

Weekly Lesson Plans
 Teacher: Ky Baumgard
 Subject: Keyboarding
 Week of: Jan 27

Date	Objectives	Activities	Assessment	Assignment
Monday	Improve keyboarding skills Demonstrate proper keyboarding technique Concentrate on missing vowels	Lesson 4, A-E	Observe technique Pretest vs Posttest	p. 15, F-H
Tuesday	Learn the T, N, and C keys Demonstrate proper keyboarding technique	Lesson 5, A-E	Observe technique Pretest vs Posttest	p. 18, F-H
Wednesday	Goal Day			
Thursday	Learn the V, right shift and period keys Learn the spacing with the period Figure speed (WPM) Demonstrate proper keyboarding technique	Lesson 6, A-G	Observe technique Pretest vs Posttest Peer evaluation	P. 22, H-J
Friday	Learn the W, comma, and G key Demonstrate proper keyboarding technique	Lesson 7 A-E	Observe technique Pretest vs Posttest	Lesson 7 G-I