

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.7.2	What role does handwriting play in communication?	Technology impacts our lives.	Ongoing observation & questioning during class discussions
TSW maintain legible cursive (or hybrid manuscript-cursive) writing with proper spacing and consistent slant	WLP.7.3	What is the importance of accuracy in electronic type?	The use of technology and digital tools requires knowledge.	Performance tasks
TSW maintain accuracy in typed documents.	WLP.7.4			Self-Assessment
TSW type on nonstandard keyboards (e.g., tablet touchscreen keyboards) with accuracy	WLP.7.4.a			Real Life Connections
TSW demonstrate an understanding of spacing choices in electronic text	WLP.7.5			NJ TAP IN Checklist
TSW identify appropriate spacing between text and images for visual appeal	WLP.7.5.a			
TSW access and use the page layout menu to adjust document margins	WLP.7.5.b			
TSW choose final text sizes appropriate for the task and audience	WLP.7.5.c			

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 7	WLP.7.6	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 90 letters per minute using cursive or manuscript cursive hybrid	WLP.7.6.a			Performance tasks
TSW use pen/pencil lifts as needed for comfort, speed, and legibility	WLP.7.6.b			Self-Assessment
TSW create accurate typed text with speed appropriate for grade 7	WLP.7.7			NJ TAP IN Checklist
TSW type at least 25 words per minute from copy, looking almost exclusively at the screen or copy	WLP.7.7.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.7.8	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.7.8.a	What is the importance of accuracy in keyboarding?		Performance tasks
TSW know and apply grade-level keyboarding skills	WLP.7.9	What is the relationship between keyboarding and manipulating text and data?		Self-Assessment
TSW type words and sentences without looking at keyboard	WLP.7.9.a			Real Life Connections
TSW achieve 90% accuracy in typed documents	WLP.7.9.b			NJ TAP IN Checklist
TSW access function keys as needed in software applications	WLP.7.9.c			
TSW type at least five pages in a single setting	WLP.7.9.d			

Objective	Alignment	Essential Questions	Understandings	Suggested Assessments
TSW demonstrate knowledge of intermediate word processing skills to produce written text	WLP.7.10			
TSW understand and use common templates (e.g.,built-in templates for letters, resumes, calendars	WLP.7.10.a			
TSW understand the concept of “styles” and use the Style menu to create and change paragraph styles	WLP.7.10.b			
TSW create and format bulleted and numbered lists	WLP.7.10.c			
TSW insert a table into text	WLP.7.10.d			
TSW use captions for images	WLP.7.10.e			
TSW use drawing tools	WLP.7.10.f			
TSW understand and use find-and-replace strategies as an editing task	WLP.7.10.g			