

# Document Processing

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VIDEO MANUAL



# Document Processing

VIDEO MANUAL

One Semester



Pensacola, FL 32523-9100

an affiliate of PENSACOLA CHRISTIAN COLLEGE®

# Textbooks & Materials

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## Student Materials

1. Text  
160407 • *Keyboarding and Document Processing (KDP)*
2. Quizzes/Tests  
170038 • *Keyboarding and Document Processing Quizzes/Tests for Document Processing*
3. Supplies (may be purchased from a local vendor)
  - Computer
  - Word processor
  - Printer
  - Pocket folder
  - CD or removable USB
  - 3×5-inch cards
  - Pen
  - Pencil

## Teacher Materials

1. Text  
172316 • *Keyboarding and Document Processing Solution Key*
2. Quiz/Test Key  
178985 • *Keyboarding and Document Processing Teacher Quiz/Test Key for Document Processing*
3. Optional (may be purchased from Abeka Book)  
160407 • *Keyboarding and Document Processing*

### **Document Processing Video Manual**

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VIDEO TEACHER



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## Dr. Donna Marion

- Ph.D. Educational Technology
- 19 years teaching experience

# Introduction

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Document Processing allows students to become masters of keyboarding and document processing through the practice and application of proper finger placement, correct keying techniques, and correct production of various business documents while learning word processing skills. Students continue to practice their keyboarding skills by applying them to timed writings, which help develop speed and accuracy, and document processing. A strong emphasis on proper posture and technique equips students to accurately use the skill of keyboarding for various areas required for both school and life success. Students gain experience in document processing as they learn employment documents, academic reports, and business documents. The timed writings, given almost every day, ensure that students can apply their keyboarding skills with speed and accuracy to real situations; these situations encourage them to continue to develop that particular skill throughout this course.

Each video lesson is about 45 minutes in length and will best fit into a 50-minute class period. Five minutes is allotted for you to check homework. You will need to give quizzes and tests personally.

Establish accountability on the part of each student. Let students know you expect them to listen, learn, and practice every day.

When a student has been absent, check the Daily Guides for the days he missed to see what homework he needs to make up. He may need to watch video lessons he missed or be helped by another student or yourself in order to catch up with the class.

**Note:** Since the length of a school semester may vary, lessons have been videotaped for fewer than 90 days. The extra days are allotted for the scheduling of field trips or special events.

## Subject Description

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### Responsibilities of the Classroom Teacher

1. **Checking Equipment.** Check the equipment each day to make sure it is running properly. Be ready to start on the right lesson.
2. **Following the Daily Guides.** Check the Daily Guides each day to determine specific responsibilities for that day.
3. **Checking Homework.** Homework check may be completed by requesting students to finish their assignment and submit a signed pledge to their teacher stating the following: "I have completed on my own *insert assignment here* as assigned on *insert date here*." This may be done on a 3×5-inch card. Check daily at the beginning of class to see that each student has completed his homework. Collect the 3×5-inch cards from each student. It is not necessary for the students to print their homework assignments; however, the teacher has the liberty to require students to print out their homework assignments with the above pledge written at the bottom of the document.
4. **Assigning an Activity for Homework Check.** Each lesson of the Daily Guides has a warm-up exercise for students to do while you check the homework assignment. By doing this warm-up exercise, students will have their fingers warmed-up and will be ready to begin typing.
5. **Giving Quizzes and Tests.** You will be giving quizzes and tests as they occur in the lessons. Plan to remain in the classroom during any quiz or test. Grade quizzes in class with students and grade tests after school. The quizzes and tests are found in *Keyboarding and Document Processing Quizzes/Tests for Document Processing*. Further quizzing and testing information

is provided in the Giving/Grading Quizzes and Tests section on p. T8 of this video manual.

6. **Giving Timed Writings.** Timed writings will be given on the video. Have students print, proofread, and figure their speed for each timed writing when they are instructed to do so. A total of ten timed writings need to be recorded for each student during each quarter. Students should submit as many timed writings as they can, and the ten highest timed writings will be averaged together for the timed writing grade. You should collect the timed writings and record them following the guidelines as given in the Timed Writing section of this manual. (For more information on Timed Writings, see p. T6.)
7. **Giving Office Simulation and Document Portfolio Quizzes.** Students will work on compiling both an office simulation and a document portfolio that will be counted as quiz grades. For the office simulation, the students will create documents specific to a given organization. Specific directions

related to this quiz will be given on video. See the Daily Guides for grading guidelines. For the document portfolio, students will be compiling documents that have been created throughout both quarters in Document Processing as well as creating new documents. Students are allowed to use any previously created and saved documents to compile this document portfolio. They should proofread those documents very carefully for both format and typographical errors. Any documents that are required as part of the document portfolio that the students do not have from previously completed work will need to be created for the final submission of this quiz. You should collect the document portfolio each day and return the previous day's work each class period. At the end of the document portfolio, you should grade the portfolio following the guidelines given in the Daily Guides. Solutions for those documents are found in the *Keyboarding and Document Processing Solution Key*.

## Class Schedule

The following is a typical class schedule for Document Processing with suggested times for students to participate.

1. **Pre-video Activities.** Check homework and give any quizzes before turning on the video for the day's lesson, unless the Daily Guides instruct otherwise.
  - a. *Homework Check.* Begin each day with homework check. Walk around the room and collect the 3×5-inch cards from each student. As you are collecting the cards, also be aware of the students using proper posture and technique while they are working on their warm-up exercises. Assign warm-up exercises (in the Daily Guides) for students to do while you are checking homework. Five minutes is allotted for this check. On the video,
  - b. *Quizzes and Tests.* You will be giving quizzes and tests as they occur in the lessons. Quizzes are usually given following the warm-up exercise. Further quizzing and testing information is provided in the Giving/Grading Quizzes and Tests section on p. T8 of this video manual.
2. **Review and Lesson.** After the warm-up has been conducted, the video teacher reviews the last lesson's material and presents new material. Students follow the lesson as they are instructed on video. It is vital that students pay close attention, use their books, and follow the question-and-answer exchange given on video. Tell

students to answer the teacher's questions in their minds (or aloud) and to follow closely the answers given by the video students. Paying close attention to this portion of the video lesson will help students to develop the proper skills necessary to be a successful typist.

