

**Focus Topic: Forms & Production**

TSW = The Student Will

Objective(s)	Alignment	Essential Questions	Understandings	Suggested Assessments
TSW maintain legibility in manuscript writing	WLP.4.2	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.4.3	How do you properly demonstrate correct keyboarding?	The use of technology and digital tools requires knowledge.	Performance tasks
TSW write words, using proper joinings, legibly in cursive	WLP.4.3.a	What role does handwriting play in communication?		Self-Assessment
TSW legibly write sentences and paragraphs in cursive with proper spacing	WLP.4.3.b			Real Life Connections
TSW use a keyboard to create written documents.	WLP.4.4			NJ TAP IN Checklist
TSW consistently use the home keys (A, S, D, F, J, K, L, ;)	WLP.4.4.a			
TSW type words and sentences with punctuation, increasing the proportion of time not looking at the keyboard	WLP.4.4.b			
TSW use the Enter key to create new paragraphs	WLP.4.4.c			
TSW use the Backspace and Delete keys to remove text	WLP.4..d			
TSW type special characters (\$, #, *, etc.) as needed with proper finger strokes, including little finger on the Shift key	WLP.4.4.e			
TSW demonstrate an understanding of proper spacing in electronic text	WLP.4.5			
TSW enter one space between words and after punctuation marks	WLP.3.5.a			
TSW recognize the space differences (kerning) between common typefaces (e.g., Arial versus Times New Roman)	WLP.4.5.b			

**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 4	WLP.4.6	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 use cursive writing under timed conditions	WLP.4.6.a			Performance tasks
TSW write copied text at a rate of at least 60 letters per minute	WLP.4.6.b			Self-Assessment
TSW create accurate typed text with speed appropriate for grade 4	WLP.4.7			NJ TAP IN Checklist
TSW type 10–15 words per minute from copy	WLP.4.7.a			
TSW increase proportion of their time looking away from the keyboard	WLP.4.7.b			

**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.4.8	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 choose handwriting or keyboarding as appropriate for the task and audience	WLP.4.8.a	What is the importance of accuracy in keyboarding?		Performance tasks
TSW know and apply grade-level keyboarding skills	WLP.4.9	What is the importance of keeping your fingers on your homerow when you are keying?		Self-Assessment
TSW use keyboarding skills for a variety of class work, such as spelling lists and composition	WLP.4.9.a			Real Life Connections
TSW type most high-frequency words ( <i>the, I, and, etc.</i> ) and first and last name without looking at keyboard	WLP.4.9.b			NJ TAP IN Checklist
TSW increase the proportion of time looking away from the keyboard	WLP.4.9.c			

Objective(s)	Alignment	Essential Questions	Understandings	Suggested Assessments
TSW type at least one page in a single setting	WLP.4.9.d			
TSW demonstrate beginning knowledge of word processing skills to produce written text	WLP.4.10			
TSW create a new file	WLP.4.10.a			
TSW type out a document first written by hand	WLP.4.10.b			
TSW open an existing file	WLP.4.10.c			
TSW use menu and ruler formatting tools to change margins	WLP.4.10.d			
TSW use menu-driven commands to change paragraph settings (justification, indentation, line spacing)	WLP.4.10.e			
TSW understand how a computer stores files and save a file to the correct location	WLP.4.10.f			
TSW retrieve a saved file	WLP.4.10.g			