

Weekly Lesson Plans  
Teacher: Ky Baumgard  
Subject: Keyboarding  
Week of: April 7

<b>Date</b>	<b>Objectives</b>	<b>Activities</b>	<b>Assessment</b>	<b>Assignment</b>
<b>Monday</b>	Learn word processing features Improve speed and accuracy Improve on keyboard technique	Lesson 40, p. 134 A-C	Timings Observe technique	Lesson 40 D
<b>Tuesday</b>	Learn word processing features Format one-page academic reports with titles Improve speed and accuracy Improve on keyboarding technique	Lesson 41, p. 138 A-C	Timings Grade technique Student work	Report 1, p. 140
<b>Wednesday</b>	Format one-page academic reports with titles Improve speed and accuracy Improve on keyboarding technique	Thanksgiving exercises	Timings Observe technique Student work	Report 1, p. 140
<b>Thursday</b>	Format one-page academic reports with titles Improve speed and accuracy Improve on keyboarding technique	Thanksgiving exercises	Timings Observe technique Student work	Report 1, p. 140
<b>Friday</b>	Format one-page academic reports with titles Improve speed and accuracy Improve on keyboarding technique	Thanksgiving exercises	Timings Observe technique Student work	Report 1, p. 140