KA2 2020-1-RO01-KA204-079963

Integrated Training & Teaching for Learning further aiming Knowledge Sharing across Generations

- Team2Share -

2020-1-RO01-KA204-079963

RESULT:

Training Curriculum and Content for low skilled adults.

Intellectual Output2: Training programme for low skilled adults aiming their Team2Share

Activity A2.1: Training Curriculum and Content development

Contents

INTRODUCTION

Based on an innovative Team2Share methodology "team-oriented learning in interactive working groups" the TRAINING PROGRAM FOR LOW SKILLED ADULTS consists of a training curriculum and content developed and included in second app, namely "Android application App2- Team2Share Trainees' Training ".
Its aim is to prepare learners to participate to Team2Share learning and training programme.

It answers to need of low skilled adults for more suitable learning/training methods that helps them to learn and fix their knowledge more easily and thoroughly, things that are difficult for them to achieve in the classical/conventional learning and training systems.
By means, this newly acquired knowledge is not only stored in the long-term memory, as trainees also immediately need to apply their newly acquired knowledge and thus deepens it even further.

Reproducing what you have learned in your own words is tantamount to a positive digestive process in terms of learning psychology.

Knowledge becomes easier to remember and is therefore available more quickly, which is particularly useful when using language.
However, this new method is unfamiliar at the beginning, the target group: low skilled adults need special guidance and support in order to learn in a very simply way what is the learning by teaching methodology, how it may be applied, learning theory, use of different learning settings, preparation of learning content, conveying learning content, basic ICT skills, communication and conflict management, public speaking, feedback.
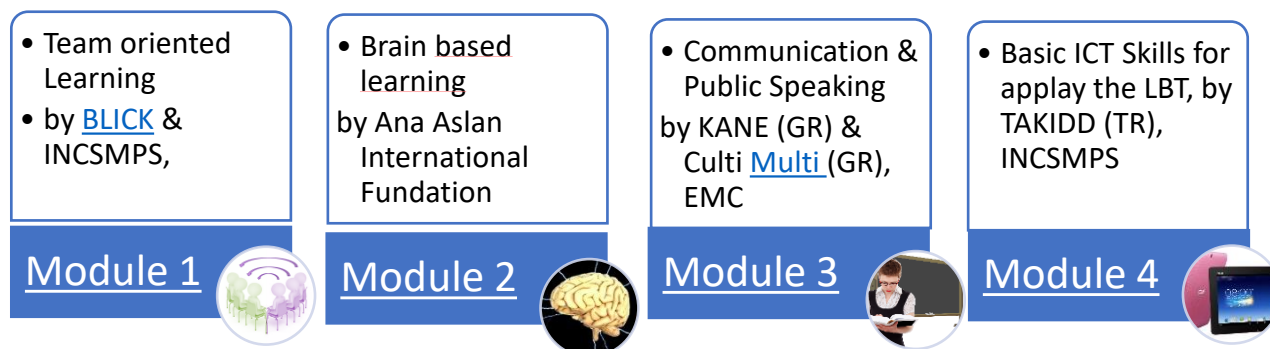
1. STRUCTURE

The need of low skilled adults for more suitable learning/training methods that help them to learn and fix their knowledge conducted us to the conclusion that the training structure must be adequate to new technologies that motivated more the adults to take a course. So, the training for low skill adults that we developed is structured in 4 modules but the way we chose to structure and present the content is innovative, motivating and interactive.

The training's modules:

- ➢ Module 1- Team Oriented Learning
- ➢ Module 2 – Brain - Based learning
- ➢ Module 3 – Communication and Public Speaking
- ➢ Module 4 – ICT Skills

• Team oriented Learning • by BLICK & INCSMPS,	• Brain based learning by Ana Aslan International Fundation	• Communication & Public Speaking by KANE (GR) & Culti Multi (GR), EMC	• Basic ICT Skills for applay the LBT, by TAKIDD (TR), INCSMPS
Module 1	Module 2	Module 3	Module 4

As we initially proposed, the modules must be adapted and inserted in an Android Application and for that the content must be developed in Power Point format, easy to adapt and converted into speech for the avatar.

speaking/story telling Avatars – content will be brought in to story telling format

Each module includes some questions to check the user's interest and willingness to enroll and follow the training content. In this way, the student will have the freedom of decision and will not feel uncomfortable if he is not ready to start the training.

For low skilled adults who decide to follow the content, it will be presented synthetically and in an easy-to-understand language.

