

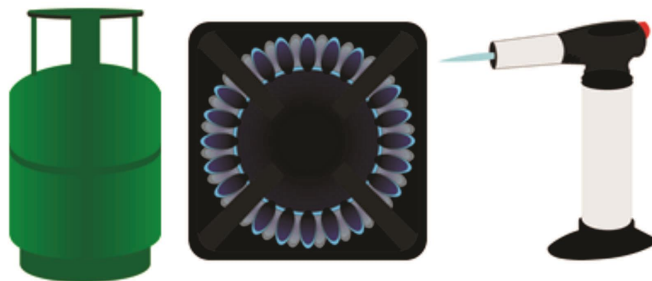


Integrated ICT Learning Unit

Volume 4 - 6

Gas Do's and Dont's

GAS SAFETY



Important tips for using gas safely.

- ❖ Do have all gas appliances installed and serviced by licensed or qualified professionals.
- ❖ Know how to shut appliances off in an emergency.
- ❖ Do not try to locate a gas leak yourself.
- ❖ Do not hang things from gas pipes.

Overview

This integrated ICT learning unit consists of one activity which explores the concept of **procedures to stay safe when on working near an area that uses gas.**

Lesson format:

10 minutes	Educational game (optional; at the discretion of the teacher)
5 minutes	“Tech Talk” which introduces ICT terminology
5 minutes	Mouse skills which develop essential mouse and keyboard/touch typing techniques
20 minutes+	Integrated activity involving tasks, which relate to relevant content being covered in the classroom

ICT applications used in this Learning Unit:

Word Processing	Graphics	Spreadsheets	Databases	Internet	E-mail	Presentations	Drawing	Web design	Information Organiser	Simulations & design	Desktop Publishing	Operating Systems	Programming & logic
	√											√	

Structure of the Learning Unit:

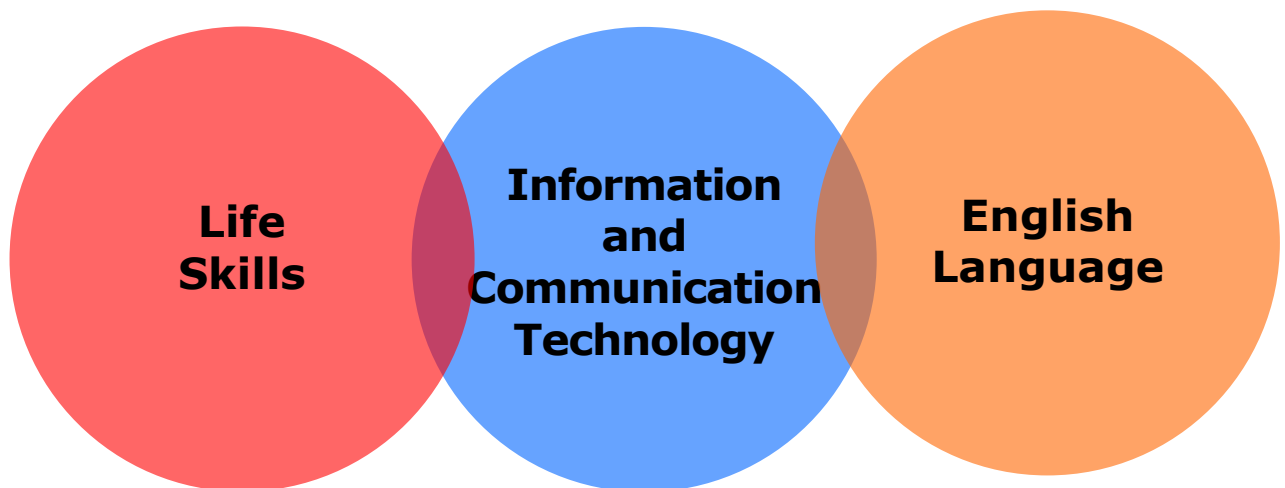
Integrated Activity

This lesson is aimed at integrating ICT into current, relevant class curriculum. Using this approach enables learners to use the computer not only as a working tool but also as a relevant learning tool to learn new concepts and skills or consolidate previously learnt work. This activity will take between 20 – 60 minutes (or 1-3 lessons) to complete depending on the ability of the learners and the time available.

