

Weekly Lesson Plans
 Teacher: Ky Baumgard
 Subject: Keyboarding
 Week of: March 31

Date	Objectives	Activities	Assessment	Assignment
Monday	Improve speed and accuracy Improve on keyboard technique Learn about special symbols Learn word processing features	Lesson 36 A-B, D Lesson 37 C, D Word features	Timings Observe technique	Lesson 36 C, E
Tuesday	Learn about confusing words Improve speed and accuracy Improve technique on typing symbols	Lesson 38 A-D	Timings Grade technique	Lesson 37 F
Wednesday	Learn about confusing words Improve skills on double letters and alternate reaches Learn word processing features	Lesson 39 A-C, E	Timings Observe technique	Lesson 39 D, F
Thursday	Learn word processing features Improve speed and accuracy Improve on keyboard technique	Lesson 40 A-C	Timings Observe technique	Lesson 40 D
Friday	Learn word processing features Improve speed and accuracy Improve on keyboard technique	Lesson 40 A-C	Timings Observe technique	Lesson 40 D