

Weekly Lesson Plans
Teacher: Ky Baumgard
Subject: Keyboarding
Week of: May 12

Date	Objectives	Activities	Assessment	Assignment
Monday	Practice the top-row numbers Learn word processing features Format personal-business letters Improve keyboarding skills Improve keyboarding technique	L48, p. 167 A-F	Observe technique Letter 1 min. timings	L48, p. 170 Letter 1
Tuesday	Practice the top-row numbers Learn word processing features Format personal-business letters Improve keyboarding skills Improve keyboarding technique	L48, p. 167 A-F	Observe technique Letter 1 min. timings	L48, p. 170 Letter 1
Wednesday	Practice the top-row numbers Learn word processing features Format personal-business letters Improve keyboarding skills Improve keyboarding technique	L48, p. 167 A-F	Observe technique Letter 1 min. timings	L48, p. 170 Letter 1
Thursday	Practice typing with continuity Strengthen skill in formatting personal-business letters Improve keyboarding skills Improve keyboarding technique	L49, p. 172 A-C	Observe technique Letter	L49, p. 173 Letter 3
Friday	Improve keyboarding skills Improve keyboarding technique Composing at the keyboard	Composing - writing	Observe technique Composing	