Unit 2: Formatting Business Documents: Standard & Simplified Memorandums

Content Area: **Technology**
Course(s): **Sample Course**
Time Period: **October**
Length: **approx 2-3 weeks, Grades 9-12**
Status: **Published**

Unit 2

Department of Curriculum and Instruction

Belleville Public Schools

Curriculum Guide

College Keyboarding

Grades 9-12

Belleville Board of Education

102 Passaic Avenue

Belleville, NJ 07109

Prepared by: Corey Woodring

Dr. Richard Tomko, Ph.D., M.J., Superintendent of Schools

Ms. LucyAnn Demikoff, Director of Curriculum and Instruction K-12

Ms. Nicole Shanklin, Director of Elementary Education K-8, ESL Coordinator K-12

Mr. George Droste, Director of Secondary Education

Board Approved: September 23, 2019

Unit Overview

Throughout Formatting Business Documents, Standard & Simplified Memos, students will learn the importance and proper usage of this type of document in a business environment. During this unit, correct format for both styles of documents will be taught using proper typing techniques and the computer. Formatting business documents as well as APA and MLA reports will be emphasized.

Enduring Understanding

- Common vocabulary associated with the unit.
- Understand where and when to use a memorandum
- How to successfully format a memorandum using MS Word or Google Docs
- Identify the formatting differences between a standard and simplified memo

Essential Questions

- What is a memorandum?
- Why are memorandums used?
- How do you set up a memorandum on the computer using MS Word?
- What are the differences in format between a standard and simplified memo?

Exit Skills

- Identify the format of a standard and simplified memo
- Determine functionality and purpose of using this type of document
- Memorize the format of both memorandums

New Jersey Student Learning Standards (NJSLS-S)

TECH.8.1.12	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.12.A	Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.
TECH.8.1.12.A.2	Produce and edit a multi-page digital document for a commercial or professional audience and present it to peers and/or professionals in that related area for review.
TECH.8.1.12.A.3	Collaborate in online courses, learning communities, social networks or virtual worlds to discuss a resolution to a problem or issue.
TECH.8.1.12.A.CS2	Select and use applications effectively and productively.

TECH.8.1.12.B.CS1	Apply existing knowledge to generate new ideas, products, or processes.
TECH.8.1.12.B.CS2	Create original works as a means of personal or group expression.

Interdisciplinary Connections

LA.WHST.6-8.2	Write informative/explanatory texts, including the narration of historical events, scientific procedures/experiments, or technical processes.
LA.WHST.6-8.4	Produce clear and coherent writing in which the development, organization, voice, and style are appropriate to task, purpose, and audience.
LA.WHST.6-8.5	With some guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on how well purpose and audience have been addressed.
LA.WHST.6-8.6	Use technology, including the Internet, to produce and publish writing and present the relationships between information and ideas clearly and efficiently.

