

LESSON 15

pages 34–35

SKILL BUILDING

Objectives

To improve technique on individual letters; to improve keying speed on 1-minute and 2-minute writings.

Competencies

1a, 1b, 1c, 2b, 2c, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d

Focus

Have students complete Conditioning Practice 15A.

Instruction

Review proper key reaches/techniques.

Guided Practice

Guide students through 15D, using the Guided (Paced) Writing Procedure.

Independent Practice

Have students complete 15B and 15C. Observe techniques and confirm/correct.

Reteaching

Assign additional technique and speed building practice as needed.

Enrichment

Have students continue work on the three Communication Skills 2 activities on pages 38–39. Remind students that the activities are due at the end of Lesson 16.

Closure

Review proper key reaches/techniques.

LESSON 16

pages 36–37

SKILL BUILDING

Objectives

To improve technique on individual letters; to improve keying speed on 1-minute and 2-minute writings.

Competencies

1a, 1b, 1c, 2a, 2b, 2c, 2d, 3a, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 5g

Focus

Have students complete Conditioning Practice 16A.

Instruction

Review proper key reaches/techniques.

Guided Practice

In 16C, have students dictate/key lines 3–4 with you. Guide students through 16E, using the Guided (Paced) Writing Procedure.

Independent Practice

Have students finish 16C and do 16B and 16D on their own. For 16B, observe and evaluate techniques, using the Technique Check Sheet (*Instructor's Manual*).

Reteaching

If, in 16E, some students do not key between 20 and 24 *gwam* for their best 1-minute writing or between 19 and 23 *gwam* for their best 2-minute writing, give additional practice on the Review sections for keys in previous lessons.

Enrichment

Have students complete work on the three Communication Skills 2 activities on pages 38–39.

Critical Thinking/Decisions

Divide the class into groups. Have each group design a poster of the capitalization rules in Communication Skills 2. Display the posters.

Closure

Review proper key reaches/techniques.