be respectful
- Begin and end the conversation appropriately
- Lead with a compliment.
- Embrace small talk
- Be nice
- Keep the conversation light and positive
- Ask the person what he or she likes to do for fun
- Don't talk too much about yourself
- Show genuine interest in the conversation
- Use positive body language



## E. Reading Text 5: Studying & Evaluating a Play

1. Read the short play 'A Doll's House' by Henrik Ibsen.
2. You can read it online or download it from Project Gutenberg:  
Read the play as a group together. Act out parts of the play.



3. Discuss these questions in your group as you complete each act.
4. Then answer the questions on your own.



5. Watch the *adapted movie* if you have time; it's available on the website.

### Act I

1. From the beginning of Act I, Torvald calls Nora several pet names. What do these names suggest about Torvald's perception of his wife and his marriage?
2. Compare Nora's and Kristine's lives since marriage. Who is better off? Explain.



## I. Reading Text 9: Reading Instructions

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FOLLOW THE DIRECTIONS:

1. Read everything carefully before doing anything.
2. Put your name in the upper right-hand corner of this page.
3. Circle the word NAME in sentence two.



4. Draw five small squares in the upper left-hand corner.
5. Put an "X" in each square.
6. Put a circle around each square.
7. Sign your name under the title of this paper.
8. After the title write, "yes".
9. Put a circle completely around sentence

number seven.

10. Put an "X" in the lower left corner of this paper.
11. Draw a triangle around the "X" you just put down.
12. On the back of this paper, multiply 7 by 66.
13. Draw a rectangle around the word "corner" in sentence four.
14. When you get this far along, draw a star for yourself in the bottom right-hand corner of the page.
15. Punch three small holes in the top of this paper with your pencil point.
16. If you are still carefully following instructions, give yourself another star in the bottom right-hand corner of the page.
17. Underline all even numbers on the left side of this paper.
18. Now that you have finished reading everything, do sentences 1 and 2 only! Keep busy so that others will continue to read without disturbance from you. Do not make any sign to give a clue to your having completed the assigned task.

How well did you do? \_\_\_\_\_

## M. Reading Techniques

Here is a five-step approach to reading.

1. Match the approaches and actions.

Step 1 Orientation

Step 2 Skimming

Step 3 Scanning

Step 4 Decoding

Step 5 Global understanding



extract specific pieces of information, e.g., checking the board at the airport for your flight details

pre-reading preparation, what type of text is it, table of contents, headings, subheadings, title of text, etc.

understand and critically evaluate the "why" of the text, meaning of the text

to get the general meaning (gist) of the story, focus on what makes sense and skip parts you don't understand, make a mental summary, this text deals with ...

intensive reading, detailed, word-by-word reading, locate important words / sentences / phrases, retelling, paraphrasing, thorough comprehension

2. Use this 5-step approach to read a text, e.g., blog, an essay, an assessment brief, a story, an article, etc.

a) What did you read? \_\_\_\_\_

b) Which step did you find most difficult?  
\_\_\_\_\_

c) Which step was most helpful? \_\_\_\_\_

