

LESSON 25

pages 71–72

FORMAT UNBOUND REPORTS

Objectives

To learn format features of unbound reports; to process a one-page unbound report in proper format.

Competencies

3a, 3b, 3c, 3d, 3e, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 5e

Focus

Have students complete Conditioning Practice 25A.

Instruction

Discuss the use and formatting of unbound reports, referring to page 70. As a class, brainstorm a list of types of reports prepared at work (for example, progress reports and annual reports).

Review Word Processing 3 on pages 80–81. During this unit or Unit 9 (whichever works best), assign activities from Word Processing 3 that cover features students need to learn or review for Unit 9. You may wish to explain and demonstrate some features. Students will the Envelopes feature (Activity 4) in Lesson 29. A complete list of word processing activities and the lessons in which the features they cover are first used appears in the *WP Table* file.

Guided Practice

Guide students through Step 1 of 25B. Examine with them the model unbound report on page 71, explaining the different parts and their formatting. Get students started keying the model report (Step 2). As they work, observe formatting and confirm/correct.

Independent Practice

Have students finish 25B and do 25C on their own. Observe formatting and confirm/correct.

Reteaching

Use the model report to review the unbound report format. If time permits, have them rekey the model report at rough-draft speed to increase the facility with which they make decisions and move from part to part.

Enrichment

Have students begin Activities 1–3 of Communication Skills 4 on pages 78–79. Instruct students to divide the work among this and the next two lessons.

Closure

Review the purpose and format of unbound reports, using the model on page 71.

LESSON 26

pages 72–74

FORMAT UNBOUND REPORT WITH TEXTUAL CITATIONS

Objectives

To process a two-page unbound report in proper format; to format textual citations in a report; to process references.

Competencies

3a, 3b, 3c, 3d, 3e, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 5e

Focus

Have students complete Conditioning Practice 26A.

Instruction

Review the use and formatting of unbound reports, referring to page 70. Discuss formatting of pages after the first (“Page Numbers”), textual citations, and reference lists.

Guided Practice

Guide students through Step 1 of 26B. Examine with them the model unbound report on pages 73–74, noting particularly the textual citations, page 2 top margin and page number, and reference list. Get students started keying the model report (Step 2). As they work, observe formatting and confirm/correct.

Independent Practice

Have students finish 26B and do 26C on their own. For 26C, observe formatting and confirm/correct.

Reteaching

Use the model report to review the unbound report format. Have students compose at the keyboard a set of guidelines for formatting an unbound report. Have students rekey any sentences in 26C in which they made errors.

Enrichment

Have students continue work on Activities 1–3 of Communication Skills 4 on pages 78–79. Remind students that the activities are due at the end of Lesson 27. Have students compose at the keyboard four sentences that correctly use the four words presented in 26C.

Closure

Review the purpose and format of unbound reports, particularly textual citations, subsequent-page top margins and page numbers, and reference lists.

LESSON 27

pages 75–77

FORMAT UNBOUND REPORT WITH REFERENCES

Objectives

To process a two-page unbound report in proper format; to process a references page.

Competencies

3a, 3b, 3c, 3d, 3e, 4a, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 5e, 5g

Focus

Have students complete Conditioning Practice 27A.

Instruction

Review the use and formatting of unbound reports, referring to page 70.

Guided Practice

Get students started keying Report 1 in 27B. As they work, observe formatting and confirm/correct.

Independent Practice

Have students complete the rest of 27B, and 27C if time permits, on their own. For 27B, observe formatting and confirm/correct.

Reteaching

Have students complete Project 2 in the “Exploring Cultural Diversity” supplement.

Enrichment

Have students complete work on Activities 1–3 of Communication Skills 4 on pages 78–79. Have students complete the Internet Activity on page 75 and the Word Processing Activity on page 77.

Critical Thinking/Decisions

In small groups, have students read the paragraph and discuss the questions in Steps 1 and 2 of Activity 4 of Communication Skills 4 on page 79. Have students complete the rest of the activity as individuals.

Closure

Review the purpose and format of unbound reports. Alternatively, you may wish to have individual students or groups of students conduct the review. Assign students to read page 82 in preparation for Unit 9. Choose some good examples of unbound reports from those prepared in Lessons 25–27 for inclusion in the notebook of correctly and attractively formatted documents for class use started in Lesson 24.