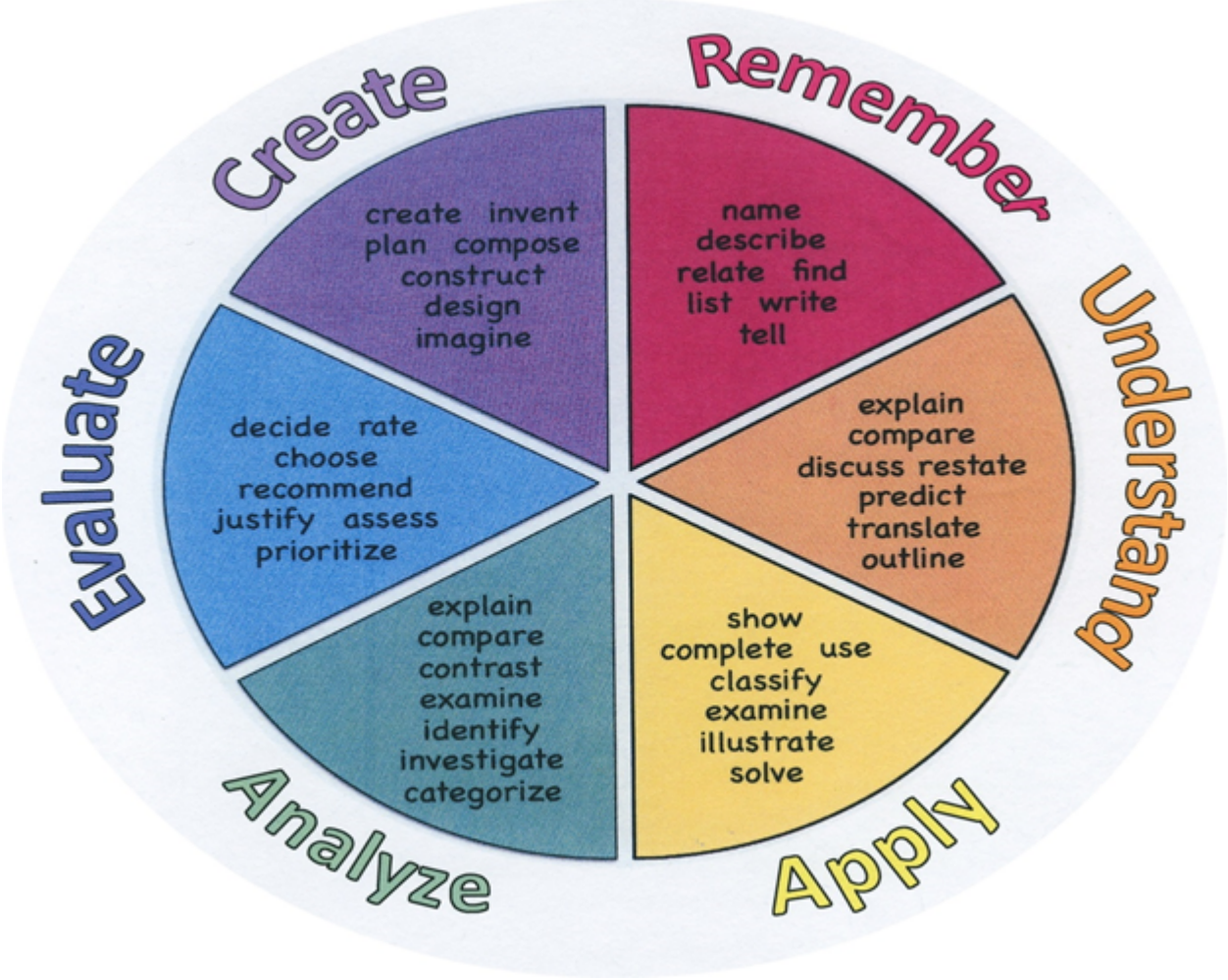
Learning Objectives

Identify the format of a standard and simplified memo

- Determine functionality and purpose of using this type of document
- Analyze the purpose of both memorandums

Remember	Understand	Apply	Analyze	Evaluate	Create
Choose	Classify	Choose	Categorize	Appraise	Combine
Describe	Defend	Dramatize	Classify	Judge	Compose
Define	Demonstrate	Explain	Compare	Criticize	Construct
Label	Distinguish	Generalize	Differentiate	Defend	Design
List	Explain	Judge	Distinguish	Compare	Develop
Locate	Express	Organize	Identify	Assess	Formulate
Match	Extend	Paint	Infer	Conclude	Hypothesize
Memorize	Give Examples	Prepare	Point out	Contrast	Invent
Name	Illustrate	Produce	Select	Critique	Make
Omit	Indicate	Select	Subdivide	Determine	Originate
Recite	Interrelate	Show	Survey	Grade	Organize
Select	Interpret	Sketch	Arrange	Justify	Plan
State	Infer	Solve	Breakdown	Measure	Produce
Count	Match	Use	Combine	Rank	Role Play
Draw	Paraphrase	Add	Detect	Rate	Drive
Outline	Represent	Calculate	Diagram	Support	Devise
Point	Restate	Change	Discriminate	Test	Generate
Quote	Rewrite	Classify	Illustrate		Integrate
Recall	Select	Complete	Outline		Prescribe
Recognize	Show	Compute	Point out		Propose

Repeat Reproduce	Summarize Tell Translate Associate Compute Convert Discuss Estimate Extrapolate Generalize Predict	Discover Divide Examine Graph Interpolate Manipulate Modify Operate Subtract	Separate		Reconstruct Revise Rewrite Transform



Suggested Activities & Best Practices

The following 100% free online typing practice lessons and exercises will help all users (beginner, intermediate, & advanced) to increase their typing skills.

https://typingtestnow.com/app/practice_lessons.html?msclkid=e7ddd22ea93a1f8777078f590e673f28

https://typingtestnow.com/app/practice_lessons.html?msclkid=e7ddd22ea93a1f8777078f590e673f28

Online Activities and Best Practices to Learn Keyboarding

1. **FreeTypingGame.Net** This is a site to play free typing games, lessons and tests. No downloads, installations or registration required. http://www.freetypinggame.net/free-typing-lesson.asp

2. **Typing Games Online** Typing Test - TypingMaster offers a free online Typing Test service and free Online Games. Have fun with online typing games.

