

Some examples of language, literacy and numeracy use in *ICT*

Literacy/ESOL

Speaking and Listening	Reading	Writing
<ul style="list-style-type: none"> • Discussing with others the positive and negative aspects of a proposed new development in ICT technology • Preparing a presentation on an aspect of your research into the use of ICT in teaching and learning in an institution, including a focus group to gather the information as part of the task • Explaining to a work colleague how to use a particular function of a popular software programme 	<ul style="list-style-type: none"> • Reading a section of an ICT instructions manual or the 'Help' function on a computer and following the steps to complete a task • Reading a report that you have been given and converting it into a PowerPoint presentation with appropriate illustrations or diagrams 	<ul style="list-style-type: none"> • Preparing a word processed report for a client outlining the strengths and weaknesses of two different ICT systems options for a business, ensuring that the information can be understood by a non-specialist • Replying to emails and dealing with on-line requests for support, information or guidance including fault queries

Numeracy

Number	Measures, shape and space	Handling data
<ul style="list-style-type: none"> • Understanding the zoom facility (percentages) on the text display in a word processed document • Using the graphic facilities on a computer to create, divide and colour simple shapes into halves or quarters • Estimating a document word count (approx. 12 words/ row, 20 lines/ page) and comparing results with the 'word count' feature in a word processing software package 	<ul style="list-style-type: none"> • Selecting 'Insert: Date and Time' using word processing software and looking at the different ways of writing today's date • Drawing common shapes (e.g. different-sized rectangles) using a graphics facility • Changing the margins, height and width of cells in a table or spreadsheet document in order to become familiar with small measurements in cms or inches 	<ul style="list-style-type: none"> • Interpreting data from both written information and a range of charts such as histograms, pie charts etc • Entering labels and data into two columns on a spreadsheet, e.g. days of the week and hours spent on group activity • Using spreadsheets to draw graphs and charts from given data, and interpreting the results