

Weekly Lesson Plans  
 Teacher: Ky Baumgard  
 Subject: Keyboarding  
 Week of: Feb 24

| <b>Date</b>      | <b>Objectives</b>                                                                                                                                  | <b>Activities</b>                          | <b>Assessment</b>                        | <b>Assignment</b>                                  |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------|----------------------------------------------------|
| <b>Monday</b>    | Learn the question mark and Caps lock keys<br>Compose at the keyboard<br>Demonstrate proper keyboarding technique<br>Improve on speed and accuracy | Lesson 17<br>A-E<br>Composing -<br>writing | Observe technique<br>Pretest vs Posttest | P. 55, F-H                                         |
| <b>Tuesday</b>   | Learn the hyphen and underscore key<br>Demonstrate proper keyboarding technique<br>Improve on speed and accuracy                                   | Lesson 18<br>A-E                           | Observe technique<br>Pretest vs Posttest | P. 58, F-I<br>Composing –<br>ABC list<br>(writing) |
| <b>Wednesday</b> | Improve speed and accuracy<br>Compose at the keyboard<br>Demonstrate proper keyboarding technique                                                  |                                            | Observer technique<br>All the Right Type | All the Right<br>Type Lesson<br>10-11              |
| <b>Thursday</b>  | Improve speed and accuracy<br>Compose at the keyboard<br>Demonstrate proper keyboarding technique                                                  |                                            | Observer technique<br>All the Right Type | All the Right<br>Type Lesson<br>10-11              |
| <b>Friday</b>    | Improve speed and accuracy<br>Compose at the keyboard<br>Demonstrate proper keyboarding technique                                                  |                                            | Observer technique<br>All the Right Type | All the Right<br>Type Lesson<br>10-11              |