3. **Sense Typing Tutorials:**

4. **Gamequarium: Keyboarding Games** Note: It is important to note that while keyboarding games can improve keyboarding speed, they won't teach students how to type correctly.

5. **Spelling & Typing Games:** Spelling Games in a typing game. Contains EFL and ESL options.

6. **Typing Vocabulary Games:** Typing Lessons, and Typing Practice Activities for ESL, EFL, ELL and fluent English speakers.

7. **Finger Frenzy** Try to type the letters of the alphabet as fast as possible in this fun online typing game.

8. **Typing Games Treasure Chest:** While playing, students are also learning hand eye coordination and muscle memory. These are two of the most important elements of mastering touch typing.

9. **On Line Typing Games:**
Practice & perfect your typing & keyboard skills with these exciting free online typing games. Typing Games Play Free Typing Games Online Play the top free typing games online at our site. Featuring online typing game favorites like Fast Typer 2, Clockwords Act 1, Alphabet, and more! www.onlinetypinggames.org

10. **Free Typing Games OnlineTyping Test:**
TypingMaster offers a free online Typing Test service and free Online Games. Have fun with online typing games. www.typingtest.com/games

11. **iTypingGames**
Is a new site where you can learn how to type with fun alien-like games. In the beginner levels you can blast aliens by typing single letters, or keyboard groups of letters like qwert or asdf. Things get more difficult in later levels where the words you must type get longer and the aliens attack more frequently.

12. **Free Typing Games For Kids:** Four different typing games for kids. Click link to use access the links.

13. **Typing Tidepool:** Fun site for teachers, parents, and kids featuring free educational games, coloring pages, interactive e-books, holiday activities, musical postcards, crafts, worksheets & more.

14. **Nimble Fingers:** Online typing test tutorials will help you learn the basic keystrokes. These typing tests require Java 1.1 to load. Each topic contains multiple exercises.

15. **FingerJig Typing Test:** Fingerjig is a 6 minute typing game that tests your typing ability. Words are randomly chosen from a dictionary of over 70,000. You must try to type the words.

16. **Alfa Typing:** Typing games are a great way to improve your typing speed and accuracy. Typing games make practicing keyboarding more enjoyable and fun.

17. **Learn the Alphabet** on the Keyboard http://teachingtreasures.com.au/k-3only/alphabet.htm

18. **Speed Test**: http://www.typeonline.co.uk/typingspeed.php

19. 18 Different Type Practice Activities: http://www.vocabulary.co.il/typing-games/

20. http://www.typing-lessons.org/speed_typing/home_row/ https://sites.google.com/a/apps.edina.k12.mn.us/techresourcesforteachers/keyboarding-activities

Assessment Evidence - Checking for Understanding (CFU)

- Teacher Observation Checklist
- Web-Based Assessments-alternate assessment
- Unit test-summative assessment
- Think, pair, share-formative assessment
- Creat a Multimedia poster-benchmark assessment

- Admit Tickets
- Anticipation Guide
- Common Benchmarks
- Compare & Contrast
- Create a Multimedia Poster
- DBQ's
- Define
- Describe
- Evaluate

- Evaluation rubrics
- Exit Tickets
- Explaining
- Fist- to-Five or Thumb-Ometer
- Illustration
- Journals
- KWL Chart
- Learning Center Activities
- Multimedia Reports
- Newspaper Headline
- Outline
- Question Stems
- Quickwrite
- Quizzes
- Red Light, Green Light
- Self- assessments
- Socratic Seminar
- Study Guide
- Surveys
- Teacher Observation Checklist
- Think, Pair, Share
- Think, Write, Pair, Share
- Top 10 List
- Unit review/Test prep
- Unit tests
- Web-Based Assessments
- Written Reports

Primary Resources & Materials

Century 21™ Computer Keyboarding, Lessons 1-80 (Century 21 Keyboarding) 9th Edition

by Jack P. Hoggatt (Author), Jon A. Shank (Author)

Ancillary Resources

Keyboarding Resources

Dance Mat Typing--A fun colourful website with animation and games introducing touch typing.

TypingWeb--*TypingWeb* is a free online typing tutor for typists of all skill levels. *TypingWeb's* free Teacher Portal also allows schools to utilize *TypingWeb* in the classroom.

