

**LESSON PLANS: WEEK ONE (3/27-3/28)****TECHNICAL WRITING**

Monday	Tuesday	Wednesday	Thursday	Friday
N/A	N/A	N/A	-Students will fill-in seating arrangement as class begins  -Students will join Google Classroom  -Students will join NoRedInk online classroom  EQ: What is technical writing?  HW: None	-Students will complete the diagnostics assessment on NoRedInk to gauge their level of understanding in writing topics  EQ: What are the main elements of writing I need to work on?  HW: None

**LESSON PLANS: WEEK TWO (3/31-4/4)****TECHNICAL WRITING**

Monday	Tuesday	Wednesday	Thursday	Friday
-Students will utilize the class period to complete the grade 9 diagnostic on NoRedInk  EQ: What are the main areas that need to be covered in technical writing?  HW: If the diagnostic is not completed during class, finish for HW	-Discussion on contents of the course  -Students will listen/watch a short lecture on email etiquette  -Students will work together to examine examples of poor/strong emails  -Students will work independently to write emails for specific scenarios  EQ: What are the expectations for a properly written email?  HW: None	-Students will complete the Commonly Confused Words bell ringer  -Class will discuss the email ranking assignment from yesterday  -Students will utilize the remainder of the class to complete the email scenario activity  EQ: How do I ensure I am being professional when writing emails?  HW: None	-Class will review the importance of clear communication  -Students will create MLA formatted paper heading  -Class will discuss the clear communication reflection assignment  -Students will begin to reflect on a time in their life when clear communication was important through brainstorming  -Students will utilize the remainder of the class period to being their work on the reflection  EQ: Why is clear communication essential in all facets of life?  HW: None	-Students will complete the Commonly Confused Words bell ringer  -Class will discuss the Clear Communication Reflection assignment  -Class will review the expectations for MLA formatting  -Students will utilize the remainder of the class period to finish their work on the reflection  EQ: Why is clear communication essential in all elements of life?  HW: None

## LESSON PLANS: WEEK THREE (4/7-4/11)

### TECHNICAL WRITING

Monday	Tuesday	Wednesday	Thursday	Friday
<p>-Class will discuss the Clear Communication Reflection assignment</p> <p>-Class will review the expectations for MLA formatting</p> <p>-Students will utilize the remainder of the class period to finish their work on the reflection</p> <p>EQ: Why is clear communication essential in all elements of life?</p> <p>HW: None</p>	<p>-Students will utilize the class period to finish their work on the reflection</p> <p>EQ: Why is clear communication essential in all elements of life?</p> <p>HW: None</p>	<p>-Class will discuss the importance of understanding different audiences and how you need to change things depending who you are talking to</p> <p>-Students will begin the writing assignment (Tailoring Writing for Different Audiences)</p> <p>EQ: How does tone, word choice, and clarity impact your audience's understanding?</p> <p>HW: None</p>	<p>-Students will complete the quick write journal on NoRedInk</p> <p>-Students will complete practice activities on pronouns and formal vs. informal language usage</p> <p>EQ: Why is clarity in pronoun usage essential in writing?</p> <p>HW: None</p>	<p>-Students will complete the quick write journal on NoRedInk</p> <p>-Students will complete practice activities on pronouns and formal vs. informal language usage</p> <p>EQ: Why is clarity in pronoun usage essential in writing?</p> <p>HW: None</p>

## LESSON PLANS: WEEK FOUR (4/14-4/17)

### TECHNICAL WRITING

Monday	Tuesday	Wednesday	Thursday	Friday
<p>-Class will discuss the importance of understanding different audiences and how you need to change things depending who you are talking to</p> <p>-Students will begin the writing assignment (Tailoring Writing for Different Audiences)</p> <p>EQ: How does tone, word choice, and clarity impact your audience's understanding?</p> <p>HW: None</p>	<p>-Class will discuss the importance of clarity in writing directions for others</p> <p>-Students will utilize the class period to complete the assignment "Clarity and Conciseness in Writing Directions"</p> <p>EQ: What are the keys to writing clear and concise directives?</p> <p>HW: None</p>	<p>-Students will complete the quick write journal on NoRedInk</p> <p>-Students will complete the NoRedInk assignment: Commonly Confused Words</p> <p>EQ: Why is clear and concise language important in writing and speaking?</p> <p>HW: None</p>	<p>-Students will complete the quick write journal on NoRedInk</p> <p>-Students will complete the NoRedInk Quiz: Commonly Confused Words</p> <p>EQ: Why is clear and concise language important in writing and speaking?</p> <p>HW: None</p>	<p><b>No School - Easter Break</b></p>

## LESSON PLANS: WEEK FIVE (4/21-4/25)

### TECHNICAL WRITING

Monday	Tuesday	Wednesday	Thursday	Friday
<b>No School - Easter Break</b>	-Students will complete the quick write on NoRedInk (FID vs. Delay)  -Students will take the active vs. passive voice quiz on NoRedInk  EQ: What is the difference between active vs. passive voice?  HW: None	-Class will discuss why a cover letter can be an essential piece in earning employment  -Students will research cover letters and write a reflection on why they are important  EQ: How do I organize a cover letter?  HW: None	-Class will discuss why a cover letter can be an essential piece in earning employment  -Students will begin the process of writing their own cover letters  EQ: What are the essential components of a cover letter?  HW: None	-Class will discuss why a cover letter can be an essential piece in earning employment  -Students will complete the process of writing their own cover letters  EQ: What are the essential components of a cover letter?  HW: None

