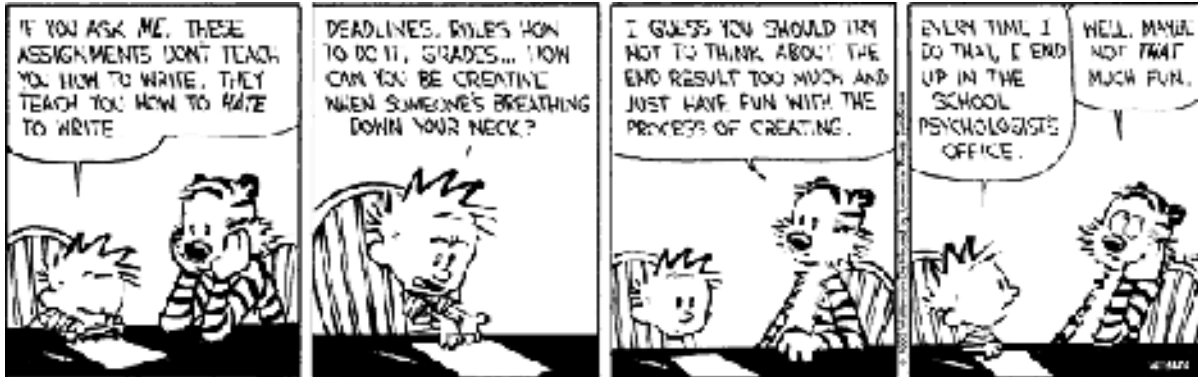


Keyboar ding & Dig it al Lit er acy  
Study guide  
Dec 1-5  
Ut ah Compose



Over view: Today, when anyone can be their own publisher, we see more and more examples of poor writing skills. Weak writing skills create poor first impressions and many readers will have an immediate negative reaction if they spot a spelling or grammatical mistake.

Guiding Question: How does one utilize UtahCompose.com to better their writing skills?

Checklist

- \_\_\_As a class watch the YouTube clip about job shadowing (link on MMAjr)
- \_\_\_Open browser (Firefox, Internet Explorer, Chrome) <http://utahcompose.com>
- \_\_\_ Log in with you SIS number using 000 in front of your student number (Ms Emily has this information if you need it, you may change your pass code if you like)
- \_\_\_Go to keyboarding or digital literacy (which ever you currently have)
- \_\_\_Press the practice tab and find 'Job Shadow Experience'

When you begin your writing you are welcome to copy and paste from your reflection form. You may also copy and paste from a word processing program. If you want to finish working on it later click "save & quite." Otherwise, you can submit your work using the "submit" button.

If you were unable to secure job shadow situation talk to Ms. Emily today for your assigned topic to research and present this week. (7<sup>th</sup> graders present in CTE, 8<sup>th</sup> graders do not have to present unless they want to arrange to present to the CTE students during 2<sup>nd</sup> or 6<sup>th</sup> period) All students are required to complete the Utah Compose essay and will be given time to do so this week during their respective keyboarding and digital literacy classes.

