

Worksheet – Basic Digital Skills

Module: Basic Digital Skills

Duration: 90 minutes

Level: Beginner

Target group: Deaf youth learning essential digital literacy

Part 1 — Warm-up

Brainstorm in pairs:

Which digital tools do you use every day?

Examples: Google, YouTube, Email, WhatsApp, Canva, Zoom...

Write or draw 3 logos or app names you use:

Part 2 — Practice: “Digital Challenge”

Complete these tasks using a computer, tablet or phone.

Task	Done?
1. Search online for the weather in your city	☐
2. Write and send a short email (to your trainer or peer)	☐
3. Create a folder in Google Drive and name it “LTTA Skills”	☐
4. Identify a phishing email example (fake or suspicious message)	☐
5. Role-play a polite online conversation (email or chat)	☐

Part 3 — Apply Your Knowledge

Scenario: You are planning a short trip with your classmates.

Your team needs to:

1. Find a place to visit
2. Send an email with your plan
3. Create a shared folder to collect photos or files
4. Share the folder link with everyone

Fill in your plan:

Step	Action	Tool Used
1		
2		
3		
4		

Part 4 — Quick Quiz

Question	Choose the correct answer
1. What is cloud storage?	☐ A place to store files online ☐ A rain cloud ☐ A website for videos ☐ Be clear and polite
2. Which of these is good digital etiquette?	☐ Write in all caps ☐ Ignore others ☐ They can steal your data
3. Why is it important to recognize phishing emails?	☐ They are funny ☐ They improve your Wi-Fi ☐ Google Drive
4. Which tool helps you work online with others?	☐ Paint ☐ Calculator

Part 5 — Reflection

- Which digital skill was new for you? _____
- Which task was the most fun? _____
- What would you like to practice more? _____

Teacher's Note:

Encourage participants to work in pairs. Use real or simulated email examples and allow hands-on device use for engagement.