## LESSON PLANS: WEEK SIX (4/28-5/2)

### TECHNICAL WRITING

Monday	Tuesday	Wednesday	Thursday	Friday
-Students will utilize the class period to explore the importance of resume building  EQ: Why is a strong resume an important aspect of the hiring process?  HW: None	-Students will complete the NoRedInk journal entry (AI in the future)  -Students will complete the NoRedInk practice assignment (Identifying Subjects, Objects, Appositives)  EQ: How do I identify subjects, objects, and appositives  HW: None	-Students will complete the NoRedInk journal entry (AI in the future)  -Students will complete the NoRedInk practice assignment (Identifying Subjects, Objects, Appositives)  EQ: How do I identify subjects, objects, and appositives  HW: None	-Students will complete the NoRedInk journal entry (Working on a Team)  -Students will complete the NoRedInk quiz assignment (Identifying Subjects, Objects, Appositives)  EQ: How do I identify subjects, objects, and appositives?  HW: None	-Students will utilize the class period to work on their reader's journal assignment  -Students will complete a Collins writing at the end of the class period  EQ: Am I meeting the requirements of my reader's journal for Q3?  HW: None

## LESSON PLANS: WEEK SEVEN (5/5-5/9)

### TECHNICAL WRITING

Monday	Tuesday	Wednesday	Thursday	Friday
-Mrs. Duplin will join the class to assist the students in building and uploading a resume  EQ: Why is a resume important for your future?  HW: None	-Mrs. Duplin will join the class to assist the students in building and uploading a resume  EQ: Why is a resume important for your future?  HW: None	-Mrs. Duplin will join the class to assist the students in building and uploading a resume  EQ: Why is a resume important for your future?  HW: None	-Mrs. Duplin will join the class to assist the students in building and uploading a resume  EQ: Why is a resume important for your future?  HW: None	-Mrs. Duplin will join the class to assist the students in building and uploading a resume  EQ: Why is a resume important for your future?  HW: None

**LESSON PLANS: WEEK EIGHT (5/12-5/16)****TECHNICAL WRITING**

<p>-Students will utilize the class period to complete the NoRedInk assignments (Commonly Confused Words)</p> <p>EQ: How do I distinguish homophones and similarly spelled words in my writing?</p> <p>HW: None</p>	<p>-Students will utilize the class period to complete the NoRedInk assignments (Commonly Confused Words)</p> <p>EQ: How do I distinguish homophones and similarly spelled words in my writing?</p> <p>HW: None</p>	<p>-Class will discuss their final assignment for the course: Career and Lifetime Goals Paper</p> <p>-Students will utilize the remainder of the class period to begin constructing their paper</p> <p>EQ: What are my future goals and aspirations?</p> <p>HW: None (paper due Friday - should work on and complete during class)</p>	<p>-Students will utilize the remainder of the class period to construct their paper</p> <p>EQ: What are my future goals and aspirations?</p> <p>HW: None (paper due Friday - should work on and complete during class)</p>	<p>-Students will utilize the remainder of the class period to construct their paper</p> <p>EQ: What are my future goals and aspirations?</p> <p>HW: None (paper due Friday - should work on and complete during class)</p>
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**LESSON PLANS: WEEK NINE (5/19-5/23)****TECHNICAL WRITING**

<p>-Students will utilize the class period to complete the NoRedInk assignments (Fragments and Run-on Sentences)</p> <p>EQ: How do I distinguish fragment and run-on sentences and appropriately make the corrections?</p> <p>HW: None</p>	<p>-Students will complete the Plurals and Possessives (Practice) assignment on NoRedInk</p> <p>-Students will complete the Quick Write (dinner party) on NoRedInk</p> <p>EQ: How do I distinguish between plurals and singulars?</p> <p>HW: None</p>	<p>-Students will complete the Plurals and Possessives (Practice) assignment on NoRedInk</p> <p>-Students will complete the Quick Write (dinner party) on NoRedInk</p> <p>EQ: How do I distinguish between plurals and singulars?</p> <p>HW: None</p>	<p>-Students will complete the final diagnostic to review all lessons from NoRedInk</p> <p>EQ: How do I appropriately identify errors in sentence grammar and structure?</p> <p>HW: None</p>	<p>-Students will complete the final diagnostic to review all lessons from NoRedInk</p> <p>EQ: How do I appropriately identify errors in sentence grammar and structure?</p> <p>HW: None</p>
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**LESSON PLANS: WEEK Ten (1/13-1/17)****TECHNICAL WRITING**

<p>-Class will discuss their final assignment for the course: Career and Lifetime Goals Paper</p> <p>-Students will utilize the remainder of the class period to begin constructing their paper</p> <p>EQ: What are my future goals and aspirations?</p> <p>HW: None (paper due Friday - should work on and complete during class)</p>	<p>-Students will utilize the remainder of the class period to construct their paper</p> <p>EQ: What are my future goals and aspirations?</p> <p>HW: None (paper due Friday - should work on and complete during class)</p>	<p>-Students will utilize the remainder of the class period to construct their paper</p> <p>EQ: What are my future goals and aspirations?</p> <p>HW: None (paper due Friday - should work on and complete during class)</p>	<p>-Students will utilize the remainder of the class period to construct their paper</p> <p>EQ: What are my future goals and aspirations?</p> <p>HW: None (paper due Friday - should work on and complete during class)</p>	<p>-Students will utilize the remainder of the class period to construct their paper</p> <p>EQ: What are my future goals and aspirations?</p> <p>HW: None (paper due Friday - should work on and complete during class)</p>
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