e-Learner Assessment

The required assessment for each unit is completed by the ICT teacher by means of evaluating each skill on the skills matrix. The ICT teacher can indicate on the skills matrix whether the skill is being practised or developed by inserting a tick in the appropriate column next to the appropriate skills. Should the teacher wish to formally assess the skills, the relevant achievement level can be indicated in the assess column next to each skill assessed. The corresponding e-Learner skills should also be marked off when completed. The e-Learner skills can also be formally assessed by subscribing to the relevant online e-Learner assessment for which an ECDL endorsed certificate will be issued upon successful completion of the course. By utilising these assessment tools, the level of ICT competency as well as the progress of each learner can be monitored. The assessment matrix, as contained in this lesson instruction book, may be printed or photocopied for each learner.

ICT INTEGRATION ACROSS THE CURRICULUM



STRUCTURE OF LESSON GAS DO'S AND DONT'S

INTEGRATED LESSON	
Prior Learning Requirements	
Concept / Topic: Knowledge of safety rules	
ICT Skills: Inserting text into order; Drag and drop; Effective control and use of the mouse	
Educational Game	10 Min
A suitable educational game may be used as an optional activity at any point during the course of the lesson at the discretion of the ICT or class teacher	
Keyboard / Mouse Skills	5 Min
A suitable activity should be selected by the ICT or class teacher to ensure continuity and progression of appropriate skills	
Tech Talk	5 Min
UNIX A very powerful operating system used as the basis of many high-end computer applications.	
Integrated Activity	20 Min
Learners sort safety rules into the correct order and type a list of why safety rules need to be followed.	
Resources Used	
Software: Microsoft Word	
Prerequisite: None	
Template: Gas safety.doc	
WWW: None	
Subjects	
<ul style="list-style-type: none"> • Life Skills • English Language 	
Additional Learning Opportunities	
Concept / Topic: 2.9 Transport	
ICT Skills: 4.4 Our Changing World - Energy	
Beyond the ICT Centre	
<ul style="list-style-type: none"> • Visit your local harbour 	

Learner name:	Class:	
Integrated Activity: Learners create a gas safety awareness poster.		
Theme/Topic: Gas do's and don'ts	Integrated Activity	
Subjects	Practice	Assess
English Language		
Listens attentively to instruction given		
Identifies the safety steps in the correct order		
<i>Comment:</i>		
Life Skills		
Interpret and apply knowledge		
<i>Comment:</i>		
Concepts and Skills		
Arranging and organising		
Identification		
7 = Outstanding Achievement 6 = Meritorious Achievement 5 = Substantial Achievement 4 = Adequate Achievement 3 = Moderate Achievement 2 = Elementary Achievement 1 = Not Achieved		

Learner name:	Class:	
Integrated Activity: Learners create a gas safety awareness poster.		
Theme/Topic: Gas dos and don'ts	Integrated Activity	
e-Learner Skills	Practice	Assess
Unit 2 – Files and Folders		
2.2.1 Right / Left click mouse		
2.2.2 Single / Double click mouse		
2.3.1 Alpha / numeric keys on keyboard		
2.5.1 Open / Exit programmes Using Shortcuts		
2.6.2 Close window		
2.6.3 Move window		
2.7.3 Navigating within a file (scrollbar / hyperlinks)		
2.7.4 Opening Files		
2.7.6 Closing Files		
7 = Outstanding Achievement 6 = Meritorious Achievement 5 = Substantial Achievement 4 = Adequate Achievement 3 = Moderate Achievement 2 = Elementary Achievement 1 = Not Achieved		

Integrated Lesson Gas dos and Dont's (Microsoft Word)



EDUCATIONAL GAME: (10 minutes)

A suitable educational game may be used as an optional activity at any point during the course of the lesson at the discretion of the ICT or class teacher

KEYBOARD/ MOUSE SKILLS: (5 minutes)

1. The learners need to sit directly opposite the monitor; eyes in line with the screen.
2. Check that the learners look at the screen and not at the mouse.
3. The learners need to sit up straight with their bodies square to the keyboard.
4. Feet should be placed flat on the ground in front of the student.