Keyboarding Games and Exercises for Kids--A variety of fun activities to enhance keyboarding skills.

Free Typing Games--Premiere site to play free typing games, lessons, and tests. Our Typing Tutor is the best way to learn to type. No downloads, installations or registration required.

Typing Playground--Home to the largest collection of original typing resources on the Internet.

e-Learning for Kids--Keyboard Skills---Become a master Type-E-Chi through a series of engaging and entertaining introductory keyboard lessons.

e-Learning for Kids---Computer Skills---Choose from a variety of computer and keyboarding skills that teach lessons and concepts at different levels. (These options are from the same group of resources as mentioned above.)

Learning Games for Kids---Keyboarding Skills---Learning typing is the focus of these keyboarding games. Learning keyboarding skills is vital for today's learners and tomorrow's earners. These free typing games are a great way to build typing skills. Keyboarding games teach important skills through a variety of online typing lessons and typing games. And they are fun!

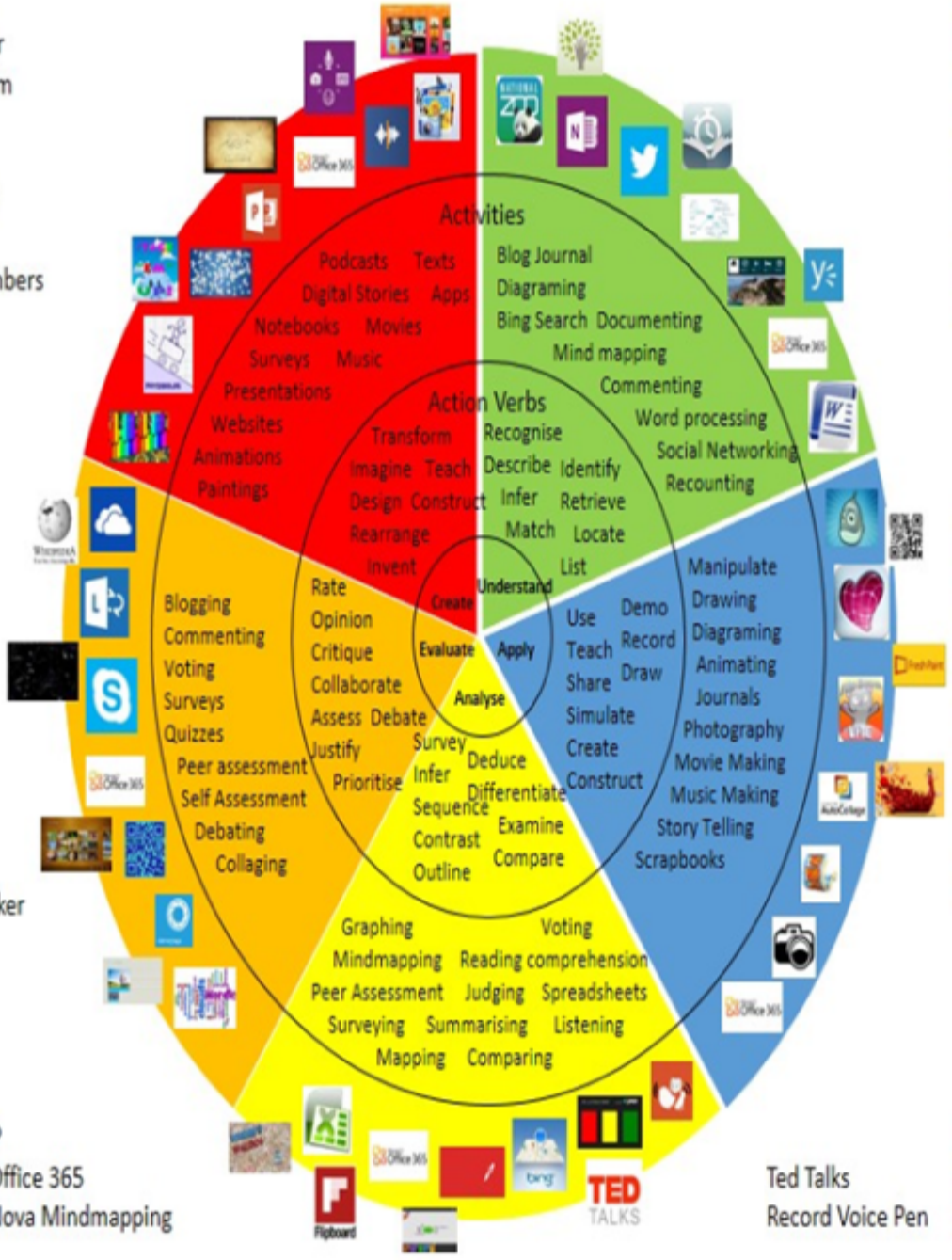
Technology Infusion

Microsoft Word, Google Docs, Office 365

Win 8.1 Apps/Tools Pedagogy Wheel

Podcasts
Photostory 3
Kid Story Builder
Music Maker Jam
Paint A Story
Office 365
MS PowerPoint
Stack 'Em Up
NqSquared Numbers
Physamajig
Xylophone 8

