

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. 405–413*

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. 405

___ Motivating Activity, TWE p. 405

TEACH

___ Discussion, TWE p. 406

___ L2, Using the Model, TWE p. 407

___ Cooperative Learning, TWE pp. 407, 408

___ L2, Using Personal Letter Style, TWE p. 409

___ L3, Real World Connection, TWE p. 409

___ L2, Discussion, TWE p. 410

___ Cross-reference: Punctuation, TWE p. 410

___ L3, Civic Literacy, TWE p. 411

___ L2, Discussion, TWE p. 412

___ Teaching Tip, TWE p. 413

PRACTICE AND ASSESS

___ Evaluation Rubrics: Activity 2, TWE p. 410

___ Evaluation Rubrics: Activities 3 and 4, TWE p. 411

___ Evaluation Rubrics: Activity 5, TWE p. 412

___ Evaluation Rubrics: Activity 6, TWE p. 413

___ *Writing Assessment and Evaluation Rubrics*

CLOSE

___ Close activity, TWE p. 413

Assessment Options

___ *Tests with Answer Key
& Rubrics*

Business and Technical
Writing Pretest

___ *Testmaker*

Business and Technical
Writing Pretest

Homework Assignments

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BUSINESS AND TECHNICAL WRITING Memos, E-mail, and Forms *SE/TWE pp. 414–418*

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 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. 414

TEACH

- ___ L2, Using the Model, TWE p. 415
- ___ L2, Discussion, TWE p. 417
- ___ Cooperative Learning, TWE p. 417

PRACTICE AND ASSESS

- ___ Evaluation Rubrics, TWE p. 415
- ___ Evaluation Rubrics, TWE p. 416
- ___ Evaluation Rubrics, TWE p. 418
- ___ *Writing Assessment and Evaluation Rubrics*
- ___ L2, Completing the Activity, TWE p. 416

CLOSE

- ___ Close activity, TWE p. 418

Homework Assignments

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BUSINESS AND TECHNICAL WRITING

Using Graphic Organizers *SE/TWE pp. 419–423*

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. 419

TEACH

- _____ L2, Discuss, TWE p. 420
- _____ Bar Graphs, TWE p. 421
- _____ Teaching Tip, TWE p. 421
- _____ L2, Viewing and Representing, TWE p. 421
- _____ L2, Circle and Line Graphs, TWE p. 422
- _____ Teaching Tip, TWE p. 422

ASSESS

- _____ Evaluation Rubrics, TWE p. 423
- _____ *Writing Assessment and Evaluation Rubrics*

CLOSE

- _____ Close activity, TWE p. 423

Homework Assignments

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BUSINESS AND TECHNICAL WRITING

Technical Writing *SE/TWE pp. 424–427*

FOCUS

Objectives: To understand the characteristics of technical writing; to write directions 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, TWE p. 424

TEACH

___ Consistency, TWE p. 425

___ L2, Teaching Tip, TWE p. 425

___ Scientific Reports, TWE p. 426

___ L1, Teaching Tip, TWE p. 426

PRACTICE AND ASSESS

___ Evaluation Rubrics, TWE p. 426

___ L2, Preparing a Questionnaire, TWE p. 427

___ *Writing Assessment and Evaluation Rubrics*

CLOSE

___ Close activity, TWE p. 427

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, Business and Technical Writing*