



## Digital Literacy: Workplace Safety Lesson Plan

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Lesson Background	NRS Levels
	High Beginning to Low Intermediate ESL

Recommendations for Direct Instruction
<ul style="list-style-type: none"> <li>• Standard W8 is practiced but not taught. Teachers may wish to add direct instruction on recalling information from digital sources.</li> <li>• Teachers should consider adding text-dependent questions to enhance the lesson for standards-aligned instruction.</li> <li>• This lesson would ideally be taught in coordination with a company handbook or in the context of an IET.</li> <li>• This lesson is recommended for teaching only to the levels indicated above. It would be difficult to adapt it for higher levels of learning.</li> </ul>

Project Title	Approximate Instruction Time
Workplace Safety	1 hour and 30 minutes

<b>Instructional Objectives</b> <i>(Written in teacher language primarily derived from content standards and includes evidence of mastery):</i>	<b>Learning Target Statements</b> <i>(Written in student-friendly language and helps learners reflect on what they are able to do as a result of the project) for learners' exit tickets, learning logs, or reflection:</i>
<p>By the end of this project, students will be able to:</p> <ul style="list-style-type: none"> <li>• Describe potentially unsafe behavior at work.</li> <li>• Read and understand the meaning of posted safety signs.</li> <li>• Do an internet search for images.</li> <li>• Create and share a document in Google Docs.</li> <li>• Use simple formatting skills in Google Docs.</li> </ul>	<ul style="list-style-type: none"> <li>• I can tell someone how to be safe at work.</li> <li>• I can tell someone what different safety signs mean.</li> <li>• I can use Google Docs.</li> </ul>































Lesson Area	Lesson Information
<p><b>ELA/Mathematics/ELP Standard(s) Addressed:</b></p>	<p><b>ELA/Mathematics/ELP:</b></p> <p><b>CCR A-B:</b></p> <p>R7: Use of visual information.</p> <p>W6: Use digital tools to create content and collaborate with others.</p> <p>W8: Recall information from digital sources.</p> <p><b>Additional Standards:</b></p> <p><a href="#">Northstar Digital Literacy Assessment Standards for Essential Computer Skills</a>: Northstar Digital Literacy Assessment is available at no cost.</p> <p><a href="#">ISTE Student Standards</a>: Empowered Learner and Creative Communicator</p>
<p><b>Central Skills Taught:</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Adaptability and Willingness to Learn</li> <li><input checked="" type="checkbox"/> Communication</li> <li><input checked="" type="checkbox"/> Critical Thinking</li> <li><input type="checkbox"/> Interpersonal Skills</li> <li><input type="checkbox"/> Navigating Systems</li> <li><input checked="" type="checkbox"/> Problem Solving</li> <li><input checked="" type="checkbox"/> Processing and Analyzing Information</li> <li><input checked="" type="checkbox"/> Respecting Differences and Diversity</li> <li><input checked="" type="checkbox"/> Self-awareness</li> </ul>

Lesson Area	Lesson Information
<b>Language Demands:</b> (Include academic language, language skills, etc.)	<b>Academic Language Functions:</b> <ul style="list-style-type: none"><li data-bbox="611 228 814 261">• Describing</li><li data-bbox="611 293 814 326">• Classifying</li><li data-bbox="611 358 1934 431">• Vocabulary related to workplace safety and signage as co-constructed by students and teacher</li><li data-bbox="611 464 1524 496">• Giving and receiving directions using imperative sentences</li></ul>

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<p><b>Assessing Mastery of the Objective(s) and Central Skills:</b></p> <p>Indicate <u>when</u> and <u>how</u> assessment – formative and/or summative - will occur during the project.</p>	<p><b>Proof of Learning:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Via observation of a team task (e.g., discussion, work on project)</li> <li><input type="checkbox"/> Via team self-assessment</li> <li><input type="checkbox"/> Via individual self-assessment</li> <li><input checked="" type="checkbox"/> Via team product</li> <li><input type="checkbox"/> Via individual product</li> <li><input type="checkbox"/> Other (Please list):</li> </ul> <p><b>Proof of Learning Tools:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rubric</li> <li><input type="checkbox"/> Checklist</li> <li><input type="checkbox"/> Quiz</li> <li><input checked="" type="checkbox"/> Other (Please list): Completing worksheet</li> </ul> <p><b>Ongoing Formative Assessment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nonverbal responses to comprehension questions (e.g., answer cards, Kahoot!)</li> <li><input type="checkbox"/> Peer-to-peer quizzing</li> <li><input checked="" type="checkbox"/> Exit/admit tickets</li> <li><input type="checkbox"/> KWL charts</li> <li><input type="checkbox"/> Other (Please list):</li> </ul>