Principles for Plain Language:

low educated ⟷ theoretical explanations

1. Write for your reader, not yourself.

2. Use pronouns when you can.

3. State your major point(s) first before going into details.

4. Limit each paragraph to one idea and keep it short.

5. Write in an active voice. Use the passive voice only in rare cases.

6. Use short sentences as much as possible.

7. Use everyday words. If you must use technical terms, explain them on the first reference.

8. Omit unneeded words.

9. Keep the subject and verb close together.

10. Use headings, lists, and tables to make reading easier.
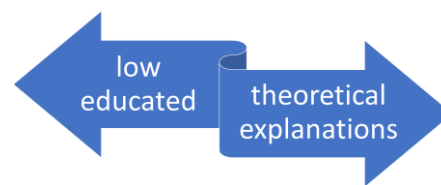
For an efficient result the content does not be longer than 20 slides.

For the self-evaluation of the training results, each module will have a questionnaire with 5 questions, in Word format.

2. TRAINING CONTENT

2.1 Module 1- Team Oriented Learning

2.1.1   Module's content

Let's make a journey!

We want to take you on a journey!

Do you want to come with us?

We want to show you something! And we are convinced that it could be interesting for you!

Do you want to come with us?

Please press one of the two buttons:

| Yes, I want to make the journey with you! | I need more information before I can say yes! |

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IF WILL PRESS THE BUTTON: *Yes, I want to make the journey with you!*

Are you a teacher?

Congratulations!

You seem to be a very curious person! We are happy to take you on this journey!

Let us start with a question before we proceed:

Have you ever been a teacher in your life?

| Yes! | No, I have never thought in my life! |

We want to make your learning more effective!

We would like to introduce you to a special method that makes it much easier for you to learn new things.

And, most importantly!

We want to help you remember the things you learn much better.

And last but not least!

It really makes fun!

Believe us!

So, do you want to make the journey with us?

Please press one of the buttons

| Yes! | No, I need more time to think it over! |

IF WILL PRESS THE BUTTON:
I need more information before I can say yes!
or
No, I need more time to think it over!

See you next time!

No problem!

Take your time!

When you are ready to start the journey with us, just start this
app from the very beginning and press the right buttons to make the
journey together with us!

Please press this
button to start
again!

IF WILL PRESS THE BUTTON: *Yes!*

Let's get started!

Wow, then you are an expert!
So this journey might be very interesting for you.
We want to introduce a learning style to you, where you will be both: a teacher and a
learner.
Come on!
Let's get started!

Please press this
button to gon on!

IF WILL PRESS THE BUTTON: *No, I have never thought in my life!*

So you never thought in your life?

Are you sure you never thought in your life?
Just think of your best friends, your family members!
Did you never explain something to them?
We are convinced you did!
So, when you explained something to somebody, in this situation you have been some kind of a teacher!
And that is, what we are looking for!

So come on! Let's start our journey together!

> Please press this button to gon on!

A typical situation in a seminar …

This is the situation as you know it from school or some seminars you attended.
In front of you is the teacher or trainer and explains something to you.
And then you start to practice.
In seminars you do group work or in school you have to do your homework.

> Please press this button to gon on!

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Come on, be a teacher!

We want to introduce something that might be new for you.
We want you to become a teacher who teaches the other participants in your course!
And don't worry!
We will give you everything you need for this job!
Believe us! It really makes fun!
Do you want to know why?
Please press one of the buttons!

Please press this button to gon on!

Why teaching is fun!

If you explain something to other people:
- ✓ You make sure that you really understand what you have learned.
- ✓ You will deepen your own knowledge.
- ✓ You will much longer remember the content you have thought.
- ✓ You can feel joy when you help other people to have the same knowledge as you have.

Please press this button to gon on!

Two groups …

- So in our learing system we will split the whole seminar group into two equal groups.
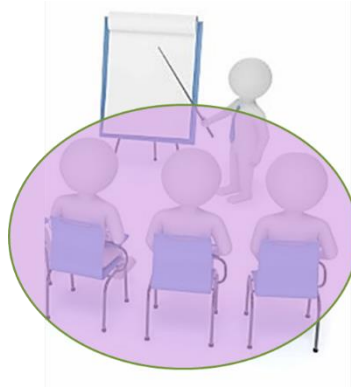- Now let's imagine you are in the violet group …
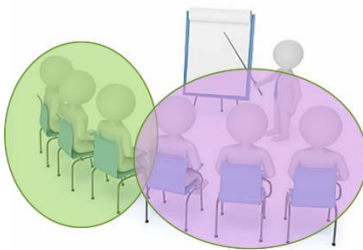
Please press this button to gon on!

