

Keyboarding Study Guide
Cycle: Interdependence
Business Letters



Overview: Now that you have had some experience with formatting business letters, we are going to add a twist to the game. Now you are going to seek out and correct letters that do not have correct formatting. This practice will help you prepare for the quiz you will have at the end of the week on business letters.

Essential question: When would use a business letter format in your life while you are still a student?

Checklist:

_____ For your warm up (23) share with me the best characteristics from each of your teachers. Please put this information in sentence format. (For example: Ms. Emily has a really dry sense of humor, it helps me not to get so stressed during keyboarding.) Send them via email.

_____ Ms. Emily will hand back your last business letter you composed from using the product/problem cards. Fill out a reflection form for this work (unless you have something else you wish to feature as evidence in keyboarding)

_____ Walk through how to correct a business letter with Ms. Emily. (Observe & discuss only)

_____ Choose two letter to practice correcting. Save each of your corrected works in your keyboarding folder and send an attached copy to Ms. Emily

_____ Once you have finished your two letters, you may work on Keyboarding Online or do activities from the black binder

_____ Take the business letter quiz

_____ Turn in study guide to the red bin at the front of the classroom