

Keyboarding Lesson Plan

● Objective

TEKS 3-5: 1.1; 3.4; 5.9; 6.9

Aldine ISD Benchmark 3 &4

Students will show an understanding of the material in the Keyboarding unit
Students will be able to key 10 WPM while correctly demonstrating the proper touch typing form.

Student will review the “Touch Typing” grading rubric of how they will be observed and scored for the actual test.

● Warm-up

Bell-ringer Question:

“What are the “Keys” to Typing ?”

● Methodology

1. Lecture: “Why is it important to have the correct Touch Typing form?”
 - a. Model Example



2. Class Discussion & Questions
 - a. Touch Typing Grading Rubric
3. Independent Practice
 - a. Practice typing test (www.typingtest.com)

● Materials

Computer w/ Internet access and java plug-in

Grading rubric outline (handout)

Diagram of the correct seating position for typing (handout)

● Formal Assessment

As the each small group of students take the 1minute typing test (www.typingtest.com) observe the students and check if they accurately demonstrate the correct action as listed in the grading rubric.

* Additional handouts are attached.