TECH TALK: (5 minutes)

UNIX

A very powerful operating system used as the basis of many high-end computer applications.



INTEGRATED ACTIVITY

In order to promote relevant discussion, the following questions are posed by the educator to the learners:

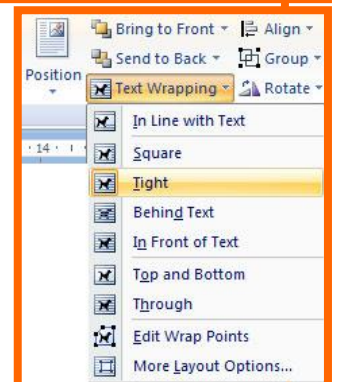
- **What can you use gas for?**
- **How is gas extracted?**
- **Can you name an appliance at home that is powered by gas?**

A short discussion takes place about gas and what it is used for and how it can be dangerous.

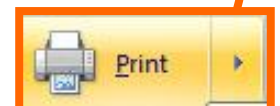
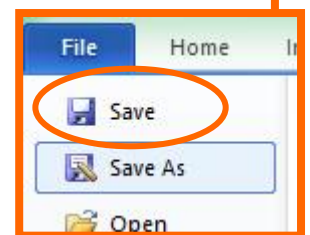
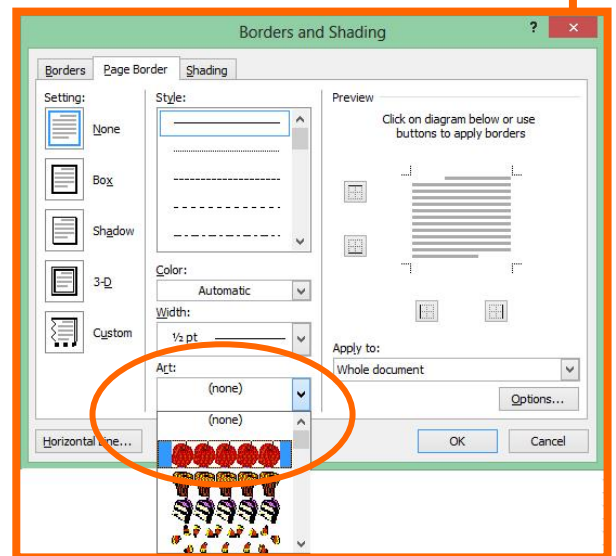
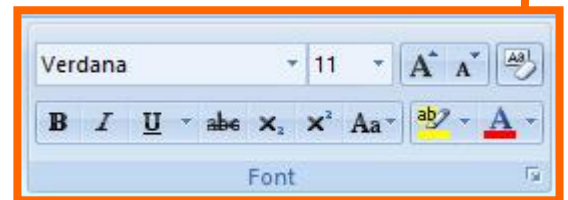
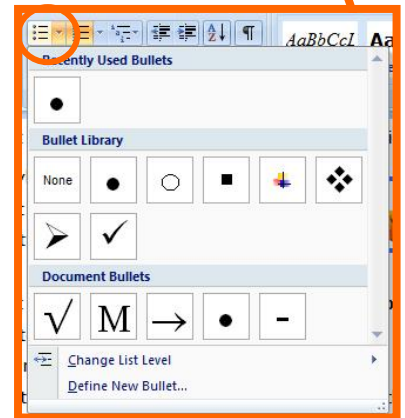
Explain to the learners that today we are going to arrange gas safety rules into the correct order. Learners must then type a list of why following safety rules is important.

