

Weekly Lesson Plans  
 Teacher: Ky Baumgard  
 Subject: Keyboarding  
 Week of: March 3

<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 19 A-G, I ABCs	Observe technique Pretest vs Posttest	Lesson 19 H, J
<b>Tuesday</b>	Improve keyboarding skills Use correct spacing before and after punctuation Improve keyboarding technique	Lesson 20 A-G, I ABCs	Observe technique Pretest vs Posttest	Lesson 20 H, J, K
<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 Learn the number keys	ABCs	Observe technique	All the Right Type
<b>Friday</b>	Demonstrate proper keyboard skills Improve keyboarding skills Improve keyboarding technique Learn the number keys		ABC quiz All the Right Type	All the Right Type