Arkansas CTE

Keyboarding Connections: Grades 7, 8

Adopted 2008

Reviewing Keyboarding Skills While Incorporating Literacy Techniques

1.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 1.1.1

1.2 Identify proper keyboarding techniques

1. Use correct fingers 1.2.1
2. Maintain correct posture 1.2.2
3. Maintain correct arm, hand, & finger position 1.2.3
4. Keep eyes on copy 1.2.4

1.3 Identify methods for improving keystroking, speed, and control

1. Demonstrate improved keying techniques and speed through timed writings 1.3.1

1.4 Identify topic sentences

1. Select topic sentences while typing paragraphs 1.4.1

1.5 Discuss CSRQ method

1. Modify comprehension questions into complete sentences using CSRQ method 1.5.1

Open-Response and Writing Mechanics

2.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 2.1.1

2.2 Identify advanced open-response answers

1. Key sample answers 2.2.1
2. Place a box border the best sample open-response answer 2.2.2
3. Format specific details from story with shading 2.2.3
4. Make the supporting evidence text bold 2.2.4

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Discuss capitalization rules

1. Correct capitalization errors while keying sentences 2.3.1

2.4 Discuss formatting skills

1. Format documents using bold, shade, and border capitalization 2.4.1

2.5 Identify sentence parts

1. Place a box border around subjects in clauses 2.5.1
2. Using the highlight tool, highlight verbs in clauses 2.5.2
3. Underline conjunctions (coordinating, subordinating) 2.5.3
4. Change text color of prepositional phrases to eliminate as choice for subject or verb 2.5.4

2.6 Discuss punctuation rules

1. Insert commas and end marks as needed in compound and complex sentences 2.6.1

2.7 Compose compound and complex sentences

1. Create and key sentences using dependent and independent clauses 2.7.1

2.8 Explain comprehension of written text

1. Complete cloze paragraphs 2.8.1

2.9 Identify errors on a document using proofreaders' marks

1. Correct errors on a document 2.9.1

2.10 List ideas by a using graphic organizer

1. Create graphic organizer in response to literature using informal outline format 2.10.1

2.11 Discuss composing written responses

1. Key responses to literature that demonstrate understanding or interpretation 2.11.1

2.12 Explain bullets

1. Create graphic organizer using bullets 2.12.1

Formatting Letters and Envelopes

3.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 3.1.1

3.2 Explain letter formatting skills

1. Key letters in various styles 3.2.1
2. Key letters with special features, such as enclosure notation, and attachment notation 3.2.2

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Explain envelope formatting skills

1. Prepare envelope for a corresponding letter, using available software 3.3.1
2. Print envelope for a corresponding letter, using available software 3.3.2

3.4 Explain letter composition and preparation with a live event writing

1. Compose letter, prepare envelope, and mail to recipient 3.4.1

3.5 Describe how to create a business letter

1. Create letter responding to a personal-business letter 3.5.1

3.6 Identify kinds of tabs: left tab, right tab, decimal tab, center

1. Create a document containing various tab settings 3.6.1

3.7 Identify leader tabs

1. Create a document containing various tab settings utilizing leaders 3.7.1

3.8 Discuss sources for, and uses of, clip art

1. Insert clip art while creating letterhead 3.8.1
2. Manipulate clip art (move, size, rotate) 3.8.2
3. Wrap text around clip art 3.8.3

3.9 Discuss uses of word art

1. Insert word art while creating a letterhead 3.9.1
2. Manipulate word art (move, size, rotate) 3.9.2
3. Wrap text around word art 3.9.3

Formatting Memorandums

4.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 4.1.1

4.2 Explain memorandum formatting techniques

1. Identify the parts of a memorandum 4.2.1
2. Key a standard memorandum 4.2.2
3. Key a simplified memorandum 4.2.3

4.3 Live event writing

1. Compose memo and give to recipient 4.3.1

Formatting Reports

5.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 5.1.1

5.2 Explain report formatting skills

1. Key MLA formatted reports 5.2.1

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2. Key reports with various types of references listed on works cited page 5.2.2
3. Key multipage reports with second-page headings 5.2.3
4. Key an annotated bibliography 5.2.4

Formatting Tables

6.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 6.1.1

6.2 Explain table formatting

1. Key a multicolumn table 6.2.1
2. Key a multicolumn table with column headings 6.2.2

Formatting Announcements

7.1 Define terminology

1. Manipulate vocabulary and concepts individually and in groups 7.1.1

7.2 Explain announcements

1. Key an announcement 7.2.1
2. Design an announcement using various fonts, paper dimensions, paper orientations, clip art, and page borders 7.2.2
3. Key an announcement using various fonts, paper dimensions, and paper orientations 7.2.3