

Weekly Lesson Plans
Teacher: Ky Baumgard
Subject: Keyboarding
Week of: April 14

Date	Objectives	Activities	Assessment	Assignment
Monday	Improve keyboarding skill Improve keyboarding technique Learn proofreaders' marks Format a one-page business report with a title and by-line	Lesson 42 A-D	Timings Observe technique Report	Lesson 35 D 1-minute Lesson 42 Report 3
Tuesday	Learn word processing features Compose at the keyboard Format enumerations in agendas Improve on keyboarding skills Improve on keyboarding technique	L43, p. 147 A-E, G-H	Timings Grade technique Report 3 min. timings	L43, p. 148 F 3 min P. 150, Report 5-6 (print)
Wednesday	Format reports with side headings and paragraph headings Improve on keyboarding skills Improve on keyboarding technique	L44, p. 151 A-D	Timings Observe technique Report	L44, p. 152 Report 7-8 (grade screen)
Thursday	Learn the rule for subject-verb agreement Learn additional proofreaders' marks Improve on keyboarding skills Improve on keyboarding technique	L45, p. 154 A-B	Timings Observe technique Report	L44, p. 152 Report 7-8 (grade screen)
Friday	Format minutes of a meeting Improve on keyboarding skills Improve on keyboarding technique	L45, p. 155 D-E	Timings Grade technique Report	L45, p. 157 Report 10 (print)