



Keyboarding Applications

MTM-LAP 25 – Communications Skills 2

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆PT4 Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information.
- ◆PT5 Develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity.
- ◆PT5k Analyze advantages and disadvantages of widespread use of and reliance on technology in the workplace and in society as a whole.

Objectives

- ◆ To practice/review internal punctuation – comma and colon.
- ◆ To practice the skill of composing at the machine.

Resource Century 21 Computer Applications & Keyboarding

Time Frame 1 hour

THE USE OF THE COPY FUNCTION IS NOT ALLOWED IN KEYBOARDING. IF USED, THE STUDENT INVOLVED WILL RECEIVE A ZERO ON THAT ASSIGNMENT.

Directions: The purpose of this LAP is to give you an opportunity to practice using internal punctuation (comma and colon correctly). You will also learn to compose more quickly at the machine.

***If you have to store any items before the end of this section (due to time restraints), save under the name LAP 25, Communications Skills 2. When you have completed all of these drills, print out as one document, attach to this sheet, and turn in for approval. Remember to put each Activity on a separate sheet of paper.*

- ____ 1. P. 156-157, Activity 1. Internal Punctuation: Comma. Follow the text directions. Check your choices with your instructor’s solutions key. Go on to the next task.
- ____ 2. P. 157, Activity 3. Composing. Follow the text directions. Check your choices with your instructor’s solutions key. Go on to the next task.

- _____ 3. P. 183-184, Activity 1. Internal Punctuation: Comma and Colon. Follow the text directions. Check your choices with your instructor’s solutions key. Go on to the next task.

- _____ 4. P. 184, Activity 3, Composing. Follow the text directions. Check your choices with your instructor’s solutions key. Go on to the next task.

WHEN YOU FINISH THIS (AND OTHER) ASSIGNMENT(S):

- _____ CHECK OVER THE ASSIGNMENT to see if you keyed your name on each page, that you left the proper spacing and formatting throughout, and check to see that you have ALL of the work that was assigned. There is still time to insert an assignment you missed at this point.

- _____ PRINT YOUR ASSIGNMENT following the guides for printing given by the instructor. Check with the instructor if you have printer-related problems.

- _____ AFTER YOU PRINT, arrange your work in the same order as the assignments were given. Place this assignment sheet on TOP of your work, fill in all blank lines in the top right and staple all materials together in the TOP LEFT corner.

- _____ Do the Self Assessment below.

Self Assessment – “I/Can....”

- _____ Follow the text and LAP directions as given.
- _____ Use internal punctuation correctly (comma and colon).
- _____ Compose at the machine.
- _____ .