Getting a training …

So in our setting you will have training with an experienced trainer – at least we hope so!
But this is nothing new you will now say. And you are right! But you have to be very attentive in this situation   …
Because …

Please press this button to gon on!

Start teaching …

It will be you and your colleagues, who just attended this training, who will explain all the things you just have learned to your other colleagues, who didn't participate in the training you just had.

Please press this button to gon on!
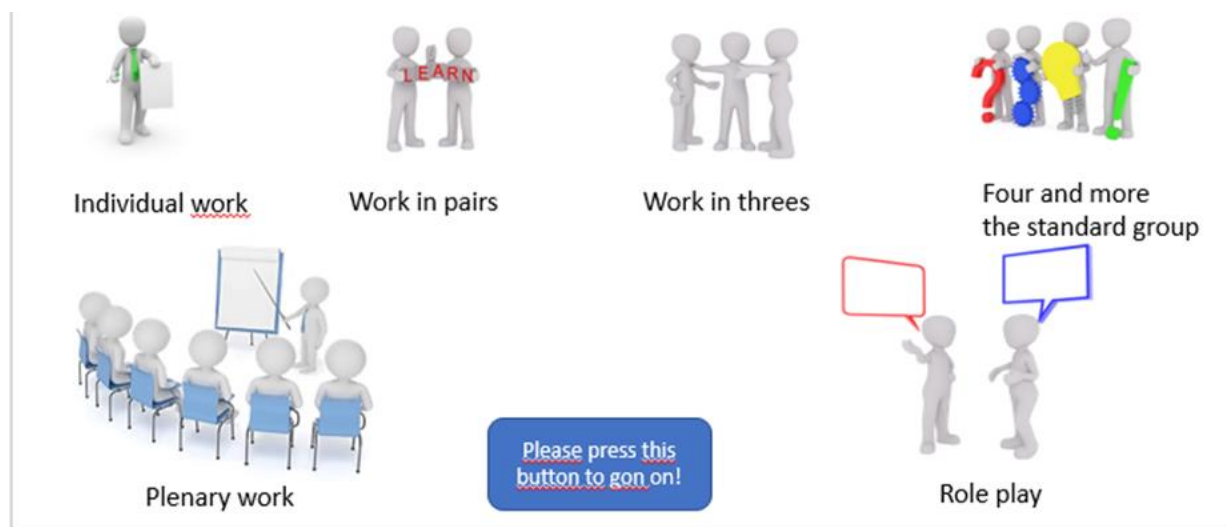
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Don't worry!

Later in this app you will learn more about different seminar-methods.
Do you want to get an overview of different seminar-methods that will help you to teach others?

Please press this button to gon on!

You will train to use these methods with your collegues:

Individual work

Work in pairs

Work in threes

Four and more the standard group

Plenary work

Please press this button to gon on!

Role play

Your trainer is always at your side

It will be you and your colleagues, who just attended this training, who will explain all the things you just have learned to your other colleagues, who didn't participate in the training you just had.
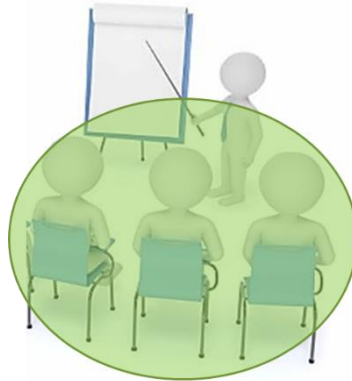
Please press this button to gon on!

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How it goes on …

The next day, the roles are changed.
Those who were taught by you and your colleagues the previous day now receive training from an experienced trainer – at least we hope so!

Please press this button to gon on!

Receiving training from your colleagues!

And it will be them who will teach you what they just have learned!

Please press this button to gon on!

This is the end of our journey!

So now you know what our training system is all about!
We hope you are still curious!
Because curiosity helps a lot when it comes to learning new things!

2.1.2 Self-assessment questionnaire

Question 1. If you start teaching other people, …
a)   you make sure that you really understand what you have learned.
b)   you must have previously completed an extensive pedagogy study.
c)   you must have read many books on the subject.
d)   you must have completed a full course of schooling.

Question 2. If you start teaching other people, …
a)   you will deepen your own knowledge.
b)   you will help others, but you won't deepen your knowledge.
c)   you have to know everything about this subject before you can start teaching.
d)   you will not be allowed to use electronic devices to prepare your teaching units.

