Title: One Letter at a Time

Objectives The student will recognize and correct spelling errors in a sample report in order to produce a more professional											T	Time frame to Complete 45 minutes											
docum	ent.										N	IRS	EFI	L			4						
Stackable Cert. 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

Convey Ideas in Writing

Benchmark(s) Addressed in Lesson

W.4.15. Use correct spelling consistently in writing.

W.4.20. Proofread writing and edit to improve conventions and to correct dangling and misplaced modifiers, fragments and run-ons.

Materials

One letter at a time passage Computer

Learner Prior Knowledge

Basic vocabulary of law enforcement; knowledge of audience, purpose, and credibility.

Activities

Distribute One letter at a time 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).

Step 2 Each student will then make corrections to the printed passage. Next, students, using a computer word processing program, will key in the passage, substituting their corrected spellings for the misspelled words.

Step 3 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.