

COURSE: **Keyboarding**
UNIT: B Word Processing
COMPETENCY: 04.00 Apply formatting skills in document processing.
OBJECTIVE: 04.03 Apply correct memo and letter formats.

ACTIVITIES		RESOURCES
Slide Show Memos	Use the PowerPoint presentation to discuss formatting rules for memos using slides 1-7. This can be shown electronically with a data projector or you may choose to print each slide on a transparency. It is recommended that you give the students a copy of the PowerPoint as a handout for their notes.	04.03 PPT Slides 1-7
PowerPoint Activity Memos	Distribute 04.03 PPT ACT. Students will use this activity to review or introduce the PowerPoint slide show (04.03 PPT Slides 1-7). This assignment will also allow students to review the formatting rules and guidelines for memos.	04.03 PPT ACT Memos
Vocabulary Memos	Distribute vocabulary for objective 04.03 and discuss terms for memos.	04.03 VOC Memos
Model Activity Memos	Distribute 04.03 ACT1 entitled "MODEL MEMO". Use this memo to demonstrate correct memo format. Have students use word processing software to key this memo. Teacher will need to monitor students as they key to ensure that correct formatting is being used.	04.03 ACT1 Model Memo
Activity	Distribute 04.03 ACT2 entitled "ERGONOMICS". Discuss the contents of the memo with students, explaining the importance of an appropriate ergonomic working environment and good technique skills.	04.03 ACT2
Activity	Distribute Activities 04.03 ACT3 and 04.03 ACT4, entitled "OPEN HOUSE" and "FINAL EXAM" respectively. Have students use word processing	04.03 ACT3 04.03 ACT4