- a. *Practice.* Students will be assigned exercises to practice during class. During this time, it is important to watch the students for the use of proper technique and posture.

- b. *Timed Writings.* Almost every day, students will take several timed writings. (For more information on Timed Writings, see below.)

3. **Homework Assignment.** The video teacher gives the homework assignment at the conclusion of each lesson. Students should copy this assignment into their assignment notebooks. The homework assignment is listed at the end of each lesson in the Daily Guides.

## Timed Writings

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Timed writings are an essential part of this course. Each quarter, students will be given a number of timings from a variety of sources. The timings are scheduled at regular intervals throughout the text. From the timings given

each quarter, the 10 best timings for each student will be used to find the student's net words a minute (NWAM) average for the quarter. The suggested Timed Writing Grading Scale is given on the next page.

### Guidelines for Giving/Collecting Timed Writings

Follow these steps when conducting timed writings:

1. **Instruct students to set up for timed writings.** This means that they should place their name, page number the timing is found on, and date at the top of their documents.
2. **Start students on each timing by saying, "Hands on home row; eyes on copy; ready, begin."**
3. **End each timing by saying, "Stop, hands off the keyboard and in your lap."** Since several timings are given at a time, allow students adequate time to relax before beginning the next timing.
4. **Instruct students to quadruple-space between each timing.**
5. **When all timings are done for the day,** have students print their timings. You should pass the timings back to the student for him to calculate the GWAM (gross words a minute) and NWAM (net

words a minute) for timings that are eligible. Students should circle all errors on each timing. Use the Timed Writing Grading Scale for each timing to arrive at the GWAM. Students should write the number for each individual timing below the timing. Students will then subtract the number of errors made in the individual timing to arrive at the NWAM. See the examples below:

Many say practice makes perfect. This is not the case. You must practice the right way in order to come close to perf

$24 - 0 = 24$  (Even if there are no mistakes, students should still write in this form.)

When you prqctice at home, you should always follow proper posture guides. Sit up straight. Do not cross your legs. Do not take your eyes

$28 - 1 = 27$

## Eligible Timings

Students will submit all eligible timings. The teacher should record the NWAM for each timing submitted until the required 10 for each quarter are recorded. Once a student has the initial 10 recorded, the student will continue to take timed writings for the entire quarter. As the students progress through the quarter, they will consistently submit timed writings with higher NWAM than the initial 10 recorded. Timed writings with higher NWAM should replace timed writings that were initially recorded with lower NWAM. Therefore, at the end of the quarter, the teacher should have recorded the 10 timed

writings representing the highest NWAM for each student.

At the end of the quarter, the teacher will take the sum of the NWAM for all eligible timings submitted and divide this number by 10. Even if the student does not have all 10 timings recorded, the sum of what they have submitted should still be divided by 10. Once this average has been calculated, the teacher should refer to the Timed Writing Grading Scale below to assign the numerical grade for the timed writing average. This numerical grade will then be averaged with the daily quiz grade and test average to arrive at the quarter grade.

TIMED WRITING GRADING SCALE							
1st Quarter				2nd Quarter			
NWAM	GRADE	NWAM	GRADE	NWAM	GRADE	NWAM	GRADE
66	100	50	84	70	100	54	84
65	99	49	83	69	99	53	83
64	98	48	82	68	98	52	82
63	97	47	81	67	97	51	81
62	96	46	80	66	96	50	80
61	95	45	79	65	95	49	79
60	94	44	77	64	94	48	77
59	93	43	76	63	93	47	76
58	92	42	74	62	92	46	74
57	91	41	72	61	91	45	72
56	90	40	70	60	90	44	70
55	89	39	68	59	89	43	68
54	88	38	66	58	88	42	66
53	87	37	65	57	87	41	65
52	86	36	64	56	86	40	64
51	85	35	62	55	85	39	62



# Giving/Grading Quizzes and Tests

## Quizzes

Daily quiz grades will come from a variety of different sources. The first source will be the printed review quizzes included in the quiz/test book. These quizzes are given over specific pages. Refer to the Teacher Quiz/Test Key for further instructions regarding the grading of printed review quizzes.

The second source of quiz grades will come from exercises in the textbook. The exercises recommended for grading are noted in the Daily Guides. Suggested point values for grading can be found in the *Keyboarding and Document Processing Solution Key*.

The third source of quiz grades will be from Keying Technique and Desk Arrangement/Posture quizzes. These quizzes are **not to be announced** to students. Once all students have been evaluated, they should be informed of the quiz. The purpose of these quizzes is to encourage the students to use correct technique at all times. During the first quarter you will notice these types of quizzes are scheduled more often. Technique quizzes help reinforce the importance of technique with the goal of increased speed and accuracy. Checklists and suggestions for grading these quizzes are given below.

## Keying Technique Grade

### Checklist:

1. Fingers are curved over home-row keys.
2. Wrists are low (but not touching the keyboard).
3. Forearms are at the same degree of slant as the keyboard.
4. Elbows are at the side.
5. Hands do not “jump” off home row when keying.
6. Strikes keys with the tips of fingers (not pads).
7. Space bar keyed with the right thumb using a circular motion.
8. Hard returns are made quickly.

