

**Focus Topic: Forms & Production**

TSW = The Student Will

| Objective(s)   | Alignment | Essential Questions                                       | Understandings  | Suggested Assessments                                      |
|--|-----------|---|---|--|
| TSW produce words, sentences, and paragraphs with proper proportion, size, and spacing on lined paper using manuscript writing | WLP.3.2   | How are homerow keys the foundation of touch keyboarding? | Technology impacts our lives.                               | Ongoing observation & questioning during class discussions |
| TSW form legible letters and numerals using cursive writing  | WLP.3.3   | How do you properly demonstrate correct keyboarding?      | The use of technology and digital tools requires knowledge. | Performance tasks  |
| TSW identify and create four basic cursive lines (undercurve, downcurve, overcurve, slant)                                     | WLP.3.3.a | What role does handwriting play in communication?         |   | Self-Assessment  |
| TSW form individual uppercase and lowercase cursive letters and numerals with acceptable legibility                            | WLP.3.3.b |   |   | Real Life Connections                                      |
| TSW write letters in cursive using consistent slant  | WLP.3.3.c |   |   | NJ TAP IN Checklist  |
| TSW form joinings to connect letters, maintaining proportion of letters to joinings  | WLP.3.3.d |   |   |  |
| TSW form cursive words using correct spacing between letters and proportional letter sizes                                     | WLP.3.3.e |   |   |  |
| TSW form sentences using cursive handwriting with correct spacing between words and with punctuation                           | WLP.3.3.f |   |   |  |
| TSW form cursive paragraphs using proper indentation and margins   | WLP.3.3.g |   |   |  |
| TSW self-assess cursive legibility using model letters and words   | WLP.3.3.h |   |   |  |
| TSW begin to use a keyboard to enter text  | WLP.3.4   |   |   |  |
| TSW identify and use the home keys (A, S, D, F, J, K, L, ;)  | WLP.3.4.a |   |   |  |
| TSW use the Shift key to capitalize  | WLP.3.4.b |   |   |  |
| TSW identify and use punctuation on the keyboard, including punctuation needing the Shift key (:, ", ?)                        | WLP.3.4.c |   |   |  |
| TSW type letters and words while looking at the keyboard   | WLP.3.4.d |   |   |  |

| Forms and Production  | Alignment | Essential Questions | Understandings | Suggested Assessments |
|---|-----------|---------------------|----------------|-----------------------|
| TSW demonstrate an understanding of proper spacing in electronic text | WLP.3.5   |                     |                |                       |
| TSW use the spacebar to place spaces between words                    | WLP.3.5.a |                     |                |                       |

**Focus Topic: Fluency**

TSW = The Student Will

| Objective(s)  | Alignment | Essential Questions  | Understandings  | Suggested Assessments                                      |
|---|-----------|--|---|--|
| TSW write by hand with speed and fluency appropriate for grade 3      | WLP.3.6   | What is the importance of accuracy in handwriting and electronic type? | Resource selection affects the development of a product | Ongoing observation & questioning during class discussions |
| TSW print legible sentences and paragraphs under timed conditions     | WLP.3.6.a |  |   | Performance tasks  |
| TSW print copied text at a rate of at least 45 letters per minute     | WLP.3.6.b |  |   | Self-Assessment  |
| TSW increase the use of cursive writing for untimed, in-class writing | WLP.3.6.c |  |   | NJ TAP IN Checklist  |
| TSW create accurate typed text with speed appropriate for grade 3     | WLP.3.7   |  |   |  |
| TSW type 5–10 words per minute from copy                              | WLP.3.7.a |  |   |  |

**Focus Topic: Writing Application and Word Processing**

TSW = The Student Will

| Objective(s)  | Alignment | Essential Questions   | Understandings   | Suggested Assessments                                      |
|---|-----------|---|--|--|
| TSW know and apply grade-level handwriting skills   | WLP.3.8   | How can learning keyboarding and touch typing skills benefit me in the future?      | There is academic importance to using the touch keyboard method. | Ongoing observation & questioning during class discussions |
| TSW understand when cursive and manuscript may be used and choose appropriately for the task and audience | WLP.3.8.a | What is the importance of accuracy in keyboarding?                                  |  | Performance tasks  |
| TSW know and apply grade-level keyboarding skills   | WLP.3.9   | What is the importance of keeping your fingers on your homerow when you are keying? |  | Self-Assessment  |

| Writing Application and Word Processing   | Alignment | Essential Questions | Understandings | Suggested Assessments |
|---|-----------|---------------------|----------------|-----------------------|
| TSW find home keys by their “bumps” without looking at keyboard   | WLP.3.9.a |                     |                | Real Life Connections |
| TSW identify which fingers type which letters on standard QWERTY keyboard   | WLP.3.9.b |                     |                | NJ TAP IN Checklist   |
| TSW use the left little finger on the Shift key to capitalize letters on the right side of the keyboard and vice versa                                  | WLP.3.9.c |                     |                |                       |
| TSW understand the difference between the Shift and Caps Lock keys  | WLP.3.9.d |                     |                |                       |
| TSW use thumb to depress the space bar  | WLP.3.9.e |                     |                |                       |
| TSW type non-word drills while looking at the keyboard  | WLP.3.9.f |                     |                |                       |
| TSW practice typing with the keyboard covered or masked   | WLP.3.9.g |                     |                |                       |
| TSW type several letters and words without looking at keyboard  | WLP.3.9.h |                     |                |                       |
| TSW know and apply grade-level skills with other devices (e.g., use a mouse to highlight portions of text, use right-click to access alternative menus) | WLP.3.9.i |                     |                |                       |