

Weekly Lesson Plans  
 Teacher: Ky Baumgard  
 Subject: Keyboarding  
 Week of: Feb 18

Date	Objectives	Activities	Assessment	Assignment
<b>Monday</b>	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
<b>Tuesday</b>	Learn the Y and Tab key Build skill on 30-second timings Improve speed and accuracy Improve on keyboarding technique	Lesson 14, A-E	1-minute timings Observe technique	F-H
<b>Wednesday</b>	Learn the Z and colon keys Build skill on 1-minute timings Improve speed and accuracy Improve on keyboarding technique	Lesson 15, A-E  Review ABCs	1-minute timings Observe technique	F-H
<b>Thursday</b>	Review third row keys Review spacing used with punctuation <b>Compose</b> at the keyboard Improve speed and accuracy Improve on keyboarding technique	Lesson 16, A-D	1-minute timings <b>Student writing</b> Observe technique	E-G, <b>Composing</b> (writing) <b>Journal</b> (writing)
<b>Friday</b>	Improve speed and accuracy Improve keyboarding techniques		Observation Student work	All the Right Type Lesson 6-9