Title: Itching to Learn

Objectives

The student will recognize and correct spelling errors, capitalization errors, punctuation errors, and word usage in a sample report in order to produce a more professional document.

Time frame to Complete

45 minutes

NRS EFL

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	Stackable Certificate Documentation
	Technology
	Study / Life skills
	EL-Civics
	Career Pathways
	Police
	Paramedic
	Fire Rescue
	Medical Asst.
	EKG / Cardio
	Phlebotomy
×	Practical Nursing
	Healthcare Admin
	Pharmacy Tech
	IMI
	AMT
	HVAC
	Welding
	Other:

Standard(s) Addressed in Lesson

Write to Convey Ideas

Benchmark(s) Addressed in Lesson

- W.4.15. Use correct spelling consistently in writing.
- W.4.16. Punctuate writing correctly using semicolons, colons, hyphens, dashes and brackets.
- W.4.17. Use correct capitalization.
- W.4.20. Proofread writing and edit to improve conventions and to correct dangling and misplaced modifiers, fragments and run-ons.

Materials

Itching to Learn passage

Learner Prior Knowledge

Basic vocabulary of physiological terms; basic knowledge of writing conventions; knowledge of audience, purpose, and credibility.

- <u>Step 1</u> Distribute *Itching to Learn* passage to students. Read the passage aloud. A student volunteer may read the passage or the instructor may read the passage to the class. Discuss with the class why this passage might be written (purpose) and who will be reading this passage (audience). Ask the class to offer reasons for insuring that a document contains professional writing conventions, including spelling (credibility).
- <u>Step 2</u> Each student will then make corrections to the printed passage. Next, students, using a computer word processing program, will key in the passage, showing the corrections they have made.
- <u>Step 3</u> Each student will, according to the instructor's directions, either print the corrected passage or save the corrected document in a computer file.

Assessment/Evidence:

Students will compare their written passage to the correct version of the passage.

Adaptations for Beginning Students:

Beginning students may use a shorter version of the passage or may expect a higher number of errors. Such students may also be given extended time.

Adaptations for Advanced Students:

Advanced students will be expected to have few or no errors and may be given a challenging time limit for completing the assignment.

Teacher Reflection/Lesson Evaluation:

Students should easily perceive the importance of polished writing for creating clearer communication in a professional document.

This lesson was created by Middletown ABLE.

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