Software in use: Giving instructions

Warm up: **Which actions are easy and which are difficult for you? Why?**

Action	Easy	Difficult	Why?
Install antivirus software	☐	☐	
Edit a Word document	☐	☐	
Send an email with an attachment	☐	☐	
Cancel a subscription	☐	☐	
Create a new account	☐	☐	
Change your password	☐	☐	

Vocabulary

1. Computer commands and their icons.

Verb	Icon	Example Sentence
open	📂	Open the document.
save	💾	Save your work before closing.
close	✖	Close the program when you finish.
create	➕	Create a new folder.
copy	📋	Copy the text.
paste	📥	Paste it in the new document.
format	✏	Format the text using bold and italics.
print	🖨	Print the final version.
attach	📎	Attach the file to your email.
add	➕	Add a link at the bottom of the message.
send	📤	Send the email when you are ready.
click on	🖱	Click on the "Compose" button.

2. Types and Extensions. File type with its **use:**

File Type	Use
.docx	Word document (text files)
.jpg	Image / photo file
.pdf	Read-only document
.exe	Installation or program file
.mp3	Audio file
.mp4	Video file
.pptx	Presentation file

3. Complete the sentences with the correct verb or file type.

1. To begin a new project, first _____ a new document.

2. You should always _____ your work before closing the program.

3. To move text, _____ it and then _____ it in another place.

4. My photos are saved as _____ files.

5. To show your presentation in class, use a _____ file.

6. This document is read-only; it's a _____.

7. If you need to install a program, run the _____ file.

8. When you finish editing, don't forget to _____ your file.

9. To upload the image to the website, click "_____ file."

10. If you want to share the document as a picture, export it as a _____.

11. Before sending the email, make sure to _____ the attachment.

Reading

How to Create a Simple Document in Word

1. **Open** Microsoft Word.

2. **Create** a new blank document.

3. **Type** your text in the main window.

4. **Format** your text using the toolbar – you can make it bold, italic, or underline.

5. **Save** your file by clicking the "Save" icon or pressing *Ctrl + S*.

6. **Print** your document if you need a paper copy.

7. **Close** Word when you finish.

4. Comprehension questions:

1. What is the first step?

2. What can you do with the toolbar?

3. What are two ways to save a document?

4. What do you do after you finish working?

5. Which verbs are in the imperative form?

*Grammar highlight: Elicit the use of imperatives and sequencers.

Grammar Focus: <mark>Imperatives and Sequencers</mark>

Imperatives = base verb form (no *to*).
Used to give **instructions** or **commands**.

Function	Example
Positive	**Open** the folder.
Negative	**Don't close** the file.
Sequencers	First, open the program. Then, select your file. Next, edit it. Finally, save and close.

💡 *Tip:* Use **First, Then, Next, Finally** to make steps clear and logical.

LISTENING: *Tech Support Call*

5. Fill in the blancks with the correct verb:

Agent: Hello, IT Support. How can I help you?

User: Hi, I need to install a new photo editor, but I don't know how.

Agent: No problem. First, _____ the installer from the official website.

User: Okay.

Agent: Then, _____ the file and _____ the setup instructions.

User: Should I restart my computer?

Agent: Yes, _____ it after the installation.

User: Great. And after that?

Agent: Finally, _____ the program and _____ for updates.

6. Put the instructions in order. . Number the steps (1–6) as you listen again.

- ____ Open the file.

- ____ Download the installer.

- ____ Run the program.

- ___ Check for updates.

- ___ Restart the computer.

- ___ Follow the setup instructions.

Speaking: *How to use it!*

7. Choose one familiar program or app. Examples: Microsoft Word, Canva, Photoshop, Google Drive, VLC Media Player, Zoom, PowerPoint, etc.

