

Focus Topic: Forms & Production

TSW = The Student Will

Objective(s)	Alignment	Essential Questions	Understandings	Suggested Assessments
TSW maintain legible manuscript writing with proper proportion and spacing	WLP.6.2	What role does handwriting play in communication?	Technology impacts our lives.	Ongoing observation & questioning during class discussions
TSW maintain legible cursive writing with correct form	WLP.6.3	What is the importance of accuracy in electronic type?	The use of technology and digital tools requires knowledge.	Performance tasks
TSW maintain manuscript and cursive writing with proper spacing of words, sentences, and paragraphs and consistent slant	WLP.6.3.a	How do digital tools affect our lives?		Self-Assessment
TSW use an adaptive but legible manuscript-cursive hybrid, when appropriate	WLP.6.3.b			Real Life Connections
TSW maintain accuracy in typed text	WLP.6.4			NJ TAP IN Checklist
TSW type on nonstandard keyboards (e.g., smartphones) with accuracy	WLP.6.4.a			
TSW demonstrate an understanding of spacing choices in electronic text	WLP.6.5			
TSW use advanced spacing tools (leading, character spacing, etc.) for visual effect	WLP.6.5.a			
TSW use the rule to adjust paragraph indentation	WLP.6.5.b			
TSW choose final text sizes appropriate for the task and audience	WLP.6.5.c			

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 6	WLP.6.6	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 80 letters per minute using cursive or manuscript-cursive hybrid	WLP.6.6.a			Performance tasks
TSW use pen/pencil lifts as needed for comfort, speed, and legibility	WLP.6.6.b			Self-Assessment
TSW create accurate typed text with speed appropriate for grade 6	WLP.6.7			NJ TAP IN Checklist
TSW type 20–25 words per minute from copy	WLP.6.7.a			
TSW look at the screen or the copy instead of the keyboard	WLP.6.7.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.6.8	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.6.8.a	What is the relationship between keyboarding and manipulating text and data?		Performance tasks
TSW know and apply grade-level keyboarding skills	WLP.6.9	What is the importance of accuracy in keyboarding?		Self-Assessment
TSW type words and sentences without looking at keyboard	WLP.6.9.a			Real Life Connections
TSW achieve 90% accuracy in typed documents	WLP.6.9.b			NJ TAP IN Checklist
TSW access function keys as needed in software applications	WLP.6.9.c			

Objective	Alignment	Essential Questions	Understandings	Suggested Assessments
TSW type at least three pages in a single setting	WLP.6.9.d			
TSW demonstrate knowledge of intermediate word processing skills to produce written text	WLP.6.10			
TSW compose writing assignments at the keyboard	WLP.6.10.a			
TSW use spell checker and thesaurus to augment editing	WLP.6.10.b			
TSW understand and use headings	WLP.6.10.c			
TSW add page numbers to documents	WLP.6.10.d			
TSW format an inserted image (e.g., change wraparound)	WLP.6.10.e			
TSW access special characters menu	WLP.6.10.f			