

Unit 4: Week 7-8 Keyboarding (Introduction to Formatting)

Day	Lab or Activity	Student Worksheet	Lecture -- Class Notes	AV Presentation	Follow-up	Homework	Assessment
1	Unit 4: Job 1 Enumerations	Formatting Titles, Enumerations	Unit 4: Lesson 1: Enumerations	PowerPoint: Enumerations			See Rubric for Jobs
2	Unit 4: Job 2				Review Enumerations		See Rubric for Jobs
3	Proofreader's Marks	Enumerations from Draft Mat'l	Lesson 3: Proofreader's Marks	PowerPoint: Proofreader's Marks	Composing at the Keyboard		
4	Unit 4: Job 3	Outlining	Lesson 4: Outlining	PowerPoint: Outlining			See Rubric for Jobs
5	Unit 4: Job 4				Review Outlining		See Rubric for Jobs
6	Unit 4: Job 5				Paragraph Practice		Technique Timing
7	Unit 4: Job 6A 6B & 6C	Enumeration Outline Revised Outline			Paragraph Practice		See Rubric for Jobs
8	Unit 4: Job 7	Modified Block Letters	Lesson 8: Letter Formats	PowerPoint: Letter Formats	Concentration Practice		See Rubric for Jobs
9	Unit 4: Job 8	Block Letters					See Rubric for Jobs
10	Unit 4: Job 9	Two-page Letter					See Rubric for Jobs