

# October Virtual Lesson Plan

Program: BUS

Teacher: Erin Derby

Day	Skills/Tasks	Activities	Assessment
Sept 30 <sup>th</sup> W	904 – Process Incoming/Outgoing Mail	Teacher lead instruction/discussion -PPT Preview ebook & Chapter 12.1 Sorting & distributing mail 417-419 YouTube videos (follow the letter, panic in the mailroom, Elf) Notes- ICloze Assignment #1(a) & 3	Daily work ethic Attendance writing prompt  All Assignments & notes will be submitted & graded @ end of chapter
October 1 Th	<b>YEAR 1:</b> 308, 907  <b>YEAR 2:</b> 401, 402, 407	<b>YEAR 1:</b> -15/20 mins – review of Word 4.2; complete weekly work of TestOut Word (refer to calendar)  <b>YEAR 2:</b> -Individual Student/Teacher conference -15/20 mins – review of Excel 5.4; complete weekly work of TestOut Excel (refer to calendar)	Daily work ethic Attendance writing prompt Attendance on conference  <b>Year 1</b> -Assigned weekly Word work (see calendar) Quiz: Applied Lab  <b>Year 2</b> -Assigned weekly Excel work (see calendar) Quiz: Applied Lab
October 2 F	904 – Process Incoming/Outgoing Mail	Teacher lead instruction/discussion -PPT <i>Processing Incoming Mail:</i> -Opening Mail 420-422 -Annotate letters – group activity  -Documenting & routing mail 422-425 - Activity – Prioritize mail – breakout rooms -Proprietary info- ABC video Assignment - #5 (annotate letter & form response) & 1(b&c)	Daily work ethic Attendance writing prompt  All Assignments & notes will be submitted & graded @ end of chapter
October 5 M	904 – Process Incoming/Outgoing Mail	Teacher lead instruction/discussion -PPT Review of: Documenting & routing mail 422-425	Daily work ethic Attendance writing prompt

		<p>-Completion of Prioritizing mail activity – if needed Handling Mail while away from the office: p425-426 Processing Incoming Mail activity Images – prioritization activity Assignment #2, 4</p> <p>Kahoot Quizlet Live Finish any outstanding assignments QUIZ Wednesday</p>	All Assignments & notes will be submitted & graded @ end of chapter
<b>October 6 Tu</b>	<p><b>YEAR 1:</b> 308, 907</p> <p><b>YEAR 2:</b> 401, 402, 407</p>	<p><b>YEAR 1:</b> -Individual Student/Teacher conference -15/20 mins review of Word 4.3; complete weekly work of TestOut Word (refer to calendar)</p> <p><b>YEAR 2:</b> -15/20 mins review of Excel 5.5; complete weekly work of TestOut Excel (refer to calendar)</p>	<p>Daily work ethic Attendance writing prompt Attendance on conference</p> <p><b>Year 1</b> -Assigned weekly Word work (see calendar) Quiz: Applied Lab</p> <p><b>Year 2</b> -Assigned weekly Excel work (see calendar) Quiz: Applied Lab</p>
<b>October 7 W</b>	904 – Process Incoming/Outgoing Mail	<p>Kahoot review prior Ch 12.1 Quiz</p> <p>Preview Ch 12.2 Preparing Outgoing Mail p. 429-431 Kahoot – state abbreviations</p>	<p>Ch 12.1 Quiz – Forms Grade Ch 12.1 assignments</p> <p>Daily work ethic grade Attendance writing prompt</p>
<b>October 8 Th</b>	<p><b>YEAR 1:</b> 308, 907</p> <p><b>YEAR 2:</b> 401, 402, 407</p>	<p><b>YEAR 1:</b> -15/20 mins – review of Word 4.3; complete weekly work of TestOut Word (refer to calendar)</p> <p><b>YEAR 2:</b> -Individual Student/Teacher conference -15/20 mins – review of Excel 5.5; complete weekly work of TestOut Excel (refer to calendar)</p>	<p>Daily work ethic Attendance writing prompt Attendance on conference</p> <p><b>Year 1</b> -Assigned weekly Word work (see calendar) Quiz: Applied Lab</p> <p><b>Year 2</b> -Assigned weekly Excel work (see calendar)</p>

