

Hearst 3rd Grade Expository Essay/Typing Course Course Design

Objectives:

Terminal: Type a two page, expository essay in Microsoft Word with five errors or less.

Enabling Objective:

- Open Microsoft Word
- Format a Document
- Use Spell Check and Grammar Check
- Save a Document
- Explain the Purpose of an Expository Essay
- Describe the 3 Parts of an Expository Essay
- Write by Hand Essay Part 1: Topic Introduction and Thesis Statement
- Write by Hand Essay Part 2: Topic Elaboration, Support, & Examples
- Write by Hand Essay Part 3: Topic Conclusion
- Revise Each Essay Paragraph for Excellence in Thought
- Revise Each Essay Paragraph for Excellence in Writing Mechanics
- Transcribe Handwritten Essay Manuscript into a Typed Word Document
- Complete Weekly Practice Sessions in Mavis Beacon Deluxe Software
- Complete Final Mavis Beacon Practice Session (Assessment) with a Score of 80% or Better

Deliverables:

The following information will be produced during the development phase and provided to Hearst Elementary at the completion of the project.

- Facilitator Guide: Including course material to guide the facilitator through each lesson in the course.
- Student Guide: Including student handouts and worksheets Activities
- Activities
- Pre –course assessments & Post-course assessments
- Grading Rubrics (Analytic & Holistic)
- Job Aids for computer application use (Basic Microsoft Word & Mavis Beacon Deluxe)
- Suggested Timeline

Course Design:

Type a two page, expository essay in Microsoft Word with five errors or less.

Writing (Each Session 60 – 90 minutes)	Typing (Each Session 60 – 90 minutes)
<p>Lesson 1: Introduction to Writing Essays Pre-Assessments</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Define the Purpose and Basic Structure of an Expository Essay ▪ With minimal support from the instructor, assess student’s current writing skills in an attempt to write an Expository Essay on their own. 	<p>Lesson 1: Typing Pre-Assessments</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Assess student’s current typing skills
<p>Lesson 2: Introduction to Expository Essays</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Describe the 3 Parts of an Expository Essay ▪ Identify Personal Essay Topic 	<p>Lesson 2: Introduction to Typing</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Demonstrate Correct Keyboarding Technique
<p>Lesson 3: Writing an Introduction and Thesis</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Explain the purpose of an Introduction and Thesis Statement ▪ Write 1st Draft of Topic Introduction and Topic Thesis 	<p>Lesson 3: Introduction to Mavis Beacon Typing Software</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Identify the steps of Registering as a New User & Setting-up User Typing Preferences. ▪ Identify the steps of Testing Typing Level, Taking a Lesson, Selecting Practice Text, Playing a Typing Game, and Printing Results.
<p>Lesson 4: Introduction to Microsoft Word</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Describe the process of opening Microsoft (MS) Word. ▪ Practice typing written Introduction from Lesson 3 and formatting it into an MS Word document. ▪ Practice using Spelling and Grammar features. ▪ Describe the process of saving a MS Word file. 	<p>Lesson 4: Introduction to Weekly Typing Routine</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Describe Weekly Typing Routine Expectations ▪ Identify Class Typing Goal of 20WPM at 85% Accuracy. ▪ Identify Personal Typing Goal ▪ Practice Weekly Typing Routine

<p>Lesson 5: Refining Introduction and Thesis Paragraph Using MS Word.</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Review and Evaluate Peer Introductions and Thesis ▪ Refine Introduction and Thesis based on Peer and Instructor Review using MS Word. 	<p>Lesson 5: Weekly Typing Routine</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Review Personal Typing Goal ▪ Practice Weekly Typing Routine
<p>Lesson 6: Writing Expository Essay Body: Elaboration</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Describe three parts of the Essay Body: Elaboration, Supporting Evidence, & Examples. ▪ Recognize Techniques of Elaboration. ▪ Write 1st Draft of Elaboration Paragraph. 	<p>Lesson 6: Weekly Typing Routine</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Review Personal Typing Goal ▪ Practice Weekly Typing Routine
<p>Lesson 7: Refining Elaboration Paragraph</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Review and Evaluate Peer Elaboration Paragraphs ▪ Type and Refine Elaboration Paragraphs based on Peer and Instructor Review using MS Word 	<p>Lesson 7: Weekly Typing Routine</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Review Personal Typing Goal ▪ Practice Weekly Typing Routine ▪ Celebrate Typing Progress since Lesson 1
<p>Lesson 8: Writing Expository Essay Body: Supporting Evidence Paragraph</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Describe the purpose of including supporting evidence paragraph in the essay body. ▪ Identify resources for gathering facts and supporting evidence. ▪ Identify the pieces of a Bibliography. ▪ Write 1st Draft of Supporting Evidence Paragraph and basic Bibliography page. 	<p>Lesson 8: Weekly Typing Routine</p> <p>Objectives:</p> <ul style="list-style-type: none"> ▪ Review Personal Typing Goal ▪ Practice Weekly Typing Routine