

Weekly Lesson Plans  
 Teacher: Ky Baumgard  
 Subject: Keyboarding  
 Week of: June 2

Date	Objectives	Activities	Assessment	Assignment
<b>Monday</b>	Improve skill in formatting personal-business letters, envelopes, and business letters Learn to use commas in a series and with transitional expressions Improve keyboarding skills Improve keyboarding technique	Lesson 53, p. 187 A-C, SB15 Timing 2	Observe technique Letter	Lesson 53, Letter 12 & 13, p. 188-89
<b>Tuesday</b>	Strengthen reaches Learn word processing features Format modified-block letters Improve keyboarding skills Improve keyboarding technique	Lesson 54, p. 190 A, C, E, F	Observe technique Letter Timings	Lesson 54, Timings B & D Letter 14, p. 192
<b>Wednesday</b>	Compose at the keyboard Format letters with indented paragraphs Improve keyboarding skills Improve keyboarding technique Review letters	Lesson 55, p. 193 A-C	Observe technique Letter	Lesson 55, Letter 16, p. 195
<b>Thursday</b>	Demonstrate knowledge with letters			Quiz
<b>Friday</b>	Compose at the keyboard Improve speed and accuracy Improve on keyboarding techniques	Composing - story	Observe technique	