

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.8.2 | 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.8.3 | 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.8.4 | | | Self-Assessment |
| TSW type on nonstandard keyboards (e.g., tablet touchscreen keyboards) with accuracy | WLP.8.4.a | | | Real Life Connections |
| TSW demonstrate an understanding of spacing choices in electronic text | WLP.8.5 | | | NJ TAP IN Checklist |
| TSW identify appropriate spacing between text and tables and within table cells for visual appeal | WLP.8.5.a | | | |
| TSW access and use the page layout menu to adjust margins in different document sections | WLP.8.5.b | | | |
| TSW choose final text sizes appropriate for the task and audience | WLP.8.5.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 8 | WLP.8.6 | 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 100 letters per minute using cursive or manuscript-cursive hybrid | WLP.8.6.a | | | Performance tasks |
| TSW use pen/pencil lifts as needed for comfort, speed, and legibility | WLP.8.6.b | | | Self-Assessment |
| TSW create accurate typed text with speed appropriate for grade 8 | WLP.8.7 | | | NJ TAP IN Checklist |
| TSW type at least 30 words per minute from copy, looking almost exclusively at the screen or copy | WLP.8.7.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.8.8 | 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.8.8.a | What is the importance of accuracy in keyboarding? | | Performance tasks |
| TSW know and apply grade-level keyboarding skills | WLP.8.9 | What is the relationship between keyboarding and manipulating text and data? | | Self-Assessment |
| TSW type words and sentences without looking at keyboard | WLP.8.9.a | | | Real Life Connections |
| TSW achieve 90% accuracy in typed documents | WLP.8.9.b | | | NJ TAP IN Checklist |
| TSW access function keys as needed in software applications | WLP.8.9.c | | | |
| TSW type at least seven pages in a single setting | WLP.8.9.d | | | |

| Objective(s) | Alignment | Essential Questions | Understandings | Suggested Assessments |
|--|------------|---------------------|----------------|-----------------------|
| TSW demonstrate knowledge of advanced word processing skills to produce written text | WLP.8.10 | | | |
| TSW create and use a personal Style sheet | WLP.8.10.a | | | |
| TSW understand and apply section breaks to create document parts with different layouts | WLP.8.10.b | | | |
| TSW create a document with multiple columns | WLP.8.10.c | | | |
| TSW create a basic Table of Contents using automated tools | WLP.8.10.d | | | |
| TSW understand the use of automated references and bibliographies | WLP.810.e | | | |
| TSW format tables in a text manually and understand how the Style menu applies to tables | WLP.8.10.f | | | |
| TSW create a basic chart/graph using the tools provided by the word processing program | WLP.8.10.g | | | |