			Quiz: Applied Lab
<b>October 9 Fr</b>	904 – Process Incoming/Outgoing Mail	Teacher lead instruction/discussion -PPT  Review – Preparing Outgoing Mail p.429-431  Address format scramble  Folding & Inserting Mail – p.431-433  Scavenger hunt – envelope hunt!  Notes/ICloze-#1-16  Assignment #2,3	Daily work ethic Attendance writing prompt  All Assignments & notes will be submitted & graded @ end of chapter
<b>October 12 M</b>	904 – Process Incoming/Outgoing Mail	Teacher lead instruction/discussion -PPT  Applying Postage & Handling Volume Mailings – p.433-436 -postage meter at school - demo Notes/ICloze #17-20  Mail Merge Assignment  Assignment #4	Daily work ethic Attendance writing prompt  All Assignments & notes will be submitted & graded @ end of chapter
<b>October 13 Tu</b>	<b>YEAR 1:</b> 308, 907  <b>YEAR 2:</b> 401, 402, 407	<b>YEAR 1:</b> -Individual Student/Teacher conference -15/20 mins review of Word 4.4; complete weekly work of TestOut Word (refer to calendar)  <b>YEAR 2:</b> -15/20 mins review of Excel 5.6; complete weekly work of TestOut Excel (refer to calendar)	Daily work ethic Attendance writing prompt Attendance on conference  <b>Year 1</b> -Assigned weekly Word work (see calendar) Quiz: Applied Lab  <b>Year 2</b> -Assigned weekly Excel work (see calendar) Quiz: Applied Lab
<b>October 14 W</b>	904, 906 – Process Incoming/Outgoing Mail	Teacher lead instruction/discussion -PPT  Mail Classes & Service – p.437-440 Activity: Compare Delivery Services Notes/ICloze – 21-25	Daily work ethic Attendance writing prompt

		Assignment #1, 5  Quiz – FRIDAY (Review Thursday)	All Assignments & notes will be submitted & graded @ end of chapter
<b>October 15 Th</b>	<b>YEAR 1:</b> 308, 907  <b>YEAR 2:</b> 401, 402, 407	<b>Ch 12.2 Review - Kahoot &amp; Quizlet Live</b>  <b>YEAR 1:</b> -15/20 mins – review of Word 4.4; complete weekly work of TestOut Word (refer to calendar)  <b>YEAR 2:</b> -Individual Student/Teacher conference -15/20 mins – review of Excel 5.6; complete weekly work of TestOut Excel (refer to calendar)	Daily work ethic Attendance writing prompt Attendance on conference  <b>Year 1</b> -Assigned weekly Word work (see calendar) Quiz: Applied Lab  <b>Year 2</b> -Assigned weekly Excel work (see calendar) Quiz: Applied Lab
<b>October 16 Fri</b>	904, 906 – Process Incoming/Outgoing Mail	Partner Review – Handling Outgoing Mail activity Chapter 12.2 Quiz Kahoot before begin quiz  Submit any outstanding assignments for the week....Ch 12 assignments & TestOut	Ch 12.2 Quiz Grade Ch 12.2 assignments  Daily work ethic Attendance writing prompt
<b>October 19 M</b>	<b>YEAR 1:</b> 1002 – roles & responsibilities  <b>YEAR 2:</b> 905- interpersonal skills 1004- time management	<b>Year 1:</b> Preview Chapter 1.1- The Office Today Teacher lead instruction – Nearpod p.3-8 Notes: 1-8 Assignments: 1, 2  <b>Year 2:</b> Preview Chapter 3 – Workplace Teams – pre/post concept check Discussion – opening Anticipation guide Group – communication successfully – texting p.64	Daily work ethic Attendance writing prompt  All Assignments & notes will be submitted & graded @ end of chapter
<b>October 20 Tu</b>	<b>YEAR 1:</b> 308, 907  <b>YEAR 2:</b> 401, 402, 407	<b>YEAR 1:</b> -Individual Student/Teacher conference -15/20 mins review of Word 4.5/4.6; complete weekly work of TestOut Word (refer to calendar)	Daily work ethic Attendance writing prompt Attendance on conference  <b>Year 1</b>

		<b>YEAR 2:</b> -15/20 mins review of Excel 5.7; complete weekly work of TestOut Excel (refer to calendar)	-Assigned weekly Word work (see calendar) Quiz: Applied Lab  <b>Year 2</b> -Assigned weekly Excel work (see calendar) Quiz: Applied Lab
<b>October 21</b> <b>W</b>	<b>YEAR 1:</b> 1002 – roles & responsibilities  <b>YEAR 2:</b> 905- interpersonal skills 1004- time management	<b>Year 1:</b> Teacher lead instruction – Nearpod Finish Ch 1.1 “Greening” article, nearpod post it responses Group activity – interview – COVID/WFH “Trends in the Modern Office” group work activity Assignments: 3, 4  <b>Year 2:</b> Communicate Successfully – International relations – p.65 – presentations p.55-61 Quizlet study set	Daily work ethic Attendance writing prompt  All Assignments & notes will be submitted & graded @ end of chapter
<b>October 22</b> <b>Th</b>	<b>YEAR 1:</b> 308, 907  <b>YEAR 2:</b> 401, 402, 407	<b>YEAR 1:</b> -15/20 mins – review of Word 4.5/4.6; complete weekly work of TestOut Word (refer to calendar)  <b>YEAR 2:</b> -Individual Student/Teacher conference -15/20 mins – review of Excel 5.7; complete weekly work of TestOut Excel (refer to calendar)	Daily work ethic Attendance writing prompt Attendance on conference  <b>Year 1</b> -Assigned weekly Word work (see calendar) Quiz: Applied Lab  <b>Year 2</b> -Assigned weekly Excel work (see calendar) Quiz: Applied Lab
<b>October 23</b> <b>Fri</b>	<b>YEAR 1:</b> 1002 – roles & responsibilities  <b>YEAR 2:</b> 905- interpersonal skills 1004- time management	<b>Year 1:</b> Preview Ch 1.2 – Office Relation/Business Organization Teacher lead instruction – Nearpod Sorting activity – type of businesses p.11-13 Notes- Thieves	Daily work ethic Attendance writing prompt  All Assignments & notes will be submitted & graded @ end of chapter

