

Lesson Plan

Teacher's Name Date

Grade Class(es) Date(s) M Tu W Th F

BUSINESS AND TECHNICAL WRITING Business Letters SE/TWE pp. 413–419

FOCUS

Objectives: To understand the formats, types, and characteristics of business letters; to evaluate a variety of business letters; to write an effective business letter

Critical Thinking: analyzing; generalizing

Listening and Speaking: discussing

- ___ Bellringer and Grammar Link to the Bellringer, TWE p. 413
- ___ Motivating Activity, TWE p. 413

TEACH

- ___ Technology Tip, TWE pp. 414, 415
- ___ Using the Model, TWE pp. 414, 415, 416
- ___ Critical Thinking, TWE p. 414
- ___ Viewing and Representing, TWE p. 415
- ___ Internet Connection, TWE p. 416
- ___ Exploring Language, TWE p. 416
- ___ Discussion, TWE p. 417
- ___ Cooperative Learning, TWE p. 417
- ___ Discussion, TWE p. 418
- ___ Teaching Tip, TWE p. 418
- ___ Cultural Connections, TWE p. 418
- ___ Civic Literacy, TWE p. 419
- ___ Cross-reference: Letters to the Editor, TWE p. 419

Additional Resources

- ___ *Writing Process Transparencies*
- ___ *Writing Assessment and Evaluation Rubrics*

PRACTICE AND ASSESS

- ___ Evaluation Rubrics, TWE p. 413, 417, 419

CLOSE

- ___ Close activity, TWE p. 419

Assessment Options

- ___ *Tests with Answer Key & Rubrics*
- Business and Technical Writing Pretest
- ___ *Testmaker*
- Business and Technical Writing Pretest

Homework Assignments

Lesson Plan

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BUSINESS AND TECHNICAL WRITING

Memos, E-mail, and Applications *SE/TWE pp. 420–423*

FOCUS

Objectives: To understand appropriate formats for memos; to write effective memos; to understand the elements of e-mail messages; to demonstrate mastery of the guidelines for filling out forms; to complete a sample application form accurately

Critical Thinking: analyzing; generalizing; identifying

Listening and Speaking: discussing

___ Bellringer and Grammar Link to the Bellringer, TWE p. 420

___ Motivating Activity, TWE p. 420

TEACH

___ Discussion, TWE p. 421

___ Writing in the Real World, TWE p. 421

___ Listening and Speaking, TWE p. 421

___ Using the Model, TWE p. 422

___ Internet Connection, TWE p. 422

___ Real World Connection, TWE p. 422

Additional Resources

___ *Writing Process Transparencies*

___ *Writing Assessment and Evaluation Rubrics*

PRACTICE AND ASSESS

___ Evaluation Rubrics, TWE p. 421, 423

CLOSE

___ Close activity, TWE p. 423

Homework Assignments

Lesson Plan

Teacher's Name Date

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BUSINESS AND TECHNICAL WRITING Using the Computer as a Writing Tool *SE/TWE p. 424–430*

FOCUS

Objectives: To practice reading various types of graphic organizers; to create effective charts and graphs

Skills: creating computer graphics; presenting information concisely

Critical Thinking: analyzing, organizing

Listening and Speaking: discussing

___ Bellringer and Motivating Activity, TWE p. 424

TEACH

- ___ Using the Model, TWE p. 425
- ___ Viewing and Representing, TWE p. 425
- ___ Circle (Pie) Graphs, TWE p. 426
- ___ Line Graphs, TWE p. 426
- ___ Connections Across the Curriculum, TWE p. 426
- ___ Listening and Speaking, TWE p. 426
- ___ Using the Model, TWE pp. 428, 429
- ___ Cross-reference: Flowcharts, TWE p. 429
- ___ Critical Thinking, TWE p. 429

Additional Resources

- ___ *Writing Process Transparencies*
- ___ *Writing Assessment and Evaluation Rubrics*

ASSESS

- ___ Evaluation Rubrics, TWE pp. 427, 430

CLOSE

- ___ Close activity, TWE p. 430

Homework Assignments

Lesson Plan

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BUSINESS AND TECHNICAL WRITING

Technical Writing *SE/TWE pp. 431-433*

FOCUS

Objectives: To understand the characteristics of technical writing; to write effective abstracts and instructions

Skills: presenting information concisely

Critical Thinking: organizing, clarifying; drawing conclusions

Listening and Speaking: discussing

_____ Bellringer and Motivating Activity, TWE p. 431

TEACH

_____ Writing Abstracts, TWE p. 432

_____ Writing Instructions, TWE p. 432

Additional Resources

_____ *Writing Process Transparencies*

_____ *Writing Assessment and Evaluation Rubrics*

ASSESS

_____ Evaluation Rubrics, TWE pp. 432, 433

CLOSE

_____ Close activity, TWE p. 433

Homework Assignments

Lesson Plan

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BUSINESS AND TECHNICAL WRITING Collaborative Writing in the Business World *SE/TWE pp. 434–435*

FOCUS

Objectives: To learn ways to work effectively as part of a team; to use active listening strategies during small-group discussions; to work collaboratively to produce a written report

Skills: presenting information concisely

Critical Thinking: organizing, clarifying, drawing conclusions

Listening and Speaking: discussing, active listening

___ Bellringer and Motivating Activity, TWE p. 434

TEACH

___ Enrichment and Extension, TWE p. 434

Additional Resources

___ *Writing Process Transparencies*

___ *Writing Assessment and Evaluation Rubrics*

PRACTICE AND ASSESS

___ Evaluation Rubrics, TWE p. 435

CLOSE

___ Close activity, TWE p. 435

Homework Assignments

Assessment Options

- ___ *Tests with Answer Key & Rubrics*
Business and Technical Writing
Mastery Test
- ___ *Testmaker*
Business and Technical Writing
Mastery Test
- ___ *MindJogger Videoquizzes*
- ___ *Interactive Tutor: Self-Assessment*