Wikipedia
Skydrive
Lync
SkyMap
Skype
Office 365
Puzzle Touch
Easy QR
Memorylage
Life Moments
Word Cloud Maker



Where's Waldo?
MS Excel Office 365
Flipboard Nova Mindmapping

Ted Talks
Record Voice Pen

Originally taken from http://www.coetail.com/vzimmer/files/2013/02/iPadagogy-Wheel.001.jpg
And adapted for Windows 8.1 devices by Charlotte Beckhurst @CharBeckhurst

Alignment to 21st Century Skills & Technology

Upon completion of this section, please remove all remaining descriptions, notes, outlines, examples and/or illustrations that are not needed or used.

Mastery and infusion of **21st Century Skills & Technology** and their Alignment to the core content areas is essential to student learning. The core content areas include:

- English Language Arts;
- Mathematics;
- Science and Scientific Inquiry (Next Generation);
- Social Studies, including American History, World History, Geography, Government and Civics, and Economics;
- World languages;
- Technology;
- Visual and Performing Arts.

CRP.K-12.CRP1	Act as a responsible and contributing citizen and employee.
CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP4	Communicate clearly and effectively and with reason.
CRP.K-12.CRP11	Use technology to enhance productivity.
CRP.K-12.CRP11.1	Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring new technology. They are proficient with ubiquitous technology applications. They understand the inherent risks-personal and organizational-of technology applications, and they take actions to prevent or mitigate these risks.

21st Century Skills/Interdisciplinary Themes

- Communication and Collaboration
- Creativity and Innovation
- Critical thinking and Problem Solving
- ICT (Information, Communications and Technology) Literacy
- Information Literacy
- Life and Career Skills
- Media Literacy

LA.WHST.6-8.2	Write informative/explanatory texts, including the narration of historical events, scientific procedures/experiments, or technical processes. Production and Distribution of Writing

LA.WHST.6-8.4	Produce clear and coherent writing in which the development, organization, voice, and style are appropriate to task, purpose, and audience.
LA.WHST.6-8.8	Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.

21st Century Skills

21st Century Skills that will be incorporated into this unit.

- Civic Literacy
- Environmental Literacy
- Financial, Economic, Business and Entrepreneurial Literacy
- Global Awareness
- Health Literacy

LA.RH.6-8.1	Cite specific textual evidence to support analysis of primary and secondary sources.
LA.RH.6-8.2	Determine the central ideas or information of a primary or secondary source; provide an accurate summary of the source distinct from prior knowledge or opinions.
LA.RH.6-8.5	Describe how a text presents information (e.g., sequentially, comparatively, causally).

Differentiation

- Student(s) work with assigned partner

Effective educational **Differentiation** in a lesson lies within content, process, and/or product.

Differentiations:

- Small group instruction
- Small group assignments
- Extra time to complete assignments
- Pairing oral instruction with visuals
- Repeat directions
- Use manipulatives
- Center-based instruction
- Token economy
- Study guides
- Teacher reads assessments allowed
- Scheduled breaks

- Rephrase written directions
- Multisensory approaches
- Additional time
- Preview vocabulary
- Preview content & concepts
- Story guides
- Behavior management plan
- Highlight text
- Student(s) work with assigned partner
- Visual presentation
- Assistive technology
- Auditory presentations
- Large print edition
- Dictation to scribe
- Small group setting

Hi-Prep Differentiations:

- Alternative formative and summative assessments
- Choice boards
- Games and tournaments
- Group investigations
- Guided Reading
- Independent research and projects
- Interest groups
- Learning contracts
- Leveled rubrics
- Literature circles
- Multiple intelligence options
- Multiple texts
- Personal agendas
- Project-based learning
- Problem-based learning
- Stations/centers
- Think-Tac-Toes
- Tiered activities/assignments
- Tiered products
- Varying organizers for instructions

Lo-Prep Differentiations

- Choice of books or activities
- Cubing activities
- Exploration by interest
- Flexible grouping
- Goal setting with students
- Jigsaw
- Mini workshops to re-teach or extend skills
- Open-ended activities
- Think-Pair-Share
- Reading buddies
- Varied journal prompts

- Varied supplemental materials

Special Education Learning (IEP's & 504's)

Modified assignment format

Special Education Learning adaptations that will be employed in the unit, using the ones identified below.

