



Integrating Technology Lesson Plan

(Please type)

Name:		School:	
Contact Information/E-mail address:			

Lesson Title:	Word Processing Assessment
Grade Level/ Subject Area:	2 nd Grade Language Arts
Performance Objectives:	After completion of the lesson, students will be able to: (use action verbs) demonstrate ability to use spell check, and correct punctuation errors.
Curricular Connections:	Edit Friendly Letter
Assessment:	
Technology Connections: BPS, Montana, & National Standards	Word Processing
Materials:	Computer, Friendly Letter, printer
Procedures:	<p style="text-align: center;">Using a Friendly Letter to Assess Word Processing Skills</p> <p style="text-align: center;">(to be used after practice on using spell check and correcting punctuation errors in a word processing document)</p> <ol style="list-style-type: none"> 1. Open the 'Friendly Letter' document found under Benchmark 8, Resource. 2. Begin determining where mistakes have been made. 3. Using the skills taught previously to this assessment, correct any misspelled words, capitalization, and/or punctuation errors. 4. After printing your letter, you may quit the 'Friendly Letter'. No need to save your work.
Classroom Management:	Each student must have access to their own lap top and a printer.