Lesson Area	Lesson Information
<p><b>Adaptations and/or Accommodations:</b></p> <p>How will you increase access to the content of the project? Identify differentiation strategies.</p>	<p>This lesson shows how blended learning offers the opportunity for differentiation. In this class, the teacher uses station rotation, placing the students around the room at different activity stations based on their demonstrated need early in the lesson. The Computer Skills Checklist (Appendix A) can be used to help with placement.</p>

Procedure	Description	Central Skills	Materials
<p><b>Introduction:</b></p> <p>How will you introduce the lesson objective and how it fits into the unit/LOI? Identify its relevance to learners' needs and goals.</p> <p><b>Timing: 15 minutes</b></p>	<p><b>Teacher:</b> <i>Workplace safety is a serious issue. If you get injured, you might not be able to work for a while. Let's look for a few examples where someone didn't think about workplace safety.</i></p> <p>The teacher models opening a Chromebook and logging in to Google, narrating the steps as they are projected. The teacher opens a web browser and types in "unsafe work behavior."</p> <p>The teacher elicits observations from the students about unsafe behavior exhibited in the pictures, extends the discussion to ways to prevent injury, and lists prevention behaviors as imperatives on the whiteboard or on Post-its. (This list should remain visible as a resource for the entire class and be kept for possible use later in the unit.)</p>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Critical Thinking</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Skills Checklist (Appendix A)</li> <li>• Teacher Chromebook computer (or some other device connected to the internet)</li> <li>• Projector</li> <li>• Screen</li> <li>• Whiteboard or large white Post-its</li> </ul>
<p><b>Explanation and Modeling:</b></p> <p>What type of direct instruction do learners need? Are there ways for learners to access the new content independently? What types of models will you provide and when?</p> <p><b>Timing: 15 minutes</b></p>	<p><b>Teacher:</b> <i>One way to stay safe is to follow safety signs at work. Let's look at a few safety signs.</i></p> <p>The teacher does a web search for "safety sign," making the screen visible using the projector and again narrating the steps. The teacher asks the students which signs they recognize and what they mean and then asks what the students notice about the color and shape of each sign. The teacher, through questioning, helps the students arrive at the following conclusions:</p>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Processing and Analyzing Information</li> <li>• Respecting Differences and Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Chromebook computer (or some other device connected to the internet)</li> <li>• Projector</li> <li>• Screen</li> <li>• Whiteboard or large white Post-its</li> </ul>

