

# 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. 409–417*

#### FOCUS

**Objectives:** To understand the format, types, and characteristics of a business letter; 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. 409

\_\_\_ Motivating Activity, TWE p. 409

#### TEACH

- \_\_\_ Discussion, TWE pp. 410, 416
- \_\_\_ Writing in the Real World, TWE p. 410
- \_\_\_ Using the Model, TWE pp. 411, 412
- \_\_\_ Cooperative Learning, TWE p. 411
- \_\_\_ English Language Learners, TWE p. 412
- \_\_\_ Using Personal Letter Style, TWE p. 413
- \_\_\_ A Letter vs. a Phone Call, TWE p. 413
- \_\_\_ Real World Connection, TWE p. 413
- \_\_\_ Discussion, TWE p. 414
- \_\_\_ Punctuation in Business Letters, TWE p. 414
- \_\_\_ Cross-reference: Punctuation, TWE p. 414
- \_\_\_ Writing in the Real World, TWE p. 414
- \_\_\_ Civic Literacy, TWE p. 415
- \_\_\_ Teaching Tip, TWE p. 417

#### Additional Resources

- \_\_\_ *Writing Process Transparencies*
- \_\_\_ *Writing Assessment and Evaluation Rubrics*

#### PRACTICE AND ASSESS

- \_\_\_ Evaluation Rubrics, TWE pp. 414, 415, 417

#### CLOSE

- \_\_\_ Close activity, TWE p. 417

#### Homework Assignments

---

---

---

---

#### Assessment Options

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

# Lesson Plan

Teacher's Name ..... Date .....

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

## BUSINESS AND TECHNICAL WRITING Memos, E-mail, and Application Forms *SE/TWE pp. 418–421*

### FOCUS

**Objectives:** To understand the appropriate format for memos; to write an effective memo; to understand the elements of e-mail messages; to send an e-mail message with an attachment; to master the guidelines for filling out application forms; to complete a sample job application

**Skills:** mastering guidelines; selecting essential information

**Critical Thinking:** identifying

**Listening and Speaking:** discussing

\_\_\_ Bellringer and Motivating Activity, TWE p. 418

### TEACH

- \_\_\_ Using the Model, TWE p. 419
- \_\_\_ Real World Connection, TWE p. 419
- \_\_\_ Discussion, TWE p. 420
- \_\_\_ Cooperative Learning, TWE p. 420

### Additional Resources

- \_\_\_ *Writing Process Transparencies*
- \_\_\_ *Writing Assessment and Evaluation Rubrics*

### PRACTICE AND ASSESS

- \_\_\_ Evaluation Rubrics, TWE pp. 419, 421
- \_\_\_ Completing the Activity, TWE p. 419
- \_\_\_ Internet Connection, TWE p. 419

### CLOSE

- \_\_\_ Close activity, TWE p. 421

Homework Assignments

# Lesson Plan

Teacher's Name ..... Date .....  
Grade ..... Class(es) ..... Date(s) ..... M Tu W Th F

## BUSINESS AND TECHNICAL WRITING

### Using Graphic Organizers *SE/TWE pp. 422–426*

#### FOCUS

**Objectives:** To examine 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. 422

#### TEACH

\_\_\_\_\_ Discuss, TWE p. 423

\_\_\_\_\_ Graphs, TWE p. 424

\_\_\_\_\_ Viewing and Representing, TWE p. 424

\_\_\_\_\_ Teaching Tip, TWE p. 425

\_\_\_\_\_ Circle Lines and Graphs, TWE p. 425

\_\_\_\_\_ Teaching Tip, TWE p. 425

#### Additional Resources

\_\_\_\_\_ *Writing Process Transparencies*

\_\_\_\_\_ *Writing Assessment and Evaluation Rubrics*

#### PRACTICE AND ASSESS

\_\_\_\_\_ Evaluation Rubrics, TWE pp. 423, 426

#### CLOSE

\_\_\_\_\_ Close activity, TWE p. 426

#### Homework Assignments

---

---

---

---

# Lesson Plan

Teacher's Name ..... Date .....  
Grade ..... Class(es) ..... Date(s) ..... M Tu W Th F

## BUSINESS AND TECHNICAL WRITING

### Technical Writing *SE/TWE pp. 427–431*

#### FOCUS

**Objectives:** To understand the characteristics of technical writing; to write direction and scientific reports; to design and administer a survey

**Skills:** presenting information concisely

**Critical Thinking:** organizing; clarifying; drawing conclusions

**Listening and Speaking:** discussing

\_\_\_ Bellringer and Motivating Activity, p. 427

#### TEACH

- \_\_\_ Discussion, TWE p. 429
- \_\_\_ Accuracy in Spreadsheets, TWE p. 429
- \_\_\_ Cross-reference, TWE p. 429
- \_\_\_ English Language Learners, TWE p. 429
- \_\_\_ Scientific Reports, TWE p. 430
- \_\_\_ Teaching Tip, TWE p. 430

#### Additional Resources

- \_\_\_ *Writing Process Transparencies*
- \_\_\_ *Writing Assessment and Evaluation Rubrics*

#### PRACTICE AND ASSESS

- \_\_\_ Evaluation Rubrics, TWE pp. 428, 430
- \_\_\_ Preparing a Questionnaire, TWE p. 431

#### CLOSE

- \_\_\_ Close activity, TWE p. 431

#### 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*