

NOTE: Today is a computer lab day. Make sure you have signed up for the lab in advance.

TITLE OF LESSON

Biology Unit 1 Lesson 12 – Typing A Formal Lab Report
How do things flow in and out of a cell?

TIME ESTIMATE FOR THIS LESSON

One class period

ALIGNMENT WITH STANDARDS

California – IE 1

MATERIALS

Lab Report Rubric – Student Page

Word Processing Review – Teacher Page

NOTE: Prior to class, figure out how you would like your students to save their work prior to class, as that will be the first thing you will want them to do because losing unsaved work is most often the biggest problem in the computer lab. Students may save to a school server where you have your folder and where they may create their own folder. Or students may save to a disk that they are responsible for. Or students may save directly to the C drive of the computer they are working on, if your classes are the only ones using the computers.

LESSON OBJECTIVES

- To use a word processing program successfully
 - To complete a final draft of a Lab Report and turn in all drafts for a formal letter grade
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FOCUS AND MOTIVATE STUDENTS – WARM-UP ACTIVITY

- 1) Homework Check – Hand back graded notes from yesterday and graded reading homework. Collect reading homework from last night. Have students take out both the first and second drafts of their Lab Report #1, their **Lab Report Strand**, and their **Lab Report #1 Requirements** sheet. Check their second draft to make sure they have had an adult edit it in a different color pen or pencil. If it is complete, initial STEP 6 on their **Lab Report #1 Requirements Sheet**.
 - 2) **Agenda** – Have students copy the agenda.
 - 3) Computer Protocol – Review with students your standard computer lab etiquette.
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ACTIVITIES – INDIVIDUAL AND GROUP

1. Word Processing Review – If you think your students need a refresher course in basic word processing, us the **Word Processing Review** to go over the basics with them now or post the important points on the board. Remind students that all of the drafts of Lab Report #1, their **Lab Report Strand** and their **Lab Report #1 Requirements** sheet are due at the end of the period today. Tell them they need to get started typing immediately in order to finish on time.
2. Type Final Draft – Have them turn on their computers, open the Microsoft Word program, and get started typing.
3. Spell Check – As students finish typing their Lab Reports, remind them to use the spell check and grammar check, prior to saving their work. Often there are many typing errors that can be fixed for a better grade and students frequently do not use this part of the word processing program that can be most useful to them.

4. Save and Print – Five minutes before the end of the period, remind students to save their work. Have them print out their Lab Reports, place all drafts and the **Lab Report Strand** in the correct order, place their **Lab Report #1 Requirements** sheet on top and staple them all together. Collect them all and grade them.
 5. Clean up – Have students shut down their computers, clean up their workstations, and push in their chairs.
 6. Homework Review – Go over their assignments for tonight.
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HOMEWORK

- 1) Read chapter 16 to chapter 18, pp. 65-74 in *The Double Helix*. Make at least two predictions about what ideas you think the author will introduce in the next chapter. Tell why you believe this by backing it up with evidence from the chapters you have already read.
 - 2) Organize binders. Due Lesson 15.
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GROUP ROLES

None

DOCUMENTATION FOR PORTFOLIO

Lab Report #1