

Keyboarding - Weekly Task List & Performance Objectives

Agenda Week 9:

Days 1-2: Typing.com

Student Task List:

- Complete ALL lessons in the Intermediate and Advance Sections
- Review YOUR time on lessons, some students didn't put much time into this. Your choice!
- Make sure you took 1 test from each area: 1 minute – 3 minute – 5 minute(FOR EACH LEVEL)

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

Student Task List:

- Get out textbooks and open books to page 60.
- Look over pages 60
- Complete lesson 24A(type each line twice) **SAVE AS LAST NAME_24B MEMO1**
- Complete lesson 24B. (take note of the instructions on the side of lesson.) **SAVE FIRST LETTER AS LAST NAME_24B MEMO2 AND SECOND LETTER AS SAVE AS LAST NAME_ 24B MEMO3**
- Complete lesson 25A. (take note of the instructions on the side of lesson AND (type each line twice) **SAVE AS LAST NAME_25A MEMO1**
- Complete lesson 25B. (take note of the instructions on the side of lesson AND (type each line twice) **SAVE FIRST LETTER AS 25B MEMO1, SECOND LETTER AS SAVE AS 25B MEMO2 AND THIRD LETTER SAVE AS 25B MEMO3**
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- 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 teacher will review in the student hand in folder.

Day 4-5:

- Write a formal 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?
 - SAVE FILE AS **LAST NAME_MENTOR LETTER**