

# 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. 413–420*

### FOCUS

**Objectives:** To understand the purpose and form of an effective business letter; to analyze two acceptable styles for business letters; to identify six parts of a business letter; to evaluate several types of business letters, including request, complaint, apology, and opinion; to write an effective business letter

**Skills:** analyzing styles; identifying components; evaluating writing; selecting a topic

**Critical Thinking:** analyzing; identifying; evaluating

**Listening and Speaking:** evaluating, questioning; discussing; explaining

\_\_\_ Bellringer and Grammar Link to the Bellringer, TWE p. 413

\_\_\_ Motivating Activity, TWE p. 413

### TEACH

- \_\_\_ Using the Model, TWE pp. 414, 415
- \_\_\_ Understanding Tone, TWE p. 415
- \_\_\_ Civic Literacy, TWE p. 415
- \_\_\_ Comparing Letter Types, TWE p. 416
- \_\_\_ Using Personal Letter Style, TWE p. 416
- \_\_\_ Writing in the Real World, TWE p. 416
- \_\_\_ Discussing the Models, TWE p. 417
- \_\_\_ Cross-reference: Punctuation, TWE p. 417
- \_\_\_ Writing a Letter of Complaint, TWE p. 418
- \_\_\_ Using the Model, TWE p. 419
- \_\_\_ Cooperative Learning, TWE p. 419
- \_\_\_ Discussing Letters of Opinion, TWE p. 420
- \_\_\_ Real World Connection, TWE p. 420

### ASSESS

- \_\_\_ Evaluation Rubrics, TWE pp. 418, 420
- \_\_\_ *Writing Assessment and Evaluation Rubrics*

### CLOSE

- \_\_\_ Close activity, TWE p. 420

### Homework Assignments

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### Assessment Options

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

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## BUSINESS AND TECHNICAL WRITING

### Memos, E-mail, and Applications *SE/TWE pp. 421–424*

#### FOCUS

**Objectives:** To understand the purpose and proper format for writing memos; to compose an effective memo; to understand the elements of e-mail messages; to master the guidelines for filling out application forms; to complete a sample application form

**Skills:** analyzing models; mastering guidelines; identifying essential information

**Critical Thinking:** analyzing, identifying

**Listening and Speaking:** discussing, explaining

- \_\_\_ Bellringer, TWE p. 421
- \_\_\_ Motivating Activity, TWE p. 421

#### TEACH

- \_\_\_ Using the Model, TWE p. 422
- \_\_\_ Using Computers, TWE p. 422
- \_\_\_ Real World Connection, TWE p. 422
- \_\_\_ Teaching Tip, TWE p. 423
- \_\_\_ Using the Model, TWE pp. 422, 424
- \_\_\_ Using Computers, TWE p. 422
- \_\_\_ Real World Connection, TWE p. 422
- \_\_\_ English Language Learners, TWE p. 424

#### ASSESS

- \_\_\_ Evaluation Rubrics, TWE pp. 422, 423

#### CLOSE

- \_\_\_ Close activity, TWE p. 424

#### Homework Assignments

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## BUSINESS AND TECHNICAL WRITING Using the Computer as a Writing Tool *SE/TWE pp. 425–430*

### FOCUS

**Objectives:** To learn how to use a word processing program to display information and data; to identify the purpose and format of three types of graphs; to recognize the difference between two types of charts; to use a computer to create effective tables, graphs, and charts

**Skills:** presenting information; identifying components; recognizing differences; creating computer graphics

**Critical Thinking:** organizing, identifying, analyzing

**Listening and Speaking:** discussing, questioning, analyzing

\_\_\_ Bellringer and Motivating Activity, TWE p. 425

### TEACH

- \_\_\_ Using Computers, TWE p. 426
- \_\_\_ Reading Graphics, TWE p. 426
- \_\_\_ Enrichment and Extension, TWE p. 426
- \_\_\_ Interpreting Visuals, TWE p. 427
- \_\_\_ Reading Graphics, TWE p. 427
- \_\_\_ Viewing and Representing, TWE p. 427
- \_\_\_ Using Computers, TWE p. 428
- \_\_\_ Discussing Organization Charts, TWE p. 429
- \_\_\_ Reading Graphics, TWE p. 429
- \_\_\_ Cultural Connections, TWE p. 429
- \_\_\_ Understanding Flowcharts, TWE p. 430
- \_\_\_ Real World Connection, TWE p. 430

### ASSESS

\_\_\_ Evaluation Rubrics, TWE pp. 428, 430

### CLOSE

\_\_\_ Close activity, TWE p. 430

### Homework Assignments

  

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## BUSINESS AND TECHNICAL WRITING

### Technical Writing *SE/TWE pp. 431–433*

#### FOCUS

**Objectives:** To identify four important elements of technical writing; to compose an abstract of an article; to learn how to write clear, meaningful directions

**Skills:** identifying components; presenting information concisely

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

**Listening and Speaking:** active listening; discussing; evaluating; explaining

\_\_\_ Bellringer and Motivating Activity, TWE p. 431

#### TEACH

\_\_\_ Analyzing Instructions, TWE p. 432

\_\_\_ Listening and Speaking, TWE p. 432

\_\_\_ Teaching Tip, TWE p. 433

#### ASSESS

\_\_\_ Evaluation Rubrics, TWE pp. 432, 433

#### CLOSE

\_\_\_ Close activity, TWE p. 433

#### Homework Assignments

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

### FOCUS

**Objectives:** To learn how to work collaboratively as part of a team; to work in a small group to create a new game

**Skills:** observing group performance; listening closely, asking open-ended questions

**Critical Thinking:** relating; synthesizing; evaluating; organizing; decision making; summarizing

**Listening and Speaking:** active listening; discussing; questioning

\_\_\_ Bellringer and Motivating Activity, TWE p. 434

### TEACH

\_\_\_ Working in a Group, TWE p. 435

### ASSESS

\_\_\_ Evaluation Rubrics, TWE p. 435

### CLOSE

\_\_\_ Close activity, TWE p. 435

### Homework Assignments

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### 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*