**Using Commtap**

Workshop activities 1: Using the site to find activities

1. Go to the site – [www.commtap.org](http://www.commtap.org). Go to the “Early Years” section.
2. Can you find the following, suitable for working with a child in the early years. Also, when you are doing this, find the skill/level description for each one.
   * Something in Maths Number level P5;
   * Something at PHSE (Personal, Social and Health Education) L1. Find out what this would look like if you were to print it out.
   * Something involving prepositions (for example, “under”, “in”, “on”);
   * “Blend sounds to make words”. Download this as a Word document.
3. Find some activities for an Early Years child who is beginning to understand instructions containing two key words. (Tip: go to the Early Years section).
   * Can you find the associated EYFS (Early Years Foundation Stage) curriculum skill description for this?
   * If you were going to use the same activities sheet for a child in KS1, is it also classified with a P-Level, and if so, what is it?
4. A teaching assistant is running a “talking group”; the children in the group are between level 1c and level 1a in their speaking skills, and need to consolidate their skills in this area. They have had some training for running such a group, but have now run out of activities. Can you find some appropriate ones for them?
5. Find the P Scales/National Curriculum descriptions table. Can you find the EYFS curriculum descriptions table?

Workshop activities 2: Adding new activities to Commtap

Imagine you have an idea for an activity to work towards some target. You can either use an idea of your own or you can use the following information to create an activities sheet:

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| **Target**: To use phrases containing three key words.  **Description:**  To use phrases with up to three key words signs or symbols to communicate simple ideas, events or stories to others, for example ‘I want a big chocolate ice cream’.  **Activity name:** Posting  **Materials:**  Two boxes, one with a picture of a monkey, another with a picture of cat. Cut a posting hole where the mouths are. Play food.  **How to do it:**  (1) Introduce the monkey and cat saying they are very hungry.  (2) Give instructions to the children such as ‘Give Monkey the apple’, ‘Give the cat the banana and the ice cream’. Comment on what happened, for example ‘Monkey ate the apple’.  (3) Give the children a go at saying what you should do.  **Comments:**  Encourage a child to give up to three key words by simply looking puzzled if you haven’t got enough information. You could also ask questions such as ‘Who shall I feed the apple to?’, ‘What shall I give the monkey?’ if they don’t give enough information. |

To add this to a new activities sheet:

* From the home page (www.commtap.org) , click on “Contribute Activities”;
* Choose “Upload a New Activities Sheet”;
* Follow the steps to create and upload a new activities sheet.

**Don’t worry about uploading incomplete or nonsense documents, just put in the comments box under optional information “just testing”. Whatever is uploaded is checked (and edited if necessary) before it is made publicly viewable – you cannot damage the site by testing!**

Editing a Commtap activities sheet from the site

1. Find any activities sheet on the site you would like to make a change to. For the purposes of this activity you can make any change, even if it is only to add a full stop!
2. Download the activities sheet as a Word document;
3. Highlight the changes you have made.
4. Save the sheet to the desktop;
5. From the home page (www.commtap.org) , click on “Contribute Activities”, then choose “Upload an Activities Sheet you have edited”;
6. Follow the steps to upload your edited activities sheet.

Note, instead of downloading and uploading a Word document, you could click on “edit” on the activities sheet, and make the changes directly.

If you are just testing and you want us to ignore your work, put “just testing” in the comments box under optional information on the upload page. Again, all edits are checked to make sure they are not spam.

Getting help

You can find help on the site by going to:

<http://en.commtap.org/content/help>

Also, please do not hesitate to contact us, particularly with questions about adding material to the site. You can contact us by:

Email: [tap@commtap.org](mailto:tap@commtap.org)

Phone: 020 7250 8064

Good Luck!

The Commtap Team