

Focus Topic: Forms & Production

TSW = The Student Will

Objective(s)	Alignment	Essential Questions	Understandings	Suggested Assessments
TSW maintain legibility in manuscript writing	WLP.5.2	How are homerow keys the foundation of touch keyboarding?	Technology impacts our lives.	Ongoing observation & questioning during class discussions
TSW maintain legibility in cursive	WLP.5.3	How do you properly demonstrate correct keyboarding?	The use of technology and digital tools requires knowledge.	Performance tasks
TSW use a keyboard to create written documents	WLP.5.4	What role does handwriting play in communication?		Self-Assessment
TSW consistently use the home keys	WLP.5.4.a			Real Life Connections
TSW consistently type words and sentences with punctuation without looking at the keyboard	WLP.5.4.b			NJ TAP IN Checklist
TSW maintain accuracy in typed documents	WLP.5.4.c			
TSW demonstrate an understanding of spacing choices in electronic text	WLP.5.5			
TSW use the spacebar and Tab key as appropriate for the deliberate spacing of typed text	WLP.5.5.a			
TSW understand and create superscript and subscript text	WLP.5.5.b			
TSW understand paragraph spacing (single-spaced, double-spaced) and spacing between lines of a paragraph (leading)	WLP.5.5.c			
TSW understand paragraph justification and use the paragraph justification menu	WLP.5.5.d			

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 5	WLP.5.6	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 write copied text at a rate of at least 70 letters per minute	WLP.5.6.a			Performance tasks
TSW create accurate typed text with speed appropriate for grade 5	WLP.5.7			Self-Assessment
TSW type 15–20 words per minute from copy	WLP.5.7.a			NJ TAP IN Checklist
TSW spend most of the time looking at the screen or the copy instead of the keyboard	WLP.5.7.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.5.8	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.5.8.a	What is the importance of accuracy in keyboarding?		Performance tasks
TSW know and apply grade-level keyboarding skills	WLP.5.9	What is the importance of keeping your fingers on your homerow when you are keying?		Self-Assessment
TSW type most words and sentences without looking at the keyboard	WLP.5.9.a			Real Life Connections
TSW achieve 85% accuracy in typed documents	WLP.5.9.b			NJ TAP IN Checklist
TSW use numeric keypad for entry of numbers as appropriate for the task	WLP.5.9.c			
TSW access function keys as needed in software applications	WLP.5.9.d			
TSW type at least two pages in a single setting	WLP.5.9.e			

Objective	Alignment	Essential Questions	Understandings	Suggested Assessments
TSW demonstrate knowledge of basic word processing skills to produce written text	WLP.5.10.f			
TSW electronically edit a previously saved document	WLP.5.10.a			
TSW experiment with basic text formatting tools to change font, size, color, and style (bold, italic, underline), using both menus and key commands	WLP.5.10.b			
TSW use common keyboard shortcuts (e.g., CTRL + z to undo)	WLP.5.10.c			
TSW navigate to save a file to removable media (flash drive, CD-ROM)	WLP.5.10.d			
TSW insert an image into text	WLP.5.10.e			
TSW demonstrate efficient text editing (copy and paste, highlight and move, keystrokes) techniques	WLP.5.10.f			