

LESSON 35

pages 104–105

PREPARE FOR ASSESSMENT: E-MAIL, MEMOS, LETTERS

Objective

To prepare for assessment of e-mail, memo, and letter formatting skills.

Competencies

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

Focus

Have students complete Conditioning Practice 35A.

Instruction

Give students an overview of the assessment process. Review formatting for e-mail (pages 59 and 62), interoffice memos (pages 59–60), and personal-business letters in block format (pages 82–83). Make sure students understand what an incomplete sentence is (Note, page 104). No new information is presented in this lesson.

Guided Practice

Guide students as they begin 35B. Observe formatting and confirm/correct.

Independent Practice

Have students finish 35B on their own. Observe formatting and confirm/correct.

Reteaching

Give students an e-mail (a screen capture from your e-mail software would be helpful), an interoffice memo, and a personal-business letter in block format. Have them label each document with all the proper formatting information, such as margins (when appropriate) and spacing. Give additional formatting practice as needed.

Enrichment

Have students complete Supplemental Activity 3 for Project 1 in the “Exploring Cultural Diversity” supplement.

Critical Thinking/Decisions

Have students complete Ethics: The Right Thing to Do in Your Perspective 1 (page 116).

Closure

Review formatting for e-mail (pages 59 and 62), interoffice memos (pages 59–60), and personal-business letters in block format (pages 82–83).

LESSON 36

pages 106–107

PREPARE FOR ASSESSMENT: REPORTS

Objective

To prepare for assessment of report formatting skills.

Competencies

2c, 3a, 3b, 3c, 3d, 3e, 4a, 4b, 5a, 5b, 5c, 5d, 5e

Focus

Have students complete Conditioning Practice 36A.

Instruction

Review formatting for unbound reports (pages 70–71 and 73–74). No new information is presented in this lesson.

Guided Practice

Guide students as they begin 36B and guide them through 36C. For 36B, observe formatting and confirm/correct.

Independent Practice

Have students finish 36B on their own. Observe formatting and confirm/correct.

Reteaching

Give students a two-page unbound report with side headings, textual citations, and a reference list. Have them label it with all the proper formatting information, such as margins and spacing. Give additional formatting practice as needed.

Enrichment

Form the class into study groups based on topics on which students want additional practice. For example, one team might consist of students who want to spend extra time on tables; another, of students who need to review unbound report format.

Closure

Review formatting for unbound reports (pages 70–71 and 73–74).

LESSON 37

pages 108–109

PREPARE FOR ASSESSMENT: TABLES

Objective

To prepare for assessment of table formatting skills.

Competencies

2c, 3a, 3b, 3c, 3d, 3e, 4a, 4b, 5a, 5b, 5c, 5d, 5e

Focus

Have students complete Conditioning Practice 37A.

Instruction

Review formatting for tables (pages 94–95). No new information is presented in this lesson.

Guided Practice

Guide students as they begin 37B and guide them through 37C. For 37B, observe formatting and confirm/correct.

Independent Practice

Have students finish 37B and do 37C on their own. Observe formatting and confirm/correct.

Reteaching

Have students form pairs and use team proofreading to proofread Table 3. One person should read the source copy aloud; the other person should read and mark the other copy. Have students correct errors.

Enrichment

Have students meet in their study groups and continue their review.

Closure

Review formatting for tables (pages 94–95).