Question 3. If you start teaching other people, …
a)   you will exert yourself so much that you will forget the learning content more quickly.
b)   you will remember the learning content just as long as if you had not taught others.
c)   you will totally be unsettled by the questions the others will ask you.
d)   you will much longer remember the content you have thought

Question 4. If you start teaching other people, …
a)   it will be important that you master different seminar methods.
b)   You will need to master good frontal teaching.
c)   you must be able to keep the others happy.
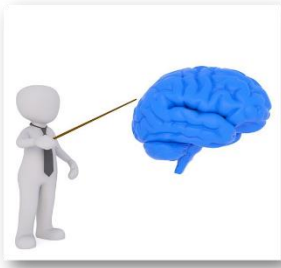d)   you must not take yourself too seriously.

Question 5. If you start teaching other people, …
a)   it will be important that you have good intuition. The rules of communication are not so important.
b)   it will be important that you master basic communication techniques.
c)   you have to make sure that no one asks unpleasant questions.
d)   You must know much more than the others.

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2.2. Module 2 – Brain - Based learning

2.2.1. Module's content

Brain-Based Learning

or how your brain learns.

Let's go deeper...

Do you want to know how your brain learns?

Please, press one of the two buttons!

Yes, please!   **Why is it important?**

Why is it important?

Brain-based learning is built on the latest scientific research on the brain. This will help you to understand how your brain works, in order to increase your motivation and learn more effectively, throughout your entire life.

In this course, you can find out how to...

  Enjoy your journey of learning!

  Learn better, faster, and easier!

  Improve your memory and motivation!

  Engage in pairs or small groups!

  Become self-motivated and more successful!

  Improve your performance!

How does the brain work?

How does the brain work?

What science says...

The human brain contains 100 billion (10^{10}) of neurons connected and arranged in patterns. These are neural connections. When you learn new information, a new skill, or a new behavior, then your brain builds connections between neurons, replacing some of those lost over time.

...and what does it mean

The more you learn and practice, the stronger neural connections become. So, the easier it is for your brain to transmit information and experiences efficiently and store them for ready access later.
Learning is making new connections, practicing is keeping them strengthened...

Cool, I want to know more!

That's all good, but...

You can help your brain to learn better! We present to you some tricks...

Trick 1
You need to repeat and try to apply the information.
How? You can explain something to a friend or answering questions.
Are you trying to develop your public speaking skills?
Just go in front of your colleagues and make a short presentation.

Trick 2
Create a connection between your thoughts, emotions, and practice.
So, powerful memories engage all the senses and make use of emotions and feelings. Enjoy your learning experience!

Next...

You can help your brain to learn better! We present to you some tricks...

Trick 3

If you both see and smell (or hear) something, you are more likely to remember it.

Just think of a flower, does it smell? Or think of the waves of the sea, can you hear them?

Trick 4

If you experience an emotional response to something (fear, anger, happiness or love), the memory is strengthened naturally.

That explains why highly emotional events (birth, marriage, divorce and death) become unforgettable. Do you remember?

True, I want to know more!

No, thanks!

That's all good, but...

Take your time!

When you are ready to find out more information about how your brain works, just start this app from the very beginning and press the right buttons to make the journey together with us!

Learning never ends...

We want to introduce a new learning style to you. This is the 2 – 3 – 4 schemes.

We know, the brain is dynamic, with a great ability to change, grow, and reorganize itself. This is neuroplasticity.

In 1994, Geoffrey Caine and Renate Nummela Caine's research concluded that students had increased retention and understanding of topics when a brain-based teaching is used. They developed 12 brain-based learning principles. Our new method is based on the main brain-based learning principles. We make it ready to be applied to improve your learning experiences. Each principle lays out tips to be easy to use.

A new tool for you: 2 – 3 – 4 scheme

Learning is facilitated if there is a connection between: mind, emotion and practice. Remember? Learning is making new connections; practicing is keeping them strengthened...

Our 2 – 3 – 4 scheme is based on the following components:

2 - Two healthy parts: a healthy mind in a healthy body

3 - Three positive emotions

4 - Four practical experiences

Please, go further to find out more
about 2 – 3 – 4 scheme and how to apply it
to boost your learning, in your daily life.

What is 2

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2= a healthy mind in a healthy body

Mind

TIP 1 - A healthy body promotes a healthy mind

Introducing walking breaks or more movement during learning activities is beneficial to your mind.

Allow yourself to take walking breaks during lessons.

To do: Walk and talk.

Next...

