

LESSON PLAN

Fill-In-The-Blanks

Literacy Objectives: Learners will be able to read and answer simple questions.

Computer Objectives: Learners will be able to type and edit words.

Level: Beginner (though can be adjusted with more complex sentences and harder words for more advanced Learners)

Materials: Microsoft Word or any other word processing program.

Introduction/Preparation:

Often beginner literacy students are also beginner computer users. Their lack of writing experience and computer experience can combine to make word processing very frustrating. By creating fill-in-the-blank exercises, Tutors can offer their Learners practice in reading, using the mouse, and typing.

1. Type in a sample document or series of sentences, leaving out the information you would like the Learner to fill in.

<p>My Story</p> <p>My name is _____. I was born in _____ on _____. I now live in _____. I am _____ years old. I have worked as a _____. In my free time I like to _____.</p>
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2. Every place there is a blank, have your Learner highlight the blank using the mouse key, then type in his/her specific answers.

Alternatives:

Provide a list of words that can be used to fill in the blanks.

<p>Christmas shopping</p> <p>lights church</p> <p>tree turkey</p> <p>At _____ time my brother and I like to go _____ for presents. We trim each _____ in our yard with red and green _____. We buy a _____ for Christmas dinner. The whole family goes to _____ on Christmas.</p>

Word Families

Show the partial word family you're concentrating on, and have your Learner fill in the rest

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| __OUGH | __ING | __ORK |
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