

Title: Managing Words

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 30 minutes																		
													NRS EFL 4																		
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	IMT	AMT	HVAC	Welding	Other:													
Standard(s) Addressed in Lesson Write to Convey Ideas																															
Benchmark(s) Addressed in Lesson W.4.15. Use correct spelling in writing consistently. 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 <i>Managing Words</i> passage																															
Learner Prior Knowledge Basic vocabulary of administrative terms; basic knowledge of writing conventions; knowledge of audience, purpose, and credibility.																															
<u>Step 1</u> Distribute <i>Managing Words</i> 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. Teacher can re-teach spelling, punctuation, and grammar rules to address individual student's needs.

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.

Managing Words

Passage to be corrected:

According to the department of labor, there are about 4 million secretarys and in the workforce in the united states. This number include healthcare administrators. All of these employes held positions that have evolved in many aspects since the introducchion of the technological revolution, before than secretaries had to no how to type good and no how to transcribe in shorthand. In todays complicated and globel world. Secretarys are more likely to be referred to as “administrative assistents” and there jobs now encompass far more responsibilities. They are now expected too utilize advanced electronical equiptment like sofisticated computers, fax machines, and they process and collait vital information and often oversee various projects. Many skills and much knowledge makes these administrators indispensible to the operations of any facilitie.

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Corrected passage:

According to the Department of Labor, there are about 4 million secretaries in the workforce in the United States. This number includes healthcare administrators. All of these employees hold positions that have evolved in many aspects since the introduction of the technological revolution. Before then, secretaries had to know how to type well and know how to transcribe in shorthand. In today's complicated and global world, secretaries are more likely to be referred to as "administrative assistants," and their jobs now encompass far more responsibilities. They are now expected to utilize advanced electronic equipment like sophisticated computers and Fax machines, and they process and collate vital information and often oversee various projects. Many skills and much knowledge make these administrators indispensable to the operations of any facility.