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	<p>Red—prohibition or fire</p> <p>Blue—mandatory safety</p> <p>Yellow—action</p> <p>Orange—warning</p> <p>Green—safe condition</p> <p>Show this image from Quora  <a href="https://www.quora.com/What-are-the-different-shapes-and-colors-used-for-safety-signs-How-can-I-understand-their-meanings">https://www.quora.com/What-are-the-different-shapes-and-colors-used-for-safety-signs-How-can-I-understand-their-meanings</a>):</p> <table border="1" data-bbox="510 732 1272 1432"> <thead> <tr> <th data-bbox="510 732 730 810">Shape</th> <th data-bbox="730 732 873 810">Meaning</th> <th data-bbox="873 732 1018 810">Color</th> <th data-bbox="1018 732 1272 810">Examples</th> </tr> </thead> <tbody> <tr> <td data-bbox="510 810 730 940">             Circle with diagonal bar         </td> <td data-bbox="730 810 873 940">Prohibition</td> <td data-bbox="873 810 1018 940"> <b>RED</b>            (contrast: white)         </td> <td data-bbox="1018 810 1272 940">           No smoking   </td> </tr> <tr> <td data-bbox="510 940 730 1070">             Circle         </td> <td data-bbox="730 940 873 1070">Mandatory Action</td> <td data-bbox="873 940 1018 1070"> <b>BLUE</b>            (contrast: white)         </td> <td data-bbox="1018 940 1272 1070">           Wear Eye protection   </td> </tr> <tr> <td data-bbox="510 1070 730 1200">             Equilateral Triangle         </td> <td data-bbox="730 1070 873 1200">Warning</td> <td data-bbox="873 1070 1018 1200"> <b>YELLOW</b>            (contrast: black)         </td> <td data-bbox="1018 1070 1272 1200">           Danger Flammable material   </td> </tr> <tr> <td data-bbox="510 1200 730 1330">             Square / Rectangle         </td> <td data-bbox="730 1200 873 1330">Information about safe condition</td> <td data-bbox="873 1200 1018 1330"> <b>GREEN</b>            (contrast: white)         </td> <td data-bbox="1018 1200 1272 1330">           Escape Route – Left   </td> </tr> <tr> <td data-bbox="510 1330 730 1432">             Square / Rectangle         </td> <td data-bbox="730 1330 873 1432">Fire Safety</td> <td data-bbox="873 1330 1018 1432"> <b>RED</b>            (contrast: white)         </td> <td data-bbox="1018 1330 1272 1432">           Fire Extinguisher   </td> </tr> </tbody> </table>	Shape	Meaning	Color	Examples	 Circle with diagonal bar	Prohibition	<b>RED</b> (contrast: white)	No smoking 	 Circle	Mandatory Action	<b>BLUE</b> (contrast: white)	Wear Eye protection 	 Equilateral Triangle	Warning	<b>YELLOW</b> (contrast: black)	Danger Flammable material 	 Square / Rectangle	Information about safe condition	<b>GREEN</b> (contrast: white)	Escape Route – Left 	 Square / Rectangle	Fire Safety	<b>RED</b> (contrast: white)	Fire Extinguisher 		
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	<p>The teacher explains key vocabulary listed in the “Meaning” column and any unknown words in the provided examples. The teacher also explains examples elicited from the learners, listing key vocabulary on the whiteboard or on Post-its.</p> <p>The teacher then has the students talk in pairs about where they have seen these signs and discuss whether or not the signs are the same in their countries.</p>		
<p><b>Guided Practice:</b> Which tasks and learning activities will you use to engage learners with the content and skills? How will you structure the tasks or other learning activities to support learners’ success? <b>Timing: 30 minutes</b></p>	<p><b>Teacher:</b> <i>Now let’s see what you recall. Use this worksheet. Match the sign to its meaning.</i></p> <p>Activity 1: The teacher passes out the “Safety Sign” worksheet, which requires matching the correct meaning to each sign. The students complete the worksheet individually at first. The teacher circulates and answers questions or pairs students who are struggling.</p> <p><b>Teacher:</b> <i>Now let’s find a few more signs that will help you stay safe. Get your Chromebook, log in, and open a web browser. Do a web search on safety signs. Look for five signs that you know will help keep you safe at work or in school.</i></p> <p>Activity 2: The students get into groups of two or three, open their Chromebooks, and each logs into Google and begins the internet search. If there are not enough computers, some student pairs can jointly use one computer, with only one student logging in.</p>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Problem Solving</li> <li>• Processing and Analyzing Information</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Sign Worksheet (Appendix B)</li> <li>• Chromebook for each student</li> <li>• Paper</li> <li>• Colored pencils or markers</li> </ul>

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	<p>The teacher can demonstrate this process one more time on the projected screen. If the students are having trouble finding five signs, the teacher can show them this website:  <a href="https://en.wikipedia.org/wiki/ISO_7010">https://en.wikipedia.org/wiki/ISO_7010</a>.</p> <p>The teacher has one student open a document in Google Docs and name it "Safety Signs." This student shares the document with the other students.</p> <p><b>Teacher:</b> <i>Go back to your web search results and copy your five pictures into your document in Google Docs. Name the signs. In each case, change the font color to match the sign color.</i></p> <p>If some students are really struggling with Google Docs, the teacher can ask them to take out a piece of paper and draw the signs, then label them.</p> <p>The teacher circulates, providing assistance and noting proficiency with the content and with using the computer.</p> <p>The teacher has a few students talk about what they created, showing their document or paper to the rest of the students.</p>		

