WEEKLY LESSON PLAN BHS

| TEACHER/COURSE: Cromeans/BIM | WEEK OF: March 3- 7 |
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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 * Address Envelope | Students will demonstrate their Word Skills and edit a professional block style letter. They will also learn to address envelopes. |
| TUES | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Edit Professional Letter * Creating Memos | Students will demonstrate their knowledge of Word skills to create a business Memo. |
| WED | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Work on creating a business Flyer | Students will demonstrate their Word Skills and create a business Flyer. |
| THUR | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Work on Business Flyer * Gmetrix Word Skill Review 2 * Missing Work | Students will demonstrate their Word Skills and create a business Flyer. |
| FRI | TEKS: 6B,7A-B,8A-C,9A-C  OBJECTIVE: Develop and demonstrate their knowledge of creating documents. | * Complete Business Flyer * Complete Gmetrix Skill Review 2 * Missing Work | Students will demonstrate their Word Skills and create a business Flyer. |