



Keyboarding Applications

LAP 10 – Lessons 20, 21, Communication Skills

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 improve technique on individual letters.
- ◆ To improve keying speed on 1' and 2' writings.
- ◆ To improve proofreading, capitalization, number expressions, reading, and composing skills.

Resource Century 21 Computer Applications & Keyboarding
 Lessons 20, 21, Communication Skills
 MicroType Multimedia Program

Time Frame 2 ½ hours

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

DIRECTIONS: Remember the steps to begin each new page of work: (a) key your name and class number at the top left, (b) return two times, (c) key the lesson number of the assignment task on a line by itself and (d) return once before beginning your work.

***If you have to store any items before the end of this section (due to time restraints), name your work LAP 10 and save it that way each time you work with it.*

- ____ 1. P. 45, 20A. Conditioning Practice. Follow the text directions. Go to MTM (MicroType Multimedia program) and take the 1' writing as directed. Print and attach to LAP. When you have finished this keyboarding task, return TWO times and key the number and letter of the next task (2) below.

- ____ 2. P. 45, 20B. Technique Mastery: Individual Letters. Read Technique Goals. Follow text directions and use MTM. Print. Attach. Return two times and go to task (3) below.

- ___ 3. P. 46, 20C. Handwritten Copy (Script). **Reminder: Be sure to double space after a period following a number.** Follow text directions. Go on to the next task.
- ___ 4. P. 46, 20D. Skill Building: Guided Writing. Key all timings in unguided format using MTM. Print. Attach. Go on to the next task.
- ___ 5. P. 47, 21A. Conditioning Practice. Follow the text directions. Go to MTM and take the l' writing as directed. Print and attach to LAP. When you have finished this keyboarding task, return TWO times and go on to next task.
- ___ 6. P. 47, 21B. Technique Mastery: Individual Letters. Read Technique Goals and follow text directions. Use MTM. Print. Attach.. When you have finished this keyboarding task, return TWO times and go on to next task.
- ___ 7. P. 47, 21C. Skill Building. Follow text directions. Go on to next task.
- ___ 8. P. 48, 21D. Handwritten Copy (Script). Follow text directions. Go on next task.
- ___ 9. P. 48, 21E. Speed Building. Key all timings in unguided format using MTM. Print. Attach. Go on to the next task.
- ___ 10. P. 49 – 50. COMMUNICATIONS SKILLS. Activities 1 and 3. Follow text directions.

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 assignment was keyed. 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. Complete self-assessment below and turn in as directed by your instructor and go on to your next LAP.

Self Assessment – “I/Can....”

- ___ Follow the text and LAP directions as given.
- ___ Improve technique on individual letters.
- ___ Improve keying speed on 1' and 2' writings.
- ___ Improve capitalization and composing skills.