Procedure	Description	Central Skills	Materials
<p><b>Application/Extended Practice:</b> What will learners do to demonstrate their acquisition of content knowledge, basic skills, and key soft skills? <b>Timing: 25 minutes</b></p>	<p><b>Station Rotation:</b> Place the students at different stations depending on what was observed in previous activities.</p> <p><b>Station 1:</b> This station is reserved for students who struggled the most with the content and have low-level computer skills. The teacher will rehash previous activities and work with this small group by reviewing sign meaning or computer skills, including vocabulary for the computer skills employed in the internet search and in creating and formatting the document in Google Docs.</p> <p><b>Station 2:</b> This station, devoted to self-directed computer skills development, is reserved for students who felt comfortable with the tasks. The teacher asks them to make use of learning resources in GCFLearnFree.org in the area of Google Docs. Then, they can continue to develop their “Safety Signs” document.</p> <p><b>Station 3:</b> This station, devoted to self-directed ESL study, is reserved for students who demonstrated adequate proficiency in the previous tasks and who choose to use the time for more direct language instruction in USA Learns. (These students are already oriented to and have worked independently in USA Learns, so they presumably can be self-directed.)</p>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Problem Solving</li> </ul>	<ul style="list-style-type: none"> <li>• Chromebooks</li> <li>• <a href="https://www.gcflearnfree.org">https://www.gcflearnfree.org</a></li> <li>• <a href="https://www.usalearns.org/">https://www.usalearns.org/</a></li> </ul>

Procedure	Description	Central Skills	Materials
<p><b>Student Reflection on Learning Targets, Closure, and Connection to Future Learning</b></p> <p><b>Timing: 5 minutes</b></p>	<p>The teacher brings the students back together as a group and asks them to turn to a partner and share:</p> <ul style="list-style-type: none"> <li>• What was difficult today?</li> <li>• What was easy?</li> </ul> <p><b>Exit Ticket:</b></p> <p><b>Teacher:</b> <i>What are three things you learned in today's class. Email them to me.</i></p> <p><b>Option for Extended Learning:</b></p> <p>The students can complete a lesson in USALearns.</p> <p>They can also look around for more safety signs and add one to their document. Students who cannot add the sign to the document themselves can take a picture or make a drawing of the sign and bring it to the next class.</p>	<ul style="list-style-type: none"> <li>• Self-awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Chromebook</li> <li>• E-mail accounts</li> </ul>

## Appendix A. Computer Skills Checklist

Technology Skills	Students Who Need More Help	Notes
Review: Turning on Chromebook		
Review: Logging into account		
Review: Using standard mouse functions (right-click, left-click, double-click, scroll)		
Review: Basic keyboarding skills <ul style="list-style-type: none"><li>• Arrows</li><li>• Letters</li><li>• Numbers</li><li>• Backspace</li></ul>		
Opening Google Drive		
Creating and sharing a document in Google Docs <ul style="list-style-type: none"><li>• Naming documents appropriately</li><li>• Sharing with classmates</li></ul>		
Formatting a document in Google Docs <ul style="list-style-type: none"><li>• Change color</li><li>• Copy and paste an image from a website</li></ul>		

Use this template to create a tech-skill focus checklist each week. Monitor student proficiency and progress using the checklist.

## Appendix B. Safety Sign Worksheet

Match the picture with the general meaning. Write the letter next to the correct meaning. Write the specific meaning if you can.

Prohibition

Mandatory safety action

Fire

Warning

Safe condition



A. \_\_\_\_\_



B. \_\_\_\_\_



C. \_\_\_\_\_



D. \_\_\_\_\_



E. \_\_\_\_\_



F. \_\_\_\_\_



G. \_\_\_\_\_



H. \_\_\_\_\_



I. \_\_\_\_\_



J. \_\_\_\_\_



K. \_\_\_\_\_



L. \_\_\_\_\_