WEEKLY LESSON PLAN BHS

| TEACHER/COURSE: Cromeans/BIM | WEEK OF: February 24-March 1 |
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|  | OBJECTIVES/TEKS | LESSON ACTIVITIES (brief summary of how lesson will be delivered) | HOW WILL YOU KNOW IF THEY LEARNED THE MATERIAL |
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| MON | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Edit Professional Business Letter * Create own Letterhead | Students will demonstrate their Word Skills and edit a professional block style letter. They will also learn to create a letterhead |
| TUES | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Work on Gmetrix Word Skill Review 1 | Students will demonstrate their knowledge of Word skills to prepare them for a certification. |
| WED | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Edit Professional Letter * Complete Letterhead Continued Worksheet | Students will demonstrate their Word Skills and edit a professional block style letter as well as use their letterhead within a new document. |
| THUR | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Business Letters Test * Gmetrix Word Skill Review 1 | Students will demonstrate their Word Skills and produce a modified style letter. |
| FRI | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Complete Gmetrix Skill Review 1 * Missing Work | Students will demonstrate their knowledge of Word skills to prepare them for a certification. |