

Weekly Lesson Plans
Teacher: Ky Baumgard
Subject: Keyboarding
Week of: May 27

Date	Objectives	Activities	Assessment	Assignment
Monday	Format envelopes Reviewing personal business letters Compose at the keyboard Improve speed and accuracy Improve on keyboarding techniques	L 50, p. 176 – D F, G Composing	Observe technique Letter	L 50, p. 179 Letter 5
Tuesday	Format business letters and envelopes Compose at the keyboard Improve speed and accuracy Improve on keyboarding techniques	L 51, p. 182 F	Observe technique Letter	L 51, p. 182 Letter 6
Wednesday	Format business letters and envelopes Compose at the keyboard Improve speed and accuracy Improve on keyboarding techniques	L 51, p. 182 G	Observe technique Letter	L 51, p. 182 Letter 6
Thursday	Compose at the keyboard Improve speed and accuracy Improve on keyboarding techniques	Composing	Observe technique Study guide	Formatting letters
Friday	Compose at the keyboard Improve speed and accuracy Improve on keyboarding techniques	Composing - story	Observe technique	