2= a healthy mind in a healthy body

Mind

TIP 2 - Less stress for more effective learning

The optimal state of mind for learning is relaxed awareness, a combination of low threat and high challenge.

To do: Relax and learn! Learning to relax!

What is 3

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3 = Positive emotions

Emotion

TIP 3 - Attention is the key to unlocking memory

The more attentive you are, the more you are willing to learn and think effectively. When you feel capable, you remain motivated.

To do: Be present, here and now!

Next...

3 = Positive emotions

Emotion

TIP 4 – Make it meaningful

Captivate your brain with a topic that is meaningful and relevant. By applying the information to your real life, or well-known situations, you will find it meaningful.

To do: Enjoy the journey of learning!

Next...

3 = Positive emotions

TIP 5 – Emotions are important.

Emotions are energy that stimulates learning. They can have a positive or negative impact on youth motivation. Emotions stimulate learners' attention and boost the learning process.

To do: Have a good learning experience!

What is 4

4 = Practical experiences

TIP 6 – Teaching each other boosts understanding

When you are teaching your colleagues,
 it helps you repeat and organize information.

To do: Tell me… what did we learn?

Next...

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4 = Practical experiences

Practice

TIP 7 – Learning is improved through practice

Practical applications and trials secure long-term connections by re-using information. These are more effective than simple memorization.

To do: Just do it!

Next...

4 = Practical experiences

Practice

TIP 8 – The brain is a network

Working in teams allows you to learn from each other (not only from the teacher). Cooperation is a highly effective way to learn.

To do: Connect to each other!

Next...

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4 = Practical experiences

Practice

TIP 9 – Engaging brain

Maintaining your curiosity through humor, questions, or games stimulates the brain to process new information. Inspire your colleagues and encourage them!

To do: You are the best!

Let's repeat!

Let's repeat...!

The learning brain means...

1
A healthy body promotes a healthy mind

2
Less stress for more effective learning

3
Attention is a key to unlock memory

4
Make it meaningful

5
Emotion is key for long-term memory

6
Teaching each other

7
Learning is improved through practice

8
The brain is a network

9
Engaging brain

Please, press this button to go on!

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What we have learned...

At the end of this course, you are able to...

- ✓ Enjoy your journey of learning
- ✓ Learn better, faster, and easier.
- ✓ Improve your memory and motivation.
- ✓ Working in pairs or small groups
- ✓ Become self-motivated and more successful.
- ✓ Improve your work... by telling others.

2.2.2. Self-assessment questionnaire

Question 1   Why is Brain-based learning important?

a) **It helps me to learn better, faster, and easier.**
b) It improves my marks.
c) It helps me to make good presentations.
d) It helps me to learn faster.

Question2   Brain-based learning is facilitated if there is a connection between...

a) Thinking and learning environment.
b) **Thoughts, emotions, and practice.**
c) Information and practical application.
d) Trainers and trainees.

Question 3   What is the proposed 2 – 3 - 4 scheme to encourage your learning?

a) **Two healthy parts - Three positive emotions - Four practical experiences**
b) Two skills - Three collegues - Four practical experiences
c) Two hours - Three lessons - Four questions
d) Two parts of knowledge – Three parts of sports - Four practical experiences

Question 4   Why positive emotions are important for learning?

a) Emotions keep people together.
b) Emotions come first, then feelings come after.
c) Emotions help us reorganise our mental resources.
d) **Emotions facilitates motivation and retention of information.**

Question 5   Learning through practice and experimentation is more effective than simple memorization because:

a) **It secures long-term connections by re-using information.**
b) There is no one-way to give and receive feedback.
c) It helps you develop your communication skills.
d) It improves learning in classroom.

2.3. Module 3 – Communication and Public Speaking

2.3.1. Module's content

Communication and Public Speaking

Let's learn!

Do you want to continue this journey with us and learn about Communication and Public speaking skills?

Please, press one of the two buttons!

Yes, please!   Hmmm, do I need to?

Why are communication and public speaking skills important?

Successful communication is the key to successful relationships both in personal life, as well as in professional life.

Communication skills can help you:

➢ understand people and daily situations better.

➢ avoid/resolve conflicts and reach compromises.

➢ collaborate better and make decisions as a group.

In addition to the above, we all –at some point in our lives- need to be able to speak in public for several reasons (work, studies, activism, community, etc.)

Public speaking skills can help you:

➢ deliver your message in a more effective way.

➢ be the key to motivating a team/group of people.

➢ get the attention of your audience.

Cool, I want to know more!