- Write down **5-7 short steps** explaining how to do one simple task in that software. Explain it to one of your classmates.
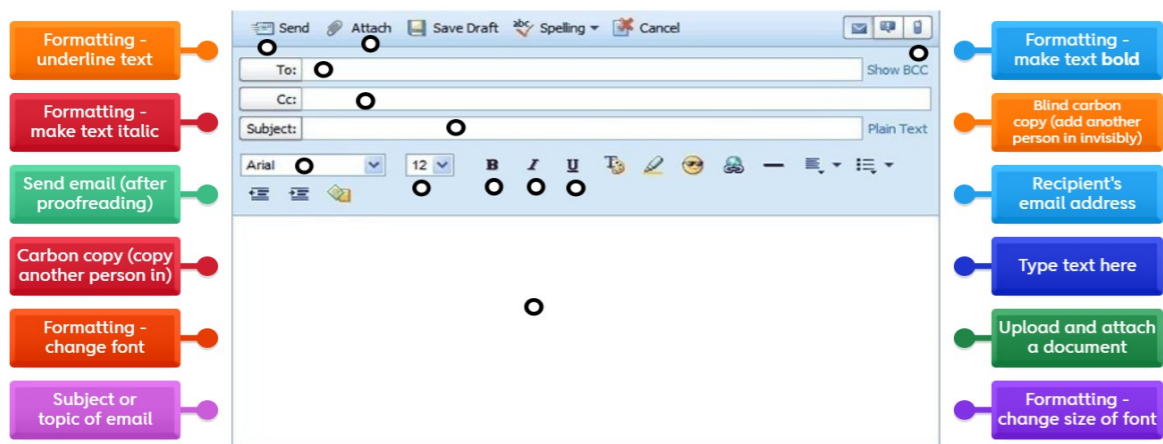
Planning Template:

Step	Instruction (Imperative)	Sequencer
1	Open Canva and log in.	First
2	Choose a poster template.	Then
3	Add an image and some text.	Next
4	Change the background color.	After that
5	Download your design as a .jpg file.	Finally

8. Review exercise: Complete the instructions with the missing word.

1. First, _____ (open / type) your inbox.

2. Then, _____ (click / send) on the "Compose" button.

3. Next, _____ (format / attach) your file.

4. Finally, _____ (open / send) your email.

5. Before you change the text style, _____ (copy / format) the part you want to edit.

6. If you need another version of the file, _____ (create / close) a copy of it.

7. To include an image in your document, _____ (add / print) it at the top of the page.

8. When the document looks correct, _____ (print / attach) it to keep a physical copy.

Vocabulary 2

1. Match the description to the picture:

Formatting – underline text
Formatting – make text italic
Send email (after proofreading)
Carbon copy (copy another person in)
Formatting – change font
Subject or topic of email

Formatting – make text **bold**
Blind carbon copy (add another person in invisibly)
Recipient's email address
Type text here
Upload and attach a document
Formatting – change size of font

2. Describe the position using the expressions/prepositions:

> **in the top left corner / at the bottom / on the right-hand side / in the centre / next to / above / below**

Examples:

- The 'Close' button is in the top left corner."

- "The toolbar is above the text window."

Write 4 sentences describing elements in the screenshot:

1 _____

2 _____

3 _____

4 _____

VIDEO: *How to use Gmail*

3. Look at the instructions and try to guess the missing word. Then, watch the video (1:33) and check if you were correct:

Once you've logged into your Gmail account, _____ "Compose". Your cursor will appear in the "To" section of your email box. _____ the email address of who you're sending the message to here. _____to make sure the address is registered. If you want to *cc* someone else into the same message, _____"Cc" and then_____ their address in this box. Click enter to confirm the address, and_____ multiples if you want. To_____ someone, click on "Bcc" and then_____ their address. In "Subject", _____ the heading you want for your email. _____ the message in your box here- You can use your formating tools to amend the style of your text here. Use this menu bar to_____ attachments,_____a link, and _____ an emoji, _____ a Google drive file, photo, set your emails confidential, or add a signature. When you are happy with your message, _____ "send". A pop-up will tell you the message has been sent when it's been delivered. From your inbox, you can_____the "Sent" tab to review your sent emails. You'll find your sent email at the top of the list.

Writing: *Written guide*

4. Choose one familiar program or app (you can use the one from the previous speaking). Prepare a short **written guide** explaining how to **log in (or sign up)** and how to use **one main feauture.**

Use:

- **Imperatives:** Open, Click, Type, Choose

- **Sequencers:** First, Then, Next, After that, Finally

- **Interface phrases:** in the bottom right-hand corner, on the left-hand side, next to the menu

* Example task: How to upload a photo to Instagram.