

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

<b>Date</b>	<b>Objectives</b>	<b>Activities</b>	<b>Assessment</b>	<b>Assignment</b>
<b>Monday</b>	Improve keyboarding skills Use correct spacing before and after punctuation Improve keyboarding technique	Lesson 20 A-G, I ABCs Review keyboard	Observe technique Pretest vs Posttest	Lesson 20 H, J, K
<b>Tuesday</b>	Improve keyboarding skills Improve keyboarding technique Demonstrate correct placement of keys on a keyboard	Keyboarding web sites	Observe technique Keyboarding Quiz	Keyboarding quiz
<b>Wednesday</b>	Improve keyboarding skills Improve keyboarding technique Demonstrate correct placement of keys on a keyboard	Keyboarding web sites	Observe technique Keyboarding Quiz	Keyboarding quiz
<b>Thursday</b>	Improve keyboarding skills Improve keyboarding technique Demonstrate correct placement of keys on a keyboard	Keyboarding web sites – Learn2type.com	Observe technique Keyboarding Quiz	ABC quiz
<b>Friday</b>	Improve keyboarding skills Improve keyboarding technique Demonstrate ability to compose at the keyboard		Observe technique	Journal