Task: Create a gas safety awareness poster using Microsoft Word .

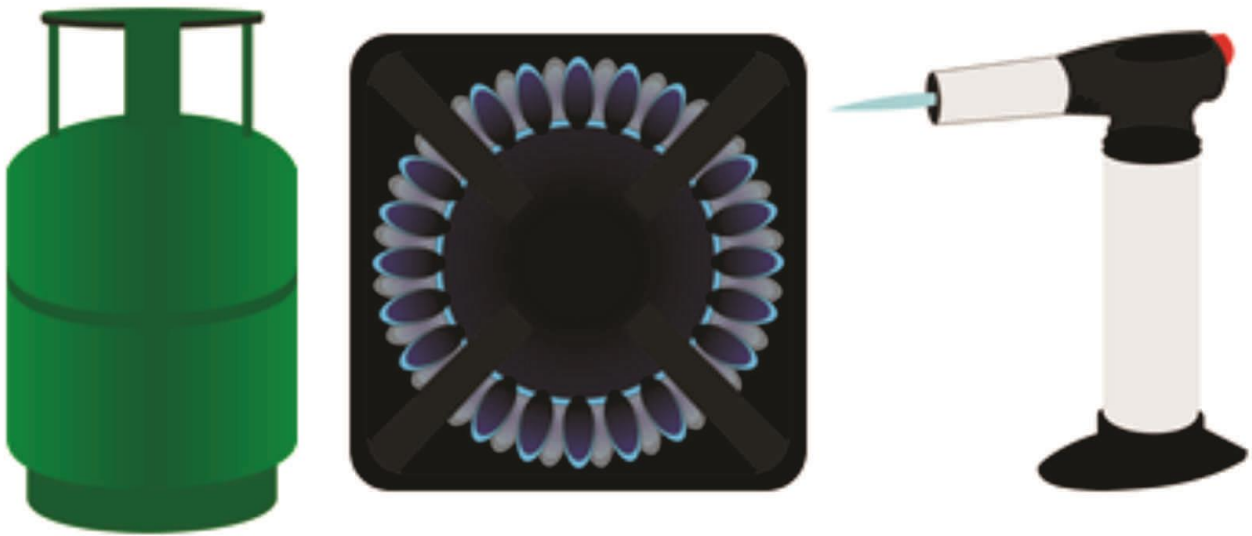
1. Open the Word Processing programme by either double clicking on the Microsoft Word icon on the desktop or by clicking on **Start → All Programmes → Microsoft Office → Microsoft Word**
2. Save your document into your digital portfolio → **File → Save As → locate your portfolio → double click → type a suitable name in the file name box → Save**
3. Click where you want to insert your **WordArt**
4. On the **Insert Ribbon**, click on **WordArt** and select the WordArt you want
5. Type in your headings: **E.g "Gas Safety Instructions"** your font and font size and → **OK**
6. **Format** the **WordArt** so you can move it → **double click on your WordArt → Format Ribbon → Text Wrapping → Tight**



7. **Rearrange** the images found on the template, into the correct order of procedure, by clicking on the image, holding in the mouse and dragging it around on the page
8. Before you start your list, **double click** beneath the safety instruction images to start in a blank area → click on the **Bullet icon down arrow** → **choose a suitable bullet**
9. Type your list of why following safety rules is important (*Hint: Press "enter" key on the keyboard to start the next bullet point*)
10. **Format** the text **style, size and colour** by **highlighting the text** and clicking on the **font size** box on the **Home Ribbon**
11. Insert a **Page Border** → **Page Layout Ribbon** → **Page Border** → Under **Art Tab** → Choose a suitable border → **OK**
12. To save **File** → **Save OR CTRL + S**
13. Print your work → **File** → **Print** → **OK**



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