That's all good, but I am not interested for now.

IF PRESS: COOL, I WANT TO KNOW MORE!

Tips that will help you develop your communication skills!
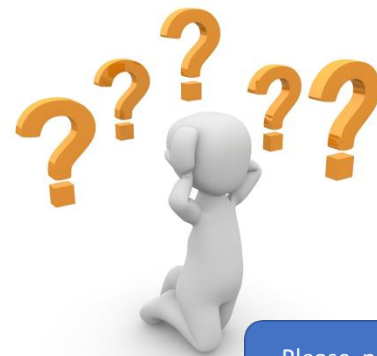
Think it through!

If you want to improve your communication skills, start by getting in the habit of thinking through these 5 questions for any communication you create:
Why are you communicating?
Who is the receiver, audience, or participant?
What do you want to achieve? (most commonly: to request resources, participation, permission etc, to inform, to persuade, to connect)
What do you want the others to do as a result of the communication?

Please, press this button to go on!

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Tips that will help you develop your communication skills!

Give it time!

Plan what you want to say and review your communication to make sure it is going to do the job you need it to.
If you communicate in writing, then take time to revise the message before sending it!

Simplify!

Focus on what is important. Discard any unnecessary information!

Please, press this button to go on!

Tips that will help you develop your communication skills!

Speak up:

Take responsibility and start the communication! Do not wait and expect another person to do it!
Don't hide behind various forms of online communication, that can often be misunderstood. In face-to-face communication it is easier to understand body language and non-verbal communication clues. Good communication requires far more than what we can express in a written message.

Practice and reflect:

Take the time to think about what goes well and what doesn't in your day-to-day communications.
Maybe something you said/wrote did not go well. Can you see how it might have been misinterpreted?
What would you do differently next time?
Similarly, if a conversation with someone did not go as you plan, try to figure out if you clearly communicated what you needed.

Please, press this button to go on!

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Examples of communication skills!

You now know how you can develop your communication skills… but, what are communication skills?

Let's review some examples! (Maybe: Let me give you some examples?)

Please, press this button to go on!

Examples of communication skills!

Active listening:

Active listening is a very important element of effective communication! So,

➢ Make sure you really listen to what the others have to say, to their concerns, questions, directions/intentions.
➢ Ask clarification questions if needed.
➢ Adjust your way of speaking depending on whom you are talking to and the situation at hand. It is simple! If you do not understand what others are saying, you are not going to be able to give them what they want!

Active listening creates an environment in which everyone feels safe to express ideas, opinions, and feelings or plan and solve problems in a creative way.

Non-verbal communication:

What you do with your posture and your hand gestures will change how people interpret your spoken communication. For example, if you're not making eye contact with your conversational partner or, worse, you're rolling your eyes or looking down then they're going to feel disrespected.

Nonverbal communication is about both being heard and making others feel heard.

Please, press this button to go on!

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Examples of communication skills!

Clarity and concision:

There are two big traps among people trying to sound smart: using big words and using too many words. If you ramble on with a bunch of unnecessary information, the important meaning you're trying to convey will get lost or worse, people will stop listening to you entirely.

Often, the shortest, simplest message conveys the greatest amount of undiluted information.

Empathy or the ability to understand and share the feelings of another:

Practicing empathy will make you an all-around more likeable individual and all of your other communicative abilities will instantly improve.

You'll be able to predict how others will feel about some information you need to communicate, and therefore adjust the form of that communication to make others feel positive about it.

Please, press this button to go on!

Examples of communication skills!

Open-mindedness:

Being open-minded is about showing respect to everyone with whom you communicate and being patient when their way of thinking doesn't align with yours.

Never dismiss someone's opinions on the spot and you'll have healthier relationships with everyone at work or in your personal life.

Giving/Accepting feedback:

Feedback should be helpful and courteous. No rants or passive-aggressive insults are acceptable.

When you're on the receiving end of feedback, it's important to practice active listening. It can be tough listening to negative feedback about yourself, but taking the time to reflect on what others say about you is a crucial part of improving, not just as an employee, but as a human being.

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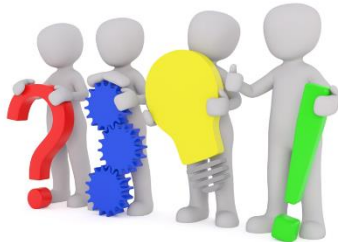
Now that you have been given tips about developing your communication skills, it is time to go one step further and talk about developing your public speaking skills.

