

Weekly Lesson Plans
Teacher: Ky Baumgard
Subject: Keyboarding
Week of: Feb 10

Date	Objectives	Activities	Assessment	Assignment
Monday	Learn the Q and slash key Demonstrate proper keyboarding technique	Lesson 10 A-E Peers evaluate technique	Observe technique Pretest vs Posttest Peer evaluation	Lesson 10 F-H
Tuesday	Learn the apostrophe and quotation marks keys Improve speed and accuracy Demonstrate proper keyboarding technique	Lesson 11 A-F	Observe technique Pretest vs Posttest Grade technique	Lesson 11 G-I
Wednesday	Improve speed and accuracy Improve on keyboarding technique (Sub)		Observation Student work	All the Right Type
Thursday	Review the shift keys Concentrate on providing missing characters Improve speed and accuracy Improve on keyboarding technique	Lesson 12, A-E	1-minute timings Observe technique Grade technique	F-H
Friday	Learn the P and X key Improve speed and accuracy Improve on keyboarding technique	Lesson 13, A-E	1-minute timings Observe technique Peer evaluation	F-H