

Weekly Lesson Plans
 Teacher: Ky Baumgard
 Subject: Keyboarding
 Week of: April 28

Date	Objectives	Activities	Assessment	Assignment
Monday	Learn the rules for correct subject-verb agreement Review reports and minutes of meeting Improve keyboarding skills Improve keyboarding technique Review different types of documents – reports, lists, agendas, minutes	L 47, p. 162 A-D 3 min timings	Timings Observe technique Report 3 min. timings	Finish Report 11 Review sheet L 47, Report 12-13
Tuesday	Review different types of business documents – reports, lists, agendas, minutes	Review skills	Grade technique Student work	Review sheet
Wednesday	Demonstrate knowledge of different types of business documents		Test	Test
Thursday	Practice the top-row numbers Learn word processing features Format personal-business letters Improve keyboarding skills Improve keyboarding technique	L48, p. 167 A-F	Observe technique Letter 1 min. timings	L48, p. 170 Letter 1
Friday	Practice typing with continuity Strengthen skill in formatting personal-business letters Improve keyboarding skills Improve keyboarding technique	L49, p. 172 A-C	Observe technique Letter	L49, p. 173 Letter 3