9. Eyes remain on copy while keying.
10. Key reaches are made confidently with little or no hesitation.

### Suggestion for grading:

Observe each student (do not announce). Use a spreadsheet to track each student’s technique. Take points off for each poorly exhibited technique as follows:

GRADING KEYING TECHNIQUES			
Number of ERRORS	Qtrs. 1 & 2 GRADE	Number of ERRORS	Qtrs. 1 & 2 GRADE
1	94	6	0
2	85	7	0
3	77	8	0
4	70	9	0
5	60	10	0

## Desk Arrangement and Posture Grade

Correct desk arrangement aids the student in being able to focus on the task at hand, discouraging distraction. Correct posture helps minimize fatigue when keying as well as promote correct keying technique. Use the provided checklist and suggestion for grading.

### Checklist:

1. Desk is cleared of all unnecessary materials.
2. Text is placed to the right of the computer monitor.
3. Keyboard is aligned evenly with the edge of the desk.
4. Student is centered in front of the keyboard.

5. Student is positioned a hand's width from the desk.
6. Student is sitting erect, leaning slightly forward at the waist.
7. Feet are flat on the floor, one slightly in front of the other for balance.

**Suggestion for grading:**

Observe each student (do not announce).  
Use a spreadsheet to track each student's

technique. Take points off for each poorly exhibited technique as follows:

GRADING DESK ARRANGEMENT / POSTURE TECHNIQUES			
Number of ERRORS	Qtrs. 1 & 2 GRADE	Number of ERRORS	Qtrs. 1 & 2 GRADE
1	80	5	0
2	75	6	0
3	70	7	0
4	0		

**Procedure for Giving/Grading Quizzes**

1. Students clear their desks and take out one clean sheet of paper for a cover sheet, a pen, and a pencil. Students should take quizzes in pen and grade them in pencil.
2. Distribute the quizzes. (Quizzes are located in the *Keyboarding and Document Processing Quizzes/Tests for Document Processing*.) Each student should write his name and the date at the top of his quiz.
3. Students use the clean sheet of paper as a cover sheet. They should move it down to cover their answers as they take the quiz. The students should use their closed texts as "walls" between their computer workstations if the class is set up similar to what is shown on the video.
4. Give instructions for grading—how many points to deduct for each wrong answer and how to mark the papers. (Having students grade the papers in a uniform manner saves time when you go through the papers later.) Point values are given in *Keyboarding and Document Processing*

Teacher Quiz/Test Key for Document Processing. On all graded items, subtract 1 point for each misspelled answer; do not subtract more than 5 total points.

5. Give correct answers.
6. Students figure the final grade by subtracting from 100 the number of points missed. The grade should be written in the space provided.
7. If a student has a question about the paper he is grading, have him place a question mark both by the number in question and by the grade at the top. Instruct students to return papers to the owners, who should check them briefly and pass them to the front. The quiz should take approximately 10 minutes.
8. Go through the quizzes later checking for question marks and misspelled answers, adjusting the scores (if necessary), and writing the grade in red ink at the top. Record the grades.

**Tests**

The *Keyboarding and Document Processing Quizzes/Tests* book allows you to give a test at the end of every chapter. Chapter length varies, but you will be giving a test approximately every four weeks. Each test is divided into two parts, a written part and a production part, with the exceptions of Test 11, which is production only, and Test 12, which is written only.

Below is a specific breakdown of tests according to the lesson they are scheduled to be given.

Lesson	Test
22	9
43	10

Lesson	Test
63	11
85	12

## Procedure for Giving/Grading Tests

1. Students clear their desks of everything except two clean sheets of paper (one for a cover sheet) and two pencils.
2. Distribute the tests. (Tests are located in *Keyboarding and Document Processing Quizzes/Tests for Document Processing*.) Each student should write his name at the top of his test.
3. Explain any special directions. Students should finish during the time allotted. Also, tell the students what is to be done when they finish the test (where to turn in their tests, what to study, etc.).
4. Students take the test in pencil, writing the answers directly on the test paper. Have students use the clean sheet of paper as a cover sheet. They should move it down as they take the test.
5. After students finish the test, they use the check sheet to rewrite problems and check their answers. Some problems can be checked by rereading the question and checking the answer for accuracy.
6. Always watch students until all the tests have been turned in.
7. Check that all tests have been collected. Grade these tests yourself. Do not grade tests in class. Answers and suggested point values are given in *Keyboarding and Document Processing Quiz/Test Key for Document Processing*. Subtract 1 point for each misspelled answer; do not subtract more than 5 total points. It is best not to record grades in your grade book until after going over the test in class.
8. Have all tests graded and ready to return to your students in the next lesson.

## Procedure for Going over Graded Tests

1. Students clear their desks of everything except a pen. Distribute graded tests.
2. To go over a test, ask if a student has all answers correct in the first section. Choose a student to read the answers in that section. Continue this procedure until all of the answers have been given. Answer any questions students may have about a particular test question.
3. Watch students carefully while you are going over a test. They should not have any pencils out while they have graded tests.
4. If students find a question that has been graded incorrectly, they should write (in pen) the number of the incorrectly graded question and put a question mark at the top of the first page.
5. Collect tests, check any question marks, and record grades.

# Averaging Grades

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Grades should be averaged at the end of each nine-weeks period. In your grade book, record the quiz grades in blue or black ink and the test grades in red ink. At the end of the nine-weeks period, follow this procedure:

1. Average the **quiz grades**. This average is called the daily average and counts as **one third** of the nine-weeks grade.
2. Average the **test grades** for the quarter. This average counts as **one third** of the nine-weeks grade.
3. Average the **10 best timed writings**. Count the timed writing grade as **one third** of the nine-weeks grade.
4. To compute a nine-weeks grade:

Example:

Quiz average:	96
Test average:	94
Timed writing average:	<u>+ 92</u>
Total:	$282 \div 3 = 94$

5. Figure a semester grade by averaging the first nine-weeks grade with the second nine-weeks grade.

Example:

First nine-weeks grade:	94
Second nine-weeks grade:	<u>+ 86</u>
Total:	$180 \div 2 = 90$ (Semester grade)

Document Processing

Daily Guides

# Daily Guides

**It is IMPORTANT . . .**

to train the student to respond along with the video class as they review, have class drill, and respond to class questions. This is most effective in student mastery of the subject content and emphasizes what the teacher considers important. Daily learning is reinforced here.

