

## KEYBOARDING II OVERVIEW

### I. IMPROVE KEYBOARDING SKILLS AND LETTER, MEMO, REPORT, AND TABLE FORMATTING SKILLS

GOAL: To demonstrate business communications format mastery.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of operating the keyboard by touch and with correct technique.

OBJECTIVE:

- a. The learner will be able to operate the keyboard by touch and with correct technique.
- b. The learner will be able to complete five-minute timed writings at a minimum of 16 nwam with a maximum of 5 errors.
- c. The learner will be able to prepare business correspondence.

### II. ENHANCE LETTER, MEMO, AND REPORT FORMATTING SKILLS

GOAL: To demonstrate mastery of advanced features of business communications format.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skills acquisition of operating the keyboard by touch and with correct technique.

OBJECTIVE:

- a. The learner will be able to operate the keyboard by touch and with correct technique.
- b. The learner will be able to complete five-minute timed writings at a minimum of 20 nwam with a maximum of 5 errors.
- c. The learner will be able to prepare business correspondence.

### III. ENHANCE TABLE FORMATTING SKILLS AND PROCESS BUSINESS FORMS AND OFFICE EMPLOYMENT DOCUMENTS

GOAL: To demonstrate mastery of enhanced features of business communications format.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of operating the keyboard by touch and with correct technique.

OBJECTIVE:

- a. The learner will be able to operate the keyboard by touch and with correct technique.
- b. The learner will be able to complete five-minute timed writings at a minimum of 22 nwam with a maximum of 5 errors.
- c. The learner will be able to prepare business correspondence.