Lesson-4

Using Computers : Do's and Don'ts

Hardwords:

1. Special care
2. proper
3. queue
4. sit straight
5. Volume
6. gently
7. covered
8. infront
9. press
10. touch
11. wires
12. clean

Question and Answers

1. Write some points that you "Do" in a computer room?

A. I do: 1) sit straight infront of monitor
2) press keyboard keys gently
3) remove my shoes.

2. Write some points that you "Don't" make in a computer room?

A. 1) I don't run in computer room
2) I don't touch the wires
3) I don't eat or drink in computer room.

ITY

these pictures. Write (R) in the circles next to the activities
e right and (W) for the activities that are wrong.



R



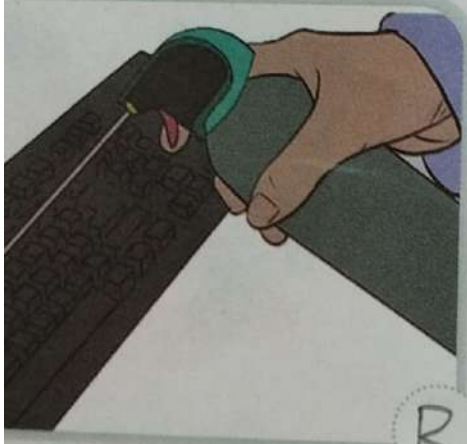
W



R



R



R



W

poster on Computer Manners. Take the help of your
and parents to do this activity.



BRAIN DEVELOPER

A. Fill in the blanks.

1. Do not run in the computer room.
2. You should always remove your shoes before entering the computer room.
3. Always clean your computer with a dry cloth.
4. Keep the computer system covered when not in use.

Hints

Covered
Run
Clean
Remove

B. Write T for True and F for False.

1. Always walk in a queue to the computer room. T
2. You should push the computer table. F
3. You should always sit too close to the monitor. F
4. Never eat and drink near a computer. T

C. Tick (✓) the right answer.

1. Press the keys of the keyboard gently.
   a. Keyboard ✓ b. Mouse ☐ c. Monitor ☐
2. You should move quietly in a queue while entering the computer room.
   a. Group ☐ b. Queue ✓ c. Circle ☐
3. You should not eat or drink in the computer room.
   a. Eat or drink ✓ b. Read ☐ c. Sit straight ☐
4. Do not touch the wires of the computer when it is on.
   a. Monitor ☐ b. Wires ✓ c. CPU ☐