Student test scores will usually reflect this mental participation—either for good or for bad.

The classroom video teacher from time to time may mention things to enhance the class that your students may or may not be able to participate in. The video manual will not necessarily mention such activities.

## Lesson 1

### Materials Needed:

*Keyboarding and Document Processing (KDP)*  
(optional—to show students)  
Word processing software  
Computer

### Teacher Instructions:

1. Prepare seating chart. Assign seats before starting the video.
2. Explain school procedures / rules for your classroom.
3. Check to see that each student has a copy of *Keyboarding and Document Processing (KDP)*.
4. Turn on the video. (You may wish to watch this first video lesson with the class to become familiar with classroom procedures.)
5. Observe student posture / technique and give verbal correction when needed. Students will be reminded regularly to check their desk arrangement and posture—verify that they are following correct procedures.
6. If time remains after each video lesson, allow students to begin their homework.

### Homework:

*Keyboarding and Document Processing (KDP)*  
p. 200, exercise (ex.) 104.6 (2x)  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 2

### Materials Needed:

*Keyboarding and Document Processing (KDP)*  
Solution Key (needed daily)

### Teacher Instructions:

1. Homework Check. Instruct students to have homework on their desks for you to check when class begins. (Refer to the guidelines for Checking Homework in the front of this video manual.) Check homework for completeness. Homework check is completed during the warm-up exercise which is usually the most convenient time.  
(During Homework [HW] check, students complete p. 203, exercise [ex.] 106.1.)

2. During this lesson, give the first **Keying Technique Quiz**. (Please note that these quizzes are not announced.) Refer to the Giving/Grading Quizzes and Tests: Keying Technique Grade section in the front of this video manual for the checklist and grading of the Keying Technique Quizzes.
3. Turn on the video.

### Homework:

*Keyboarding and Document Processing (KDP)*  
p. 203, Fact 61 (3x)  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 3

### Teacher Instructions:

1. Homework Check. Instruct students to have homework on their desks for you to check when class begins. (Refer to the guidelines for Checking Homework in the front of this video manual.) Check homework for completeness. Follow this procedure for the remainder of the year.  
(During Homework [HW] check, students warm up on p. 207, exercise [ex.] 107.1.)
2. During this lesson, give the first **Desk Arrangement/Posture Quiz**. (Please note that these quizzes are not announced.) Refer to the Giving/Grading Quizzes and Tests: Desk Arrangement and Posture Grade section in the front of this video manual for the checklist and grading of the Desk Arrangement/Posture quizzes.
3. Turn on the video.

### Homework:

*Keyboarding and Document Processing (KDP)*  
p. 207, Fact 62  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 4

### Teacher Instructions:

1. Homework Check.  
(During Homework [HW] check, students warm up on p. 210, exercise [ex.] 108.1.)
2. Turn on the video.
3. Observe students' posture/technique and give verbal correction when needed. Be alert to students who are looking at their computer monitor or keyboard. Their eyes should be on the text they are keying.
4. If time remains after the video lesson, allow students to begin their homework.

### Homework:

*Keyboarding and Document Processing (KDP)*  
p. 210, Fact 63 (3x)  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 5

### Teacher Instructions:

1. Homework Check.  
(During Homework [HW] check, students warm up on p. 210, exercise [ex.] 108.1.)
2. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

### Homework:

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 6

### Teacher Instructions:

1. Homework Check.  
(During Homework [HW] check, students warm up on p. 212, exercise [ex.] 109.1.)
2. Turn on the video.

### Homework:

*Keyboarding and Document Processing (KDP)*  
p. 213, Fact 64 (4x)

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 7

### Teacher Instructions:

1. Homework Check.  
(During Homework [HW] check, students warm up on p. 214, exercise [ex.] 110.1.)
2. Give **Desk Arrangement/Posture Quiz**. (Please note that these quizzes are not announced.) Refer to the Giving/Grading Quizzes and Tests: Desk Arrangement and Posture Grade section in the front of this manual for the checklist and grading of the Desk Arrangement/Posture Quizzes. Follow this procedure for the remainder of the year.
3. Turn on the video.

### Homework:

Key Psalm 23 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 8

### Teacher Instructions:

1. Homework Check.  
(During Homework [HW] check, students warm up on p. 214, exercise [ex.] 110.1.)
2. Give **Keying Technique Quiz**. (Please note that these quizzes are not announced.) Refer to the Giving/Grading Quizzes and Tests: Keying Technique Grade section in the front of this manual for the checklist and grading of the Keying Technique Quizzes. Follow this procedure for the remainder of the year.
3. Turn on the video.

### Homework:

Key Psalm 8.  
Miscellaneous lines to complete 15 minutes of keying practice



## Lesson 9

### Materials Needed:

Quiz 1 (one for each student; located in *Document Processing [DP] Quizzes/Tests*)  
Teacher Key for Quiz 1 (from *Document Processing [DP] Teacher Quiz/Test Key*)

### Teacher Instructions:

1. Homework Check.  
(*During Homework [HW] check, students warm up on p. 216, exercise [ex.] 111.1.*)
2. Students clear their desks and take out quiz materials (one clean sheet of paper for a cover sheet, a pen, and a pencil) before quizzes are distributed.
3. Turn on the video.
4. Students will take **Quiz 1** with the video class. You will be giving all future quizzes. Refer to the Giving/Grading Quizzes and Tests section in the front of this manual for detailed instructions for giving/grading quizzes.  
**Note:** You may want to preview the video to see quizzing procedures.
5. Collect quizzes and record grades. (See the *Document Processing [DP] Teacher Quiz/Test Key* for answers and suggested point values; subtract from 100 the total points missed.)  
**Note:** Subtract 1 point for each misspelled answer; do not subtract more than 5 total points.

