

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. 329–332*

FOCUS

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

Skills: ordering; using precise language

Critical Thinking: identifying issues

Listening and Speaking: discussing

_____ Bellringer and Motivating Activity, TWE p. 329

TEACH

_____ L2, Types of Business Letters, TWE p. 330

_____ Civic Literacy, TWE p. 330

_____ L2, Styles of Business Letters, TWE p. 331

_____ L1, Punctuating a Business Letter, TWE p. 331

_____ L3, The Parts of a Business Letter, TWE p. 332

_____ Writing in the Real World, TWE p. 332

PRACTICE AND ASSESS

_____ Evaluation Rubrics, TWE p. 332

Additional Resources

_____ *Writing Process Transparencies*

_____ *Writing Assessment and Evaluation Rubrics*

CLOSE

_____ L2, Close activity, TWE p. 332

Homework Assignments

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

Summaries *SE/TWE pp. 333–336*

FOCUS

Objectives: To understand the parts of a summary; to understand how types of summaries differ; to write an effective summary

Skills: summarizing; condensing

Critical Thinking: analyzing; evaluating

Listening and Speaking: discussing; presenting

___ Bellringer and Motivating Activity, TWE p. 333

TEACH

___ L2, Using the Model, TWE p. 333

___ L3, Types of Summaries, TWE p. 334

___ Writing in the Real World, TWE p. 334

___ L2, Discussion, TWE p. 335

___ L2, Oral Practice, TWE p. 335

PRACTICE AND ASSESS

___ L2, Using Technology, TWE p. 336

___ L2, Evaluation Rubrics, TWE p. 336

Additional Resources

___ *Writing Assessment and Evaluation Rubrics*

CLOSE

___ Close activity, TWE p. 336

Homework Assignments

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BUSINESS AND TECHNICAL WRITING

Forms *SE/TWE pp. 337–340*

FOCUS

Objectives: To understand the purpose and characteristics of forms; to create and complete forms

Skills: organizing; presenting

Critical Thinking: analyzing; organizing

Listening and Speaking: discussing; presenting; responding

_____ Bellringer and Motivating Activity, TWE p. 337

TEACH

_____ L3, Studying the Chart, TWE p. 338

_____ English Language Learners, TWE p. 338

_____ L2, Tracking Forms, TWE p. 339

PRACTICE AND ASSESS

_____ L3, Creating a Form, TWE p. 340

_____ Evaluation Rubrics, TWE p. 340

Additional Resources

_____ *Writing Assessment and Evaluation Rubrics*

CLOSE

_____ Close activity, TWE p. 340

Homework Assignments

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BUSINESS AND TECHNICAL WRITING Interviews *SE/TWE pp. 341–344*

FOCUS

Objectives: To understand types of interviews and methods of conducting them; to conduct an interview with a peer

Skills: formulating good questions; researching background

Critical Thinking: analyzing; focusing; adapting

Listening and Speaking: asking questions; listening critically

___ Bellringer and Motivating Activity, TWE p. 341

TEACH

___ L2, Using the Model, TWE p. 341

___ L1, Types of Interviews, TWE p. 342

___ Enrichment and Extension, TWE p. 342

___ L3, Using the Model, TWE p. 343

___ Enrichment and Extension, TWE p. 344

PRACTICE AND ASSESS

___ Evaluation Rubrics, TWE p. 344

Additional Resources

___ *Writing Assessment and Evaluation Rubrics*

CLOSE

___ Close activity, TWE p. 344

Homework Assignments

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BUSINESS AND TECHNICAL WRITING

Proposals *SE/TWE pp. 345–348*

FOCUS

Objectives: To understand the nature and types of proposals; to write a successful proposal

Skills: describing; explaining

Critical Thinking: analyzing; ordering

Listening and Speaking: discussing

_____ Bellringer and Motivating Activity, TWE p. 345

TEACH

_____ Guided Reading, TWE p. 345

_____ L2, Types of Proposals, TWE p. 346

_____ L2, Using the Model, TWE p. 347

_____ L2, Preparing to Write a Proposal, TWE p. 348

PRACTICE AND ASSESS

_____ Evaluation Rubrics, TWE p. 348

_____ L3, Using Technology, TWE p. 348

Additional Resources

_____ *Writing Assessment and Evaluation Rubrics*

CLOSE

_____ Close activity, TWE p. 348

Homework Assignments

Lesson Plan

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BUSINESS AND TECHNICAL WRITING

Multimedia Presentations *SE/TWE pp. 349–353*

FOCUS

Objectives: To understand the types of media involved in a multimedia presentation; to appreciate the value of a multimedia presentation; to plan and develop a commercial for a product or service

Skills: researching; communicating

Critical Thinking: evaluating

Listening and Speaking: discussing

_____ Bellringer and Motivating Activity, TWE p. 349

TEACH

_____ L2, Using the Model, TWE p. 349

_____ L3, Types of Media, TWE p. 350

_____ Engaging Visuals, TWE p. 351

_____ Exploring Language, TWE p. 351

_____ L3, The Parts of a Multimedia Presentation, TWE p. 352

PRACTICE AND ASSESS

_____ Evaluation Rubrics, TWE p. 353

Additional Resources

_____ *Writing Assessment and Evaluation Rubrics*

CLOSE

_____ Close activity, TWE p. 353

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*