

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

TITLE OF LESSON

English 2 Unit 1 Lesson 14 – Typing Essay #1

TIME ESTIMATE FOR THIS LESSON

One class period

ALIGNMENT WITH STANDARDS

California – Eng 9-10: W/O1.0-4
NETS for Students - 1, 2, 3, 4, 5

MATERIALS

Word Processing Review – Teacher Page
computer lab time
dry erase board with markers and eraser, blackboard with chalk and eraser, or computer projector and screen
floppy disks if necessary

LESSON OBJECTIVES

- To review basic word processing skills
 - To employ standards for overall, specifically visual, typed presentation
 - To review basic computer lab protocol
 - To type an evaluation essay and complete the writing process for a formal letter grade
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FOCUS AND MOTIVATE STUDENTS – WARM-UP ACTIVITY

- 1) Homework Check – Collect all homework. Pass back all graded assignments. Have students place all assignments in the appropriate section of their binders. Remind them their binders are due tomorrow for a letter grade. They should make sure they are organized by section, in the sections by date, that they have all of their assignments in their binder (if they are missing assignments, now would be a good time to make them up), and that all of their Daily Logs are at the beginning of the binder.
- 2) **Daily Log** – Copy the Daily Log below.
- 3) Computer Protocol – Remind students of the computer lab etiquette you have set up for them. Review all rules and consequences. Be sure to impress upon them the importance of appropriate computer lab behavior, as they are sharing the lab with other students and teachers.

| Lecture | | | | | |
|----------------|----------------|---|----------------------------|-----------------|--|
| Date | Journal | Discussion | Activity | Readings | Homework |
| | | Word processing and computer lab etiquette review | Typing Evaluation Essay #1 | | Organize your binder-due tomorrow at the end of the period |

ACTIVITIES – INDIVIDUAL AND GROUP

1. Reviewing Requirements – Post the order you expect to have students turn their Essay #1 in on the front board.
Essay #1 Requirements sheet on top
Evaluation Rubric
Typed Draft
Second Draft

First Draft

Circle Diagram on the bottom

Remind students this is how they should turn it in to you at the end of the period. If they need to review how they will be graded, they can look at the **Essay #1 Requirements** sheet.

2. Ask students to take out all of the drafts of their essay, the Circle Diagram, the Evaluation Rubric, and the **Essay #1 Requirements** sheet. Have them look at the typing requirements for their essay at the beginning of the Essay #1 Requirements sheet: double spaced, 12 point font, Times or Times New Roman.
3. Review Word Processing Skills – In the interests of time, you may want to post the **Word Processing Review** in a shortened version on the front board and allow students to move directly into typing their essay. Otherwise, review each step with students.
4. Typing Final Draft – Have students begin typing their essays. It will be your job to circulate, as students always have questions and problems while using computers. If you are an inexperienced computer user, it would be to your benefit to ask your technology person to be present in the lab, as he or she can help you with the students.
5. Spell Check – As students finish typing their assignments, have them spell check the entire document. They can do this by pointing and clicking on the *ABC* icon at the top of their computer screen or they can point to *Tools* and click on the words check *Spelling*. Explain to students that a spelling check does not always mean the computer is right. It simply makes suggestions. It is up to the student to decide which one of the computer's suggestions is accurate, if any.
6. Printing – Next, students are ready to print (after making sure their name is at the top of the document and that they have given their piece of writing an original title). Have students point to *File* at the top of their screen, holding down the button on their mouse. In the roll over bar that appears, they should still be holding down the button on their mouse, while they point to the word *Print* and release the button. The computer will show a box in the middle of the screen. Students should make sure that where it asks how many copies, the computer reads 1. Then they should point to the word *Print* and click the button on their mouse. The computer will print. If the printer is not printing, make sure to contact your technology team (another good reason to have someone present for this first exercise!). Usually it is the communication between your computer and your printer that is at fault. **DO NOT** allow students to print more than once since the computer holds the command to print in its memory as many times as the student gives it which can make for some amazingly large numbers of copies. Also, remember to allow enough time for all students to print before the end of class. The last five minutes of class should not be used to print (Imagine 30 students printing at the same time!). If you get to the last five minutes of class and students have not printed, either make sure all students save their work and set another time to come back to the lab, or have students come in after school or during lunch – on their own time to finish up.
7. Save – Ten minutes before the end of class, remind all students to save their work. Have them make sure they are saving it to the correct place (A Drive if it is a floppy disk you would like them to save to).
8. Clean Up – Allow the last five minutes of class to do the following:

As a courtesy to all classes using the computer lab after your class, teach students to shut down their computers properly. The correct way to do this is to have students point to *File* at the top of their screen. A roll-down menu will appear. Have students find the word *Exit*, point to it, and click. This will close their document and take them back to the desktop. Next have them point to the *Start* button. A roll-up menu will appear. Have students point and click on the words *Shut Down*. A box in the center of the computer will appear that says "What do you want the computer to do?" Underneath this statement, the computer will have three or four choices, one of which will be *Shut Down*. Have students click on the words *Shut Down (or Turn Off Computer)*. A black dot will appear in the circle next to these words indicating their choice. Next ask students to click on the word *Yes* at the bottom of the box. At this point the computer will shut itself down. However, students are not finished yet ... they must turn off the power button on the CPU and the monitor of their computer, make sure their mouse and mouse pads are to the right of their keyboards and push in their chairs. Have students check to make sure

they have collected all papers, pencils, trash around their work station. Collect all completed essays, stapled together in the appropriate order. Now, when the bell rings, they are free to leave.

HOMEWORK

Organize your [binder](#); it's due tomorrow at the end of the period.

GROUP ROLES

None

DOCUMENTATION FOR PORTFOLIO

Evaluation Essay #1