### Homework:

Key Psalm 47.  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 10

### Materials Needed:

*Keyboarding and Document Processing (KDP)*  
Solution Key

### Teacher Instructions:

1. Homework Check.  
(*During Homework [HW] check, students warm up on p. 216, exercise [ex.] 111.1.*)
2. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

3. Give, grade, and collect **Exercise 111.3 Quiz**. See the *Keyboarding and Document Processing (KDP)* Solution Key for suggested point values.

**Note:** You may want to preview the video for the procedures for giving an exercise quiz from the text.

### Homework:

Key *Keyboarding and Document Processing (KDP)* p. 216, ex. 111.2 (2x), once for accuracy and once for speed.  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 11

### Teacher Instructions:

1. Homework Check.  
(*During Homework [HW] check, students warm up on p. 231, ex. 117.1.*)
2. Give **Keying Technique Quiz**.
3. Turn on the video.

### Homework:

Key Psalm 53.  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 12

### Teacher Instructions:

1. Homework Check.  
(*During HW check, students warm up on p. 219, ex. 112.1.*)
2. Students will begin an **Occasions to Remember Office Simulation** that they will work to complete over the next five lessons. Detailed directions will be given as students work on the simulation. Students will complete all documents. Students should save and print each document as they complete it. At the end of each lesson, students should submit everything they have accumulated for the simulation. The students will be told to put an X through those documents they no longer want to have kept, and you may discard those documents. Each day during the simulation, return the previous days' documents to the

students so they may proofread them and keep track of what they have accomplished. The students should not work on the simulation outside of class.

**Note:** You may want to preview the video to see Office Simulation procedures.

3. Turn on the video.
4. Collect all printed copies of the simulation. These copies will be returned to students in the next lesson. Students should work on the simulation only during class time.

**Homework:**

Review format for standard memos and enumerations.

## Lesson 13

**Materials Needed:**

Office Simulation Quizzes (return to students)

**Teacher Instructions:**

1. There is no keyed homework to check.
2. Return all printed copies of the simulation.
3. Give **Keying Technique Quiz**.
4. Turn on the video.
5. Collect all printed copies of the simulation. These copies will be returned to the students in the next lesson. Students should work on the simulation only during class time.

**Homework:**

Review format for modified block style letters and standard memos.

## Lesson 14

**Materials Needed:**

Office Simulation Quizzes (return to students)

**Teacher Instructions:**

1. There is no keyed homework to check.
2. Return all printed copies of the simulation.
3. Give **Desk Arrangement/ Posture Quiz**.
4. Turn on the video.
5. Collect all printed copies of the simulation. These copies will be returned to the students in the next lesson. Students should work on the simulation only during class time.

**Homework:**

Review format for modified block style letters, standard memos, and tables.

## Lesson 15

**Materials Needed:**

Office Simulation Quizzes (return to students)

**Teacher Instructions:**

1. There is no keyed homework to check.
  2. Return all printed copies of the simulation.
  3. Turn on the video.
- Note:** Check students' progress on 10 timed writings.
4. Collect all printed copies of the simulation. These copies will be returned to the students in the next lesson. Students should work on the simulation only during class time.

**Homework:**

Review format for modified block style letters, standard memos, tables, and unbound reports.

## Lesson 16

**Materials Needed:**

Office Simulation Quizzes (return to students)

**Teacher Instructions:**

1. There is no keyed homework to check.
2. Return all printed copies of the simulation.
3. Turn on the video.
4. Collect all printed copies of the simulation. These copies will be returned to the students in the next lesson. Students should work on the simulation only during class time.

**Homework:**

Review format for modified block style letters, standard memos, tables, and unbound reports.

## Lesson 17

**Materials Needed:**

KDP Solution Key  
Office Simulation Quizzes (return to students)

**Teacher Instructions:**

1. There is no keyed homework to check.
2. Return all printed copies of the simulation.
3. Students will complete, proof, and organize the office simulation in this lesson.
4. Turn on the video.
5. Collect all documents from the Office Simulation in ex. 112–116. See the *KDP Solution Key* for suggested point values. Students should choose one of each type of document to submit for a grade. Grade these documents and average the grades together. Count this average as 5 quiz grades (one quiz grade for each lesson of the simulation).

**Homework:**

There is no assigned homework for this lesson.

**Lesson 18****Materials Needed:**

Graded Office Simulation Quizzes (return to students)

**Teacher Instructions:**

1. There is no keyed homework to check.
2. Hand back and go over Office Simulation Quizzes. After checking, collect the Office Simulation Quizzes and record the grades.
3. Turn on the video.

**Homework:**

Key Psalm 61.

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 19****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 235, ex. 118.1.*)
2. Give **Desk Arrangement/Posture Quiz**.
3. Turn on the video.

**Homework:**

Key Psalm 82.

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 20****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 235, ex. 118.1.*)
2. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

Begin studying for Test 1 over Chapter (Ch.) 9 in les. 22.

**Lesson 21****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 236, ex. 119.1.*)
2. Turn on the video.

**Homework:**

*KDP* pp. 235–236, ex. 118.5 (2x)

Prepare for Test 1 over Chapter (Ch.) 9 in the next lesson.

**Lesson 22****Materials Needed:**

Test 1 (one for each student; located in *Document Processing [DP] Quizzes/Tests*)

Teacher Key for Test 1 (from *Document Processing [DP] Teacher Quiz/Test Key*)

**Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 236, ex. 119.1.*)
2. Students clear their desks and take out test materials (two clean sheets of paper, one for a cover sheet, one for a check sheet, and two pencils) before tests are distributed.
3. Turn on the video.
4. After watching the video for test instructions, give **Test 1** over Chapter (Ch.) 9. You will be giving all future tests. Refer to the Giving/Grading Quizzes and Tests section in

the front of this manual for detailed instructions for giving/grading tests.

