

Weekly Lesson Plans
 Teacher: Ky Baumgard
 Subject: Keyboarding
 Week of: April 21

Date	Objectives	Activities	Assessment	Assignment
Monday	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)
Tuesday	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)
Wednesday	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)
Thursday	Practice the top-row number keys Learn word processing features Format multipage reports Improve keyboarding skills Improve keyboarding technique	L46, p. 158 A-E	Timings Observe technique Report	L46, p. 160, Report 11
Friday	Learn the rules for correct subject-verb agreement Review reports and minutes of meeting Improve keyboarding skills Improve keyboarding technique	L 47, p. 162 A-D 3 min timings	Timings Observe technique Report 3 min. timings	Finish Report 11 Fomattting documents L 47, Report 12-13