

LESSON 41

pages 119–120

BUILDING BASIC SKILL

Objectives

To improve keying techniques; to improve keying speed and control.

Competencies

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

Focus

Have students complete Conditioning Practice 41A.

Instruction

Review proper key reaches/techniques. No new information is presented in this lesson.

Review Word Processing 5 on pages 124–125. During this unit or Unit 14 (whichever works best), assign activities from Word Processing 5 that cover features students need to review for Unit 14. You may wish to explain and demonstrate some features. All activities in Word Processing 5 are review activities (the features covered were presented in previous word processing activity sets). Activity 3 presents a variation on copy and paste in that it teaches students to copy text to another file rather than within a file. 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 41C and 41D. For 41C, review/demonstrate proper reaches to the figure and Tab keys. Observe techniques and confirm/correct.

Independent Practice

Have students complete 41B and 41E. For 41B, observe and evaluate techniques, using the Technique Check Sheet (*Instructor's Manual*).

Reteaching

Review/demonstrate proper letter-key techniques and proper reaches to the figure and Tab keys. Have students practice lines in 20B (page 45) for letters that were most difficult for them in 41B.

Enrichment

Have students begin Activities 1–3 of Communication Skills 6 on pages 132–133. Instruct students to divide the work among this and the next two lessons.

Closure

Review (or have student volunteers review) letter-key techniques and proper reaches to the figure and Tab keys.

LESSON 42

pages 121–122

IMPROVING KEYING TECHNIQUE

Objectives

To improve keying techniques; to improve keying speed and control.

Competencies

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

Focus

Have students complete Conditioning Practice 42A.

Instruction

Review proper key reaches/techniques. Explain and demonstrate how to set tabs in students' software.

Guided Practice

Guide students through 42C and 42E. For 42C, review/demonstrate proper reaches to the figure and Tab keys. Observe techniques and confirm/correct.

Independent Practice

Have students complete 42B and 42D. Observe techniques and confirm/correct.

Reteaching

Review/demonstrate proper letter-key techniques and proper reaches to the figure and Tab keys. Have students practice lines in 20B (page 45) and 21B (page 47) for letters that were most difficult for them in 42B.

Enrichment

Have students continue work on Activities 1–3 of Communication Skills 6 on pages 132–133. Remind students that the activities are due at the end of Lesson 43.

Closure

Review (or have student volunteers review) letter-key techniques and proper reaches to the figure and Tab keys.

LESSON 43

pages 122–123

IMPROVING KEYING TECHNIQUE

Objectives

To improve keying techniques; to improve keying speed and control.

Competencies

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

Focus

Have students complete Conditioning Practice 43A.

Instruction

Review proper key reaches/techniques. No new information is presented in this lesson.

Guided Practice

Guide students through 43C and 43D. Observe techniques and confirm/correct.

Independent Practice

Have students complete 43B and 43E. Observe techniques and confirm/correct.

Reteaching

Review/demonstrate proper letter-key techniques and proper reaches to the figure and Tab keys. Have students practice lines in 21B (page 47) for letters that were most difficult for them in 43B.

Enrichment

Have students complete work on Activities 1–3 of Communication Skills 6 on pages 132–133.

Critical Thinking/Decisions

Have students complete Activity 4 of Communication Skills 6 on page 133.

Closure

Review (or have student volunteers review) letter-key techniques and proper reaches to the figure and Tab keys. Assign students to read page 126 in preparation for Unit 14.