5. Collect and grade tests. (See the *Document Processing [DP] Teacher Quiz/Test Key* for answers and suggested point values; subtract from 100 the total number of points missed.)  
**Note:** Subtract 1 point for each misspelled answer; do not subtract more than 5 total points.
6. Plan to return graded Test 1 in lesson (les.) 23.

### Homework:

There is no assigned homework for this lesson.

## Lesson 23

### Materials Needed:

Graded Test 1 (return to students)  
Teacher Key

### Teacher Instructions:

1. Warm-Up. There is no keyed homework to check.  
(*During Warm-Up, students key p. 239, ex. 120.1.*)
2. Hand back and go over graded Test 1. Refer to the Giving/Grading Quizzes and Tests section in the front of this manual for detailed instructions for going over graded tests. Collect tests and record grades.
3. Turn on the video.

### Homework:

KDP p. 239, Fact 65  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 24

### Teacher Instructions:

1. Homework Check.  
(*During HW check, students warm up on p. 241, ex. 121.1.*)
2. Turn on the video.

### Homework:

Key Psalm 95.  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 25

### Teacher Instructions:

1. Homework Check.  
(*During HW check, students warm up on p. 241, ex. 121.1.*)
2. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

### Homework:

Key Psalm 100.  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 26

### Materials Needed:

Quiz 2 (one for each student; located in *Document Processing [DP] Quizzes/Tests*)  
Teacher Key for Quiz 2 (from *Document Processing [DP] Teacher Quiz/Test Key*)

### Teacher Instructions:

1. Homework Check.  
(*During HW check, students warm up on p. 243, ex. 122.1.*)
2. Students clear their desks and take out quiz materials (one clean sheet of paper for a cover sheet, a pen, and a pencil) before quizzes are distributed.
3. Turn on the video. Students will watch a portion of the video before taking the quiz.
4. Students will take **Quiz 2**. Refer to the Giving/Grading Quizzes and Tests section in the front of this manual for detailed instructions for giving/grading quizzes.
5. Collect quizzes and record grades. (See the *Document Processing [DP] Teacher Quiz/Test Key* for answers and suggested point values; subtract from 100 the total points missed.)  
**Note:** Subtract 1 point for each misspelled answer; do not subtract more than 5 total points.
6. Turn the video back on.

### Homework:

KDP p. 236, ex. 119.2 as if part of an MLA report  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **27****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 241, ex. 122.1.)
2. Turn on the video.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

Lesson **28****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 247, ex. 123.1.)
2. Turn on the video.

**Homework:**

KDP p. 247, ex. 123.2 for a left-bound report  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **29****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 248, ex. 124.1.)
2. Give **Keying Technique Quiz**.
3. Turn on the video.

**Homework:**

KDP p. 248, Fact 66 (3x)  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **30****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 248, ex. 124.1.)
2. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

**Homework:**

Key your daily itinerary.  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **31****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 251, ex. 125.1.)
2. Turn on the video.

**Homework:**

Key Psalm 121.  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **32****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 251, ex. 125.1.)
2. Turn on the video.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

Lesson **33****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 254, ex. 126.1.)
2. Give **Desk Arrangement / Posture Quiz**.
3. Turn on the video.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

Lesson **34****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 256, ex. 127.1.)
2. Turn on the video.

**Homework:**

Key Psalm 120.  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **35****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 258, ex. 128.1.)
2. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

**Homework:**

Key Psalm 126.  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **36****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 260, ex. 129.1.)
2. Turn on the video.

**Homework:**

Key Psalm 128 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **37****Materials Needed:**

Quiz 3 (one for each student; located in *Document Processing [DP] Quizzes / Tests*)  
Teacher Key for Quiz 3 (from *DP Teacher Quiz / Test Key*)

**Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 260, ex. 129.1.)
2. Students clear their desks and take out quiz materials (one clean sheet of paper for a cover sheet, a pen, and a pencil) before quizzes are distributed.
3. Turn on the video. Students will watch a portion of the video before taking the quiz.
4. Students will take **Quiz 3**. Refer to the Giving/Grading Quizzes and Tests section in the front of this manual for detailed instructions for giving/grading quizzes.
5. Collect quizzes and record grades. (See the *DP Teacher Quiz / Test Key* for answers and suggested point values; subtract from 100 the total points missed.)  
**Note:** Subtract 1 point for each misspelled answer; do not subtract more than 5 total points.
6. Turn the video back on.

**Homework:**

Key *KDP* pp. 262–263, ex. 129.3, Doc. 3 in block form.  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **38****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 263, ex. 130.1.)
2. Turn on the video.

**Homework:**

Key *KDP* p. 265, ex. 130.2, Doc. 3 as modified block letter.  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **39****Teacher Instructions:**

1. Homework Check.  
(During HW check, students warm up on p. 265, ex. 131.1.)

2. Turn on the video.
3. Give, grade, and collect **Exercise 131.2 Quiz**. See the *KDP Solution Key* for suggested point values. Follow this procedure for the remainder of the year for quizzes over exercises in the text.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 40****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 267, ex. 132.1.)*
2. Give **Keying Technique Quiz**.
3. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

**Homework:**

Key Psalm 130 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 41****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 269, ex. 133.1.)*
2. Turn on the video.

**Homework:**

Key Psalm 150 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice  
Begin studying for Test 2 over Chapters (Ch.) 9–10 in les. 43.

**Lesson 42****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 271, ex. 134.1.)*
2. Turn on the video.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice  
Prepare for Test 2 over Chapters (Ch.) 9–10 in the next lesson. Review facts and document examples in those chapters.

