

<p><b>PDE Standard(s):</b></p> <p><b>15.3.5.A:</b> Create work product with a variety of formats including note taking, outlines, essays, correspondence, journals and presentations.</p> <p><b>15.3.5.G:</b> Prepare appropriate information for impromptu and planned presentations.</p>
<p><b>Big Idea/Essential Questions:</b> What do Fifth Grade students need to know to effectively communicate a message or present information using a word processing program?</p>
<p><b>Competencies:</b> The students will be able to...</p> <ul style="list-style-type: none"> <li>• Use the spell checker.</li> <li>• Manipulate margins, indents, and line spacing.</li> <li>• Insert and position a graphic into a document.</li> <li>• Edit, save, and print files.</li> <li>• Copy, cut, and paste text within and between documents.</li> <li>• Change the printing direction to landscape orientation.</li> <li>• Use print preview to check page layout and change margins.</li> </ul>

<b>Learning Plan</b>	
<b>Suggested Activities/Strategies</b>	<b>Assessment Evidence:</b>
<ul style="list-style-type: none"> <li>• Teacher demonstration</li> <li>• Teacher prepared document containing errors for students to correct</li> <li>• Research project relating to classroom curriculum topics (animals, famous Americans, biographies, constellations, explorers, etc.) Project will include title, written indented</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copy of student corrections</li> <li>• Hard copies of student first draft, revisions, and final project</li> <li>• Final copy of student project</li> <li>• Teacher observation</li> </ul>

<p>paragraphs, and inserted graphics from the word processing software or CD encyclopedias. Required line spacing and margins. Save files and print.</p> <ul style="list-style-type: none"><li>• Curriculum related projects (animal characteristics, diamante poetry, limericks, Haiku poems, signs) printed in landscape orientation</li><li>• Check print preview before printing projects listed above</li></ul>	
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