		<p>Assignments – #1(a), 2(teacher read aloud), 3(complete as class)</p> <p><b>Year 2:</b> Organizational chart – formal communication Chart for home district - examples of downward, upward, &amp; horizontal communication Lets Discuss Quizlet - Live</p>	
<b>October 26 M</b>	<p><b>YEAR 1:</b> 1002 – roles &amp; responsibilities</p> <p><b>YEAR 2:</b> 905- interpersonal skills 1004- time management</p>	<p><b>Year 1:</b> Teacher lead instruction – Nearpod p.14-18 Notes – ICloze Assignments – #1(b&amp;c), 4 Organization chart of Eastern – as a class! -Teams/breakout rooms- Org types &amp; goals- local research activity -Organize me! (breakout rooms)</p> <p><b>Year 2:</b> Do Now- Team Communication Assignment #6 – group work Assignment #4, 5 Quizlet study set</p>	<p>Daily work ethic Attendance writing prompt</p> <p>All Assignments &amp; notes will be submitted &amp; graded @ end of chapter</p>
<b>October 27 Tu</b>	<p><b>YEAR 1:</b> 308, 907</p> <p><b>YEAR 2:</b> 401, 402, 407</p>	<p><b>YEAR 1:</b> -Individual Student/Teacher conference -15/20 mins review of Word 4.7; complete weekly work of TestOut Word (refer to calendar)</p> <p><b>YEAR 2:</b> -15/20 mins review of Excel 5.8; complete weekly work of TestOut Excel (refer to calendar)</p>	<p>Daily work ethic Attendance writing prompt Attendance on conference</p> <p><b>Year 1</b> -Assigned weekly Word work (see calendar) Quiz: Applied Lab</p> <p><b>Year 2</b> -Assigned weekly Excel work (see calendar) Quiz: Applied Lab</p>
<b>October 28 W</b>	<p><b>YEAR 1:</b> 1002 – roles &amp; responsibilities</p> <p><b>YEAR 2:</b></p>	<p><b>Year 1:</b> Work together as a class on Excel assignment &amp; in word on the Organizational chart. *complete org chart of your family! (like family tree)</p>	<p>Daily work ethic Attendance writing prompt</p>

	905- interpersonal skills 1004- time management	<b>Year 2:</b> Professional Behavior – Analyze the situation – Skits Complete any remaining assignments Quizlet Study Set Test Friday	All Assignments & notes will be submitted & graded @ end of chapter
<b>October 29 Th</b>	<b>YEAR 1:</b> 308, 907  <b>YEAR 2:</b> 401, 402, 407	<b>YEAR 1:</b> -15/20 mins – review of Word 4.7; complete weekly work of TestOut Word (refer to calendar)  <b>YEAR 2:</b> -Individual Student/Teacher conference -15/20 mins – review of Excel 5.8; complete weekly work of TestOut Excel (refer to calendar)	Daily work ethic Attendance writing prompt Attendance on conference  <b>Year 1</b> -Assigned weekly Word work (see calendar) Quiz: Applied Lab  <b>Year 2</b> -Assigned weekly Excel work (see calendar) Quiz: Applied Lab
<b>October 30 Fri</b>	<b>YEAR 1:</b> 1002 – roles & responsibilities  <b>YEAR 2:</b> 905- interpersonal skills 1004- time management	<b>Year 1:</b> Kahoot/Quizlet review prior to test Ch 1 Test – Forms  Finish any outstanding work for TestOut/Ch 1.  <b>Year 2:</b> Ch 3 Test in Forms Lesson 8 -working together	<b>Year 1</b> Chapter 1 Test Submission of Ch 1 work  Daily work ethic Attendance writing prompt  <b>Year 2</b> Chapter 3 test Grade Ch 3 work/assignments