

Weekly Lesson Plans
 Teacher: Ky Baumgard
 Subject: Keyboarding
 Week of: May 5

Date	Objectives	Activities	Assessment	Assignment
Monday	Review different types of business documents – reports, lists, agendas, minutes	Review skills	Grade technique Student work	Review sheet
Tuesday	Demonstrate knowledge of different types of business documents		Written Test	Test
Wednesday	Demonstrate knowledge of different types of business documents		Production Test	Test
Thursday	Composing at the keyboard Improve keyboarding technique		Observation	
Friday	Composing at the keyboard Improve keyboarding technique		Observation	