Public speaking skills require excellent **communication** skills, but also good level of **organizational** and initiative taking skills, as well as being **motivated** and **enthusiastic**.

Please, press this button to go on!

What are public speaking skills and how to develop them?

Public speaking skills build on all communication skills, as seen previously. However, to be an effective public speaker you also need to develop skills such as:

Confidence

It is normal to feel nervous or anxious before speaking in front of an audience. However, it is important to try to control your anxiety and deliver your speech in a confident and secure way if you want to attract and keep the attention of your audience. In order to feel more confident, you can:

➢ Prepare, prepare, prepare! Good preparation is the key! Know what you want to say and know your audience! Prepare your speech in a way that the audience can follow (ie. use plain and engaging language). Using examples/stories to which your respective audience can relate can also be extremely helpful.

➢ Organize! Organize your materials and what you want to say. Make note-cards or a presentation to help you keep a structure.

➢ Practice! Practice your speech in front of friends and family, or even in front of the mirror. Practicing will help you structure your thoughts and be more confident.

Please, press this button to go on!

One last thing!

Remember that you will not become a good public speaker overnight. Practice is the key.
Try to improve your public speaking skills by not being afraid to do it.
The more you do it, the better you will become!

We hope that you have enjoyed taking this learning journey with us!

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2.3.2. Self-assessment questionnaire

Question1: Communication skills are important because:

A. They foster a better understanding of people and situations.

B. They help you avoid/resolve conflicts and reach compromises.

C. They boost collaborations and facilitate group decision-making.

D. All of the above

Question 2: If you want to effectively communicate with others you should NOT:

A. Listen to the other person

B. Use complex language

C. Use body language and hand gestures

D. Be open-minded.

Question 3: In order to feel confident before speaking in public, it is good to:

A. Know your audience and prepare accordingly.

B. Decide on what you want to say and how.

C. Prepare stories and examples to support your speech.

D. All of the above

Question 4: When speaking in front of an audience, it is important NOT to:

A. Always look at your notes.

B. Be animated and energetic.

C. Be yourself.

D. Be prepared.

Question 5: Important elements for a successful communication are:

A. Disregarding the feelings of the people you are talking to

B. Interrupting people, to speak.

C. Active listening, open-mindedness, flexibility

D. Talking all the time.

2.4. Module 4 – ICT Skills
2.4.1. Module's content

Basic ICT Skills for apply the Learning by Teaching - LBT

Welcome!

Dear user

If you are in the Team2Share application, it is assumed that you already have some basic ICT skills.

However,

We want to present to you, in a nutshell, the most important things you need to know about the basic ICT skills for LBT.

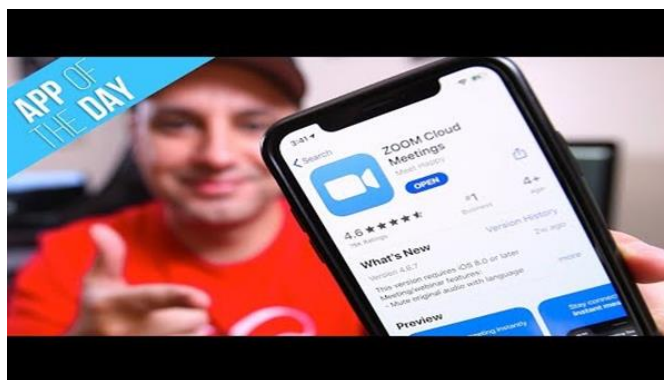And we are convinced that it could be interesting for you!

Erasmus+

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TEAM 2SHARE
KA2 2020-1-RO01-KA204-079963

If you wander why you need to learn more about basic ICT ?

The innovative Team2Share methodology of LBT supported by an App. for Mobile Phone involves communication:

between teacher and students

and

between 2 groups of students

For that reason, the virtual learning and communication online tools must be known and used depending on what you will need to do:

> Please press this button to go on!

Are you ready to make a journey with us?

Do you want to come with us?
Please press one of the two buttons:

> I need more information before I can say yes!

> Yes, I want to make the journey with you!

How you feel about your ICT skills?

Congratulations!
You seem to be a very curious person! We are happy to take you on this journey!
Let us start with a question before we proceed:
Do you feel that you need to improve your ICT basic skills?

> Yes!

> No, but I am curious!

Let's get started!

We will give you some tips and lots of free resources that can be used to supplement your knowledge, mostly as video tutorials.

Come on! Let 's get started!

