

Keyboarding - Weekly Task List & Performance Objectives

Agenda Week 11:

Day 1: Proofreaders Marks Notes & Drafts

Student Task List:

- Complete Rough Draft 11C on page 23
- Compete Skill Transfer: Straight Copy and Rough Draft 11E on page 24
- Complete Rough Draft 14C on page 32

Complete the above activities in Microsoft Word and then staple them to your notes. Save your work as “Rough Draft notes and textbook activities.” A rough draft is a preliminary or tentative revision. It is **NOT** the final draft or copy.

Article Review & Power-Point Presentation Preparation

Day 2-3: Article Review Requirements

- Students are to research 1 major topic online. Topic must be related to **Advances in Technology or Green Energy**
- Find an interesting article, research paper or source regarding your topic. Save the article.
- Find a few pictures or visual images that represent your topic. Example: If you are doing an article on “Electric Vehicles,” then copy images that support it. Do not make copies of a puppy, it wouldn’t be relevant to the topic.
- Save your images.
- In Word, students should make a list of the main or most important pieces of information from their research. Make a list or Pros vs Cons regarding your topic. Do you agree, disagree or both with what you read about the topic you researched. Type a 1-3 paragraph review of Pros vs Cons. You do **NOT** have to agree with all aspects of the research or article you found. Be clear in your viewpoint.
- Save your work.

Day 4-5: Power-Point Presentation Preparation

- With 1 partner, you will organize, plan, design and build a power-point presentation
- Use 5-6 slides for this presentation
- Discuss themes, color, quality issues, text size, blends & information you want to convey
- Complete slides and save accordingly
- All power-points will be evaluated by students and teacher
- Next class, we will organize a “PowerPoint Presentation” of your information

Day 5: Power-Point Presentation

- Group presentations, done by teacher, but evaluated by all. Peer review of each Power-Point
- Print and turn in individual article reviews
- Give teacher a digital copy of Power-Point Project to be saved

Note:

- **You MUST save your work in YOUR drive (H: Drive) and if you don’t finish, you will finish your work the next day in-class or before/after school hours.**
- **Be organized with your files – Save in H: drive – Save in Keyboarding folder – Save in Week 11 folder**
- **ONCE YOU ARE ALL DONE WITH THE ENTIRE PROJECT, SAVE AS POWER POINT AND PDF AND THEN PLACE IN IN STUDENT TURN-IN FOLDER - I:\Students\~Graphic Design & Imaging\ - Graphics Student Hand-In Folder\~KIEL - STUDENT HAND IN FOLDER\Hour 2 - KEYBOARDING\2ND QUARTER\ARTICLE REVIEW & POWERPOINT PROJECT**