**Lesson 43****Materials Needed:**

Test 2 (one for each student; located in *DP Quizzes / Tests*)  
Teacher Key for Test 2 (from *DP Teacher Quiz / Test Key*)

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 271, ex. 134.1.)*
2. Students clear their desks and take out test materials (two clean sheets of paper, one for a cover sheet, one for a check sheet, and two pencils) before tests are distributed.
3. Turn on the video.
4. After watching the video for test instructions, give **Test 2** over Chapters (Ch.) 9–10. Refer to the Giving / Grading Quizzes and Tests section in the front of this manual for detailed instructions for giving / grading tests. Follow this procedure for the remainder of the year.
5. Collect and grade tests. (See the *DP Teacher Quiz / Test Key* for answers and suggested point values; subtract from 100 the total number of points missed.)  
**Note:** Subtract 1 point for each misspelled answer; do not subtract more than 5 total points.
6. Plan to return graded Test 2 in lesson (les.) 44.

**Homework:**

There is no assigned homework for this lesson.

**Lesson 44****Materials Needed:**

Graded Test 2 (return to students)  
Teacher Key

**Teacher Instructions:**

1. There is no keyed homework to check.

2. Hand back and go over graded Test 2. Refer to the Giving/Grading Quizzes and Tests section in the front of this manual for detailed instructions for going over graded tests. Collect tests and record grades.
3. Turn on the video.

**Homework:**

Key Rom. 3:20–31.  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 45

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 273, ex. 135.1.)*
2. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 46

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 274, ex. 136.1.)*
2. Give **Keying Technique Quiz**.
3. Turn on the video.

**Homework:**

Key Rom. 6:1–8 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 47

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 274, ex. 136.1.)*
2. Turn on the video.

**Homework:**

Key Rom. 6:9–15 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 48

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 276, ex. 137.1.)*
2. Turn on the video.

**Homework:**

Key Rom. 6:16–19 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 49

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 278, ex. 138.1.)*
2. Turn on the video.  
**Note:** If your students need more time to complete the report assigned in this lesson, allow them time to complete it in lessons (les.) 50–51. If the report has been completed, use lessons (les.) 50–51 as review lessons.

**Homework:**

Key Rom. 6:20–23 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 50

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 278, ex. 138.1.)*
2. Turn on the video.  
**Note:** If your students need more time to complete the report assigned in lesson (les.) 49, allow them time to complete it in lessons (les.) 50–51. If the report has been completed, use lessons (les.)



50–51 as review lessons; also check students' progress on 10 timed writings.

**Homework:**

- Key Rom. 8:1–8 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 51

**Teacher Instructions:**

- Homework Check.  
*(During HW check, students warm up on p. 278, ex. 138.1.)*
- Turn on the video.

**Homework:**

- Key Rom. 8:9–17 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 52

**Teacher Instructions:**

- Homework Check.  
*(During HW check, students warm up on p. 280, ex. 139.1.)*
- Turn on the video.

**Homework:**

- Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 53

**Teacher Instructions:**

- Homework Check.  
*(During HW check, students warm up on p. 280, ex. 139.1.)*
- Turn on the video.

**Homework:**

- Key Rom. 5:1–8 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 54

**Teacher Instructions:**

- Homework Check.  
*(During HW check, students warm up on p. 282, ex. 140.1.)*
- Turn on the video.

**Homework:**

- Key Prov. 1:1–10 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 55

**Teacher Instructions:**

- Homework Check.  
*(During HW check, students warm up on p. 282, ex. 140.1.)*
- Turn on the video.  
**Note:** Check students' progress on 10 timed writings.
- Give, grade, and collect **Exercise 140.2 Quiz**.

**Homework:**

- Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 56

**Teacher Instructions:**

- Homework Check.  
*(During HW check, students warm up on p. 284, ex. 141.1.)*
- Turn on the video.

**Homework:**

- Key Prov. 2:1–11 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 57

**Teacher Instructions:**

- Homework Check.  
*(During HW check, students warm up on p. 284, ex. 141.1.)*
- Turn on the video.

3. Give, grade, and collect **Exercise 141.2 Quiz** (Doc. 2 and 3).

**Homework:**

Key Prov. 3:1–10 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 58****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 286, ex. 142.1.)*
2. Turn on the video.
3. Give, grade, and collect **Exercise 142.2 Quiz**.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 59****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 287, ex. 143.1.)*
2. Turn on the video.

**Homework:**

Key Prov. 3:11–20 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 60****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 287, ex. 143.1.)*
2. Give **Keying Technique Quiz**.
3. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

**Homework:**

Key Prov. 3:21–30 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 61****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 290, ex. 144.1.)*
2. Turn on the video.

**Homework:**

Key Prov. 4:7–13 (2x).  
Begin studying for Test 3 over Chapter (Ch.) 11 in lesson (les.) 63.

**Lesson 62****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 290, ex. 144.1.)*
2. Turn on the video.

**Homework:**

Key review notes for 15 minutes.  
Prepare for Test 3 over Chapter (Ch.) 11 in the next lesson.

**Lesson 63****Materials Needed:**

Test 3  
Teacher Key

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 286, ex. 142.1.)*
2. There is no video today.
3. Students clear their desks and take out test materials (two clean sheets of paper, one for a cover sheet, one for a check sheet, and two pencils) before tests are distributed.
4. Give **Test 3** over Chapter (Ch.) 11. Collect and grade tests.
5. Plan to return graded Test 3 in lesson (les.) 64.

**Homework:**

There is no assigned homework for this lesson.

Lesson **64****Materials Needed:**

Graded Test 3 (return to students)  
Teacher Key

**Teacher Instructions:**

1. There is no keyed homework to check.
2. Hand back and go over graded Test 3. Collect tests and record grades.
3. Turn on the video.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

Lesson **65****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 293, ex. 145.1.*)
2. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.

**Homework:**

Key Prov. 6:1–11 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **66****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 296, ex. 146.1.*)
2. Turn on the video.

**Homework:**

Key Prov. 6:16–23 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **67****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 296, ex. 146.1.*)
2. Give **Desk Arrangement / Posture Quiz**.
3. Turn on the video.