A typical situation …Create WhatsApp Group

https://faq.whatsapp.com/iphone/chats/how-to-create-and-invite-into-a-group/?lang=en

Need to Create an WhatsApp group

HOW TO MAKE GROUP CALLS ON WHATSAPP

https://faq.whatsapp.com/android/voice-and-video-calls/how-to-make-a-group-video-call/?lang=en

Please press this button to go on!

KA2 2020-1-RO01-KA204-079963
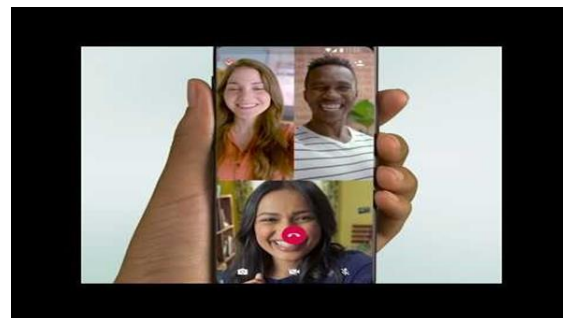
A typical situation …Create & use Email Group

Need to create and use an email group

https://www.youtube.com/watch?v=vlN0WJRcO5o

Please press this button to go on!

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TEAM 2SHARE
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A typical situation …Skype Video Call

https://www.youtube.com/watch?v=NRcb3uB3Jac

Need to organize Skype Video Call

HOW TO USE SKYPE BEGINNERS GUIDE

https://www.youtube.com/watch?v=TgcEfK6wCTo

Please press this button to go on!

A typical situation …Use Zoom

https://www.youtube.com/watch?v=fMUxzrgZvZQ&list=RDCMUCrSvDunJEc1CME4-KvhW_3Q&index=7

https://www.youtube.com/watch?v=fMUxzrgZvZQ&t=74s

Please press this button to go on!

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A typical situation …Use Google Classroom

Need to Use Google Classroom

https://www.youtube.com/watch?v=pI-tBjAM9g4

Please press this button to go on!

A typical situation …Use Google Meet

Need to Use Google Meet for organizing a meeting

https://workspace.google.com/products/meet/

Google Meet

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A typical situation …Use Google Drive

https://www.youtube.com/watch?v=gdrxAoqfvbA

Need to Use Google Drive like your one library or for sharing documents and other resources

Please press this button to go on!

A typical situation …Use Google Forms

https://www.youtube.com/watch?v=BtoOHhA3aPQ

Need to Use Google Forms for creating surveys, receiving responses, and so much more.

Please press this button to go on!

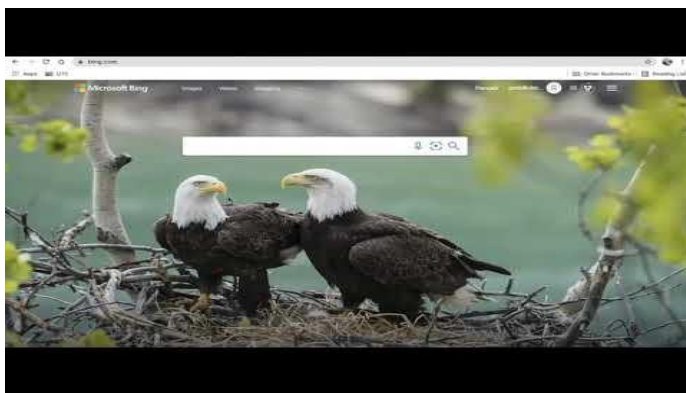## A typical situation …Use Search Engines to navigate on Internet

Need to Use Search Engines to Navigate the Internet

https://www.youtube.com/watch?v=dlpDAPigfeU

Please press this button to go on!

This is the end of our journey!

So now you know more about basic ICT skills for Learning by Teaching (LBT)
We hope you are still curious!
Because curiosity helps a lot when it comes to learning
 new things!

2.4.2. Self-assessment questionnaire

Question 1.   How many participants could have a WhatsApp group?
a) Up to 256 participants
b) 50 participants
c) 100 participants
d) As many as you want

Question 2.   What is Skype?
a) a video and audio or chat application
b) a video and audio application
c) a chat application
d) a social media application

Question 3.   How you can host a meeting in the ZOOM?
a) With video on
b) With video off
c) Screen share only
d) All of the above

Question 4.   What is Google Drive?
a) It is a cloud storage provider
b) It is a video and audio application
c) It is chat application
d) Is is a social media application

Question 5.   What is the most widely-used search engine?
a) Yahoo
b) Google
c) Bing
d) DuckDuckGo