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| **Teacher(s):** | Eltoncia Bradley | **Subject:** | Principles of Information Technology | **Week of:** | January 26, 2015 – January 30, 2015 |

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| **DAY** | **TEKS OBJECTIVES** | **LESSON OBJECTIVES** | **ACTIVITIES** |
| **MON** | * Identify the terminology associated with word-processing software and its functions.
* Edit a variety of text documents using functions such as pagination, appropriate white space, tab settings, and font style, size, and color.

Apply formatting techniques to a multipage research paper using approved publication standards such as American Psychological Association and Modern Language Association. | * Identify the purpose of the Modern Language Association.
* Identify the steps to apply MLA format.

Identify characteristics of MLA style format for research papers.  | **Do Now (10) –** Block Letter Worksheet**Direct Instruction (30 ) –** Formatting Research Paper Using MLA, Part I (PowerPoint Presentation)**Guided Activity (20) –** Formatting A Research Paper Using MLA Style Notes Organizer**Independent Practice/Check for Understanding (20) –** Understanding MLA Style Worksheet #1**Re-teach/Wrap-up/Homework (10) –** Students will bring an essay they wrote for English class to class. The students will format essay using MLA style. |
| **TUES** |  |  |  |
| **WEDNES** | * Identify the terminology associated with word-processing software and its functions.
* Edit a variety of text documents using functions such as pagination, appropriate white space, tab settings, and font style, size, and color.

Apply formatting techniques to a multipage research paper using approved publication standards such as American Psychological Association and Modern Language Association. | * Identify the purpose of the Modern Language Association.
* Identify the steps to apply MLA format.

Identify characteristics of MLA style format for research papers.  | **Do Now (10) –** Block Letter Worksheet**Direct Instruction (30 ) –** Formatting Research Paper Using MLA, Part I (PowerPoint Presentation)**Guided Activity (20) –** Formatting A Research Paper Using MLA Style Notes Organizer**Independent Practice/Check for Understanding (20) –** Understanding MLA Style Worksheet #1**Re-teach/Wrap-up/Homework (10) –** Students will bring an essay they wrote for English class to class. The students will format essay using MLA style. |
| **THURS** |  |  |  |
| **FRI** | * Identify the terminology associated with word-processing software and its functions.
* Edit a variety of text documents using functions such as pagination, appropriate white space, tab settings, and font style, size, and color.
* Apply formatting techniques to a multipage research paper using approved publication standards such as American Psychological Association and Modern Language Association.
 | * Identify the purpose of the Modern Language Association.
* Identify the steps to apply MLA format.
* Identify characteristics of MLA style format for research papers.
 | **Do Now (10) –** What is plagiarism? List everything you know about citing your sources.**Direct Instruction (30 ) –** Formatting Research Paper Using MLA, Part II: Citations (PowerPoint Presentation)**Guided Activity (20) –** Formatting A Research Paper Using MLA Style Notes Organizer**Independent Practice/Check for Understanding (20) –** MLA Activity # 1, MLA Activity #2**Re-teach/Wrap-up/Homework (10) –** MLA Citation Worksheet #1 |

**Strategies:** Hands On, Peer Tutoring, Small Group Teamwork, Exit Ticket, Think-Pair-Share

**Resources:** Copies of Organizer, Instruction Sheets Handouts, PowerPoint Presentation, Textbook, Internet Explorer, Electronic Text Files

**Vocabulary:** MLA, plagiarism, citation

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| **Teacher(s):** | Eltoncia Bradley | **Subject:** | Principles of Information Technology | **Week of:** | February 2, 2015 – February 6, 2015 |

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| **DAY** | **TEKS OBJECTIVES** | **LESSON OBJECTIVES** | **ACTIVITIES** |
| **MON** |  |  |  |
| **TUES** | * Identify the terminology associated with word-processing software and its functions.
* Edit a variety of text documents using functions such as pagination, appropriate white space, tab settings, and font style, size, and color.
* Apply formatting techniques to a multipage research paper using approved publication standards such as American Psychological Association and Modern Language Association.
 | * Define plagiarism.
* Identify examples of plagiarism.
* Identify functions of word processing software tools associated with research paper format.
* Apply basic MLA format to text documents.
 | **Do Now (10) –** Is that MLA?**Direct Instruction (30 ) –** MLA and Plagiarism (PowerPoint)**Guided Activity (20) –**MLA Style and Plagiarism Notes Organizer**Independent Practice/Check for Understanding (20) –** A Case of Plagiarism (Worksheet)**Re-teach/Wrap-up/Homework (10) –** Review MLA Style and Plagiarism Notes Organizer for quiz.  |
| **WEDNES** |  |  |  |
| **THURS** | * Identify the terminology associated with word-processing software and its functions.
* Edit a variety of text documents using functions such as pagination, appropriate white space, tab settings, and font style, size, and color.
* Apply formatting techniques to a multipage research paper using approved publication standards such as American Psychological Association and Modern Language Association.
 | * Format internal quotations of a research paper according to MLA standards.

Develop a works cited section of a research paper according to MLA standards. | **Do Now (10) –** Video Games Do Not Spawn Violence Preview (Handout)**Direct Instruction (30 ) –** MLA in Review (Presentation)**Guided Activity (20) –** Think-Pair-Share (Partner Activity)**Independent Practice/Check for Understanding (20) –** Video Games Do Not Spawn Violence**Re-teach/Wrap-up/Homework (10) –** Students will prepare five MLA test questions for review with class. |
| **FRI** |  |  |  |

**Strategies:** Hands On, Peer Tutoring, Small Group Teamwork, Exit Ticket, Think-Pair-Share

**Resources:** Copies of Organizer, Instruction Sheets Handouts, PowerPoint Presentation, Textbook, Internet Explorer, Electronic Text Files

**Vocabulary:** MLA, plagiarism, citation