

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

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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			