

Keyboarding - Weekly Task List & Performance Objectives

Agenda Week 13:

Day 1 - TYPING.COM – Tech Readiness

COMPLETE THE FOLLOWING LESSONS ON TYPING.COM

1. TECH READINESS
 - a. COMPUTER BASICS
 - b. INTERNET BASICS

Day 2-3: Personal Business Letters (Formatting, Block Letters & Proper Layout/Margins)

Student Task List:

- Complete the 8 business letters given on handouts
- Reference back to pages 65-66 for examples given in book
- Make sure each letter is saved 1 page at a time. So, 8 letters you should have 8 pages total
- **DO NOT** print the letters yet, JUST SAVE THEM. Teacher will review and grade.
- Write a Mentor personal business letter. Your goal is to type an entire 1-page letter letting your mentor know how important they are to you and how they impacted your life. A mentor can be a family member, a teacher, a friend, a neighbor or etc. Your goal is to type a perfectly worded and well formatted letter to the person you want to send this letter to. You can print it and send it if you would like, completely optional. Also, my question to you is, who do your mentor? Who can you help and be a great example to or who looks up to you for mentorship?

Day 4-5: Timed Testing

Student Task List:

- Speed Check (WPM) – Timed Test
- Timed Test 1: Page 22 – 10D – Paragraph Typing Test (3 times each for 1 minute & 1 each for 2 minutes)
- Timed Test 2: Page 23 – 11B – Line Typing Test (3 times each for 1 minute & 1 each for 2 minutes)
- Use formatted sheet provided by teacher to begin testing. Print test sheet to review your accuracy and wpm