**Homework:**

Key Prov. 9:9–12 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **68****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 298, ex. 147.1.*)
2. Turn on the video.

**Homework:**

Key Prov. 12:1–10 (2x).  
Miscellaneous lines to complete 15 minutes of keying practice

Lesson **69****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 298, ex. 147.1.*)
2. Turn on the video.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

Lesson **70****Teacher Instructions:**

1. Homework Check.  
(*During HW check, students warm up on p. 300, ex. 148.1.*)
2. Turn on the video.

3. Give, grade, and collect **Exercise 148.2 Quiz**.

**Note:** Check students' progress on 10 timed writings.

**Homework:**

Key Prov. 12:13–23 (2x).

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 71****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 301, ex. 149.1.)*
2. Turn on the video.

**Homework:**

Key Prov. 13:1–7 (3x).

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 72****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 303, ex. 150.1.)*
2. Turn on the video.
3. Give, grade, and collect **Exercise 150.2 Quiz**.

**Homework:**

Key Prov. 13:8–14 (3x).

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 73****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 305, ex. 151.1.)*
2. Turn on the video.

**Homework:**

Key Prov. 13:15–21 (3x).

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 74****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 305, ex. 151.1.)*
2. Turn on the video.

**Homework:**

Key Prov. 14:1–10 (2x).

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 75****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 308, ex. 152.1.)*
2. Turn on the video.
3. Give, grade, and collect **Exercise 152.2 Quiz**.  
**Note:** Check students' progress on 10 timed writings.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

**Lesson 76****Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 296, ex. 146.1.)*
2. During lessons (les.) 76–80, students will work on compiling a Document Portfolio. Detailed directions will be given on video. The Document Portfolio should include the following documents:
  - p. 64, Memo 3 (simplified and standard)
  - p. 71, Memo 3 (simplified)
  - p. 110, ex. 66.2, Problem 1
  - p. 101, Doc. 4
  - p. 103, Doc. 3
  - p. 117, Letter 3
  - p. 122, Letter 2
  - p. 135, ex. 77.2
  - p. 154, ex. 86.3, Table 1
  - p. 161, Table 4

- p. 190, Report 1
- p. 183, Memo
- p. 237, Letter
- p. 239, ex. 120.3
- p. 249, Doc. 1
- p. 255, ex. 126.3, Agenda 1
- p. 262, Doc. 2
- p. 268, ex. 132.2
- p. 269, ex. 132.3
- p. 277, Memo 3

Students should save and print each document as they complete it. At the end of each lesson, students should submit everything they have accumulated for the portfolio. Each day, return the previous day's accomplishments. The students should not work on the portfolio outside of class.

3. Turn on the video.
4. Collect all printed documents. These documents will be returned to the students in the next lesson. Students should work on the portfolio only during class time.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 77

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 300, ex. 148.1.)*
2. Return any printed documents from the previous lesson to students.
3. Turn on the video.
4. Collect all printed documents. These documents will be returned to the students in the next lesson. Students should work on the portfolio only during class time.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 78

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 301, ex. 149.1.)*
2. Return any printed documents from previous lessons to students.
3. Turn on the video.
4. Collect all printed documents. These documents will be returned to the students in the next lesson. Students should work on the portfolio only during class time.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 79

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 305, ex. 151.1.)*
2. Return any printed documents from previous lessons to students.
3. Turn on the video.
4. Collect all printed documents. These documents will be returned to the students in the next lesson. Students should work on the portfolio only during class time.

**Homework:**

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 80

**Teacher Instructions:**

1. Homework Check.  
*(During HW check, students warm up on p. 308, ex. 152.1.)*
2. Return any printed documents from previous lessons to students.
3. Turn on the video.  
**Note:** Check students' progress on 10 timed writings.
4. Collect and grade the **Document Portfolio**. A total of five documents will be graded

from the portfolio. Select one memo, one letter, one table, one report, and one other document. Grade each document separately, subtracting one letter grade per format and/or typographical error. Average the five grades. The averaged grade will count as five quiz grades.

**Note:** Students will take Test 4 (Final Exam) in les. 85. Plan to allow 20–30 minutes extra for this exam. Students should not have more than two major exams in one day.

### Homework:

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 81

### Teacher Instructions:

1. Homework Check.  
(During HW check, students warm up on p. 310, ex. 153.1.)
2. Turn on the video.

### Homework:

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 82

### Teacher Instructions:

1. Homework Check.  
(During HW check, students warm up on p. 310, ex. 153.1.)
2. Turn on the video.

### Homework:

Miscellaneous lines to complete 15 minutes of keying practice

## Lesson 83

### Teacher Instructions:

1. Homework Check.  
(During HW check, students warm up on p. 312, ex. 154.1.)
2. Turn on the video.

### Homework:

Miscellaneous lines to complete 15 minutes of keying practice  
Review Chapters (Ch.) 9–12 for Test 4 (Final Exam) in les. 85.

## Lesson 84

### Teacher Instructions:

1. Homework Check.  
(During HW check, students warm up on p. 312, ex. 154.1.)
2. Turn on the video.

### Homework:

Miscellaneous lines to complete 15 minutes of keying practice  
Prepare for Test 4 (Final Exam) over Ch. 9–12 in les. 85.

## Lesson 85

### Materials Needed:

Test 4 (Final Exam)  
Teacher Key

### Teacher Instructions:

1. Homework Check.  
(During HW check, students warm up on p. 312, ex. 154.1.)
2. There is no video today.
3. Students clear their desks and take out test materials (two clean sheets of paper, one for a cover sheet, one for a check sheet, and two pencils) before tests are distributed.
4. Give **Test 4** (Final Exam) over Ch. 9–12. Collect and grade tests.

**Note:** Students will take the Final Exam. Plan to allow 20–30 minutes extra for this exam. Students should not have more than two major exams in one day.

