

# 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. 269–273*

#### FOCUS

**Objectives:** To understand the styles, types, and purposes of business letters; to write an effective business letter

**Skills:** identifying the parts of a business letter; comparing and distinguishing the various kinds of business letters

**Critical Thinking:** comparing, classifying

**Listening and Speaking:** discussing

\_\_\_ Bellringer and Grammar Link to the Bellringer, TWE p. 269

\_\_\_ Motivating Activity, TWE p. 269

#### TEACH

\_\_\_ Enrichment and Extension, TWE p. 269

\_\_\_ L2, Comparing Styles, TWE p. 270

\_\_\_ L1, Discussing Personal Letter Style, TWE p. 270

\_\_\_ English Language Learners, TWE p. 270

\_\_\_ L1, Comparing Styles, TWE p. 271

\_\_\_ L2, Types of Business Letters, TWE p. 271

\_\_\_ Viewing and Representing, TWE p. 271

\_\_\_ Recognizing the Parts of a Letter, TWE p. 272

\_\_\_ Critical Thinking, TWE p. 272

\_\_\_ L2, Letter Parts, TWE p. 273

\_\_\_ Real World Connection, TWE p. 273

#### ASSESS

\_\_\_ Evaluation Rubrics, TWE p. 273

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

#### CLOSE

\_\_\_ Close activity, TWE p. 273

#### 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 SE/TWE pp. 274–277

### FOCUS

**Objectives:** To understand the style, types, and purposes of memos; to write an effective memo

**Skills:** identifying the parts of a memo; comparing and distinguishing the various types of memos; using memo style

**Critical Thinking:** comparing; classifying; organizing

**Listening and Speaking:** discussing

\_\_\_ Bellringer and Grammar Link to the Bellringer, TWE p. 274

\_\_\_ Motivating Activity, TWE p. 274

### TEACH

\_\_\_ Using the Model, TWE p. 275

\_\_\_ L2, Apply to Your School, TWE p. 275

\_\_\_ Real World Connection, TWE p. 275

\_\_\_ L1, Memos and E-mail, TWE p. 276

\_\_\_ Technology Tip, TWE p. 276

### ASSESS

\_\_\_ Evaluation Rubrics, TWE p. 277

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

### CLOSE

\_\_\_ Close activity, TWE p. 277

Homework Assignments
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## BUSINESS AND TECHNICAL WRITING

### Application Forms *SE/TWE pp. 278–281*

#### FOCUS

**Objectives:** To understand the styles, types, and purposes of application forms; to create and correctly fill out application forms

**Skills:** following directions; organizing information

**Critical Thinking:** comparing; classifying

**Listening and Speaking:** discussing

\_\_\_ Bellringer and Motivating Activity, TWE p. 278

#### TEACH

\_\_\_ L2, Using the Model, TWE p. 279

\_\_\_ L2, Studying Applications, TWE p. 279

\_\_\_ Real World Connection, TWE p. 279

\_\_\_ L1, Discussing Style, TWE p. 280

#### ASSESS

\_\_\_ Evaluation Rubrics, TWE p. 281

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

#### CLOSE

\_\_\_ Close activity, TWE p. 281

#### Homework Assignments

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## BUSINESS AND TECHNICAL WRITING

### Instructions *SE/TWE pp. 282–285*

#### FOCUS

**Objectives:** To understand the elements of instructions; to write a clear set of instructions

**Skills:** listing; ordering

**Critical Thinking:** analyzing; evaluating

**Listening and Speaking:** discussing; presenting

\_\_\_ Bellringer and Motivating Activity, TWE p. 282

#### TEACH

\_\_\_ L2, Using the Model, TWE p. 283

\_\_\_ L2, Types of Instructions, TWE p. 283

\_\_\_ Enrichment and Extension, TWE p. 283

\_\_\_ L1, Using the Model, TWE p. 284

#### ASSESS

\_\_\_ Evaluation Rubrics, TWE p. 285

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

#### CLOSE

\_\_\_ Close activity, TWE p. 285

### Homework Assignments

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## BUSINESS AND TECHNICAL WRITING Incident Reports *SE/TWE pp. 286–289*

### FOCUS

**Objectives:** To understand the elements of an incident report; to create and fill out an incident report  
**Skills:** ordering details; describing  
**Critical Thinking:** evaluating  
**Listening and Speaking:** discussing

\_\_\_ Bellringer and Motivating Activity, TWE p. 286

### TEACH

- \_\_\_ L2, Using the Model, TWE p. 287
- \_\_\_ L3, Read and Discuss, TWE p. 287
- \_\_\_ L2, Studying Style, TWE p. 288
- \_\_\_ L3, Using Technology, TWE p. 289

### ASSESS

- \_\_\_ Evaluation Rubrics, TWE p. 289
- \_\_\_ *Writing Assessment and Evaluation Rubrics*

### CLOSE

- \_\_\_ Close activity, TWE p. 289

### Homework Assignments

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# Lesson Plan

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## BUSINESS AND TECHNICAL WRITING Multimedia Presentations *SE/TWE pp. 290–293*

### FOCUS

**Objectives:** To understand the various elements involved in a multimedia presentation; to create a multimedia presentation

**Skills:** organizing; presenting

**Critical Thinking:** analyzing; evaluating

**Listening and Speaking:** discussing

\_\_\_\_\_ Bellringer and Motivating Activity, TWE p. 290

### TEACH

\_\_\_\_\_ Enrichment and Extension, TWE p. 290

\_\_\_\_\_ Exploring Language, TWE p. 291

\_\_\_\_\_ L2, Using the Model, TWE p. 291

\_\_\_\_\_ L2, Types of Media, TWE p. 291

\_\_\_\_\_ L1, Style, TWE p. 292

\_\_\_\_\_ L2, Parts of a Multimedia Presentation, TWE p. 293

### ASSESS

\_\_\_\_\_ Evaluation Rubrics, TWE p. 293

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

### CLOSE

\_\_\_\_\_ Close activity, TWE p. 293

### 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*