- printed copy of board work/notes provided
- additional time for skill mastery
- assistive technology
- behavior management plan
- Center-Based Instruction
- check work frequently for understanding
- computer or electronic device utilizes
- extended time on tests/ quizzes
- have student repeat directions to check for understanding
- highlighted text visual presentation
- modified assignment format
- modified test content
- modified test format
- modified test length
- multi-sensory presentation
- multiple test sessions
- preferential seating
- preview of content, concepts, and vocabulary
- Provide modifications as dictated in the student's IEP/504 plan
- reduced/shortened reading assignments
- Reduced/shortened written assignments
- secure attention before giving instruction/directions
- shortened assignments

- student working with an assigned partner
- teacher initiated weekly assignment sheet
- Use open book, study guides, test prototypes

English Language Learning (ELL)

Using computer word processing spell check and grammar check features

English Language Learning adaptations that will be employed in the unit, using the ones identified below.

- teaching key aspects of a topic. Eliminate nonessential information
- using videos, illustrations, pictures, and drawings to explain or clarif
- allowing products (projects, timelines, demonstrations, models, drawings, dioramas, poster boards, charts, graphs, slide shows, videos, etc.) to demonstrate student's learning;
- allowing students to correct errors (looking for understanding)
- allowing the use of note cards or open-book during testing
- decreasing the amount of workpresented or required
- having peers take notes or providing a copy of the teacher's notes
- modifying tests to reflect selected objectives
- providing study guides
- reducing or omitting lengthy outside reading assignments
- reducing the number of answer choices on a multiple choice test
- tutoring by peers
- using computer word processing spell check and grammar check features
- using true/false, matching, or fill in the blank tests in lieu of essay tests

At Risk

Teaching key aspects of a topic. Eliminate nonessential information

Intervention Strategies that will be employed in the unit, using the ones identified below.

- allowing students to correct errors (looking for understanding)
- teaching key aspects of a topic. Eliminate nonessential information
- allowing products (projects, timelines, demonstrations, models, drawings, dioramas, poster boards, charts, graphs, slide shows, videos, etc.) to demonstrate student's learning
- allowing students to select from given choices
- allowing the use of note cards or open-book during testing

- collaborating (general education teacher and specialist) to modify vocabulary, omit or modify items to reflect objectives for the student, eliminate sections of the test, and determine how the grade will be determined prior to giving the test.
- decreasing the amount of workpresented or required
- having peers take notes or providing a copy of the teacher's notes
- marking students' correct and acceptable work, not the mistakes
- modifying tests to reflect selected objectives
- providing study guides
- reducing or omitting lengthy outside reading assignments
- reducing the number of answer choices on a multiple choice test
- tutoring by peers
- using authentic assessments with real-life problem-solving
- using true/false, matching, or fill in the blank tests in lieu of essay tests
- using videos, illustrations, pictures, and drawings to explain or clarify

Talented and Gifted Learning (T&G)

Teaching key aspects of a topic. Eliminate nonessential information

Talented and Gifted adaptations that will be employed in the unit, using the ones identified below.

- Above grade level placement option for qualified students
- Advanced problem-solving
- Allow students to work at a faster pace
- Cluster grouping
- Complete activities aligned with above grade level text using Benchmark results
- Create a blog or social media page about their unit
- Create a plan to solve an issue presented in the class or in a text
- Debate issues with research to support arguments
- Flexible skill grouping within a class or across grade level for rigor
- Higher order, critical & creative thinking skills, and discovery
- Multi-disciplinary unit and/or project
- Teacher-selected instructional strategies that are focused to provide challenge, engagement, and growth opportunities
- Utilize exploratory connections to higher-grade concepts
- Utilize project-based learning for greater depth of knowledge

Sample Lesson

Using the template below, please develop a **Sample Lesson** for the first unit only.

Unit Name:

NJSLS:

Interdisciplinary Connection:

Statement of Objective:

Anticipatory Set/Do Now:

Learning Activity:

Student Assessment/CFU's:

Materials:

21st Century Themes and Skills:

Differentiation/Modifications:

Integration of Technology: