

SCHEME OF WORK

Keyboarding

FORM 5Y2

TERM 1

Week	Week Ending	Topics
1		<u>Employment Documents</u> : construct data sheet/resume`
2		<u>Employment Documents</u> : Complete job application letters, follow up letters and application forms.
3		<u>Advance Tables</u> construct open ended and boxed tables
4		<u>Itineraries</u> : observe and construct travel itineraries.
5		<u>Advance Display</u> : Proclamations and announcements
6		<u>Advance Display</u> : construct notices, recipes and menus.
7		<u>Advance Display</u> : : construct poems, advertisements etc.,
8		<u>Advance Business letters</u> : Include postscripts, enumerations and copy notations in business letter
9		<u>Intensive Language skills for word processing</u> : typing with extensive proofreader's marks
10		<u>Intensive Language skills for word processing</u> : using language skills application
11		Revision for Examinations
12		EXAMINATIONS
13		EXAMINATIONS
14		Review of Examinations
15		Teachers Only

Week	Week Ending	Topics
1		<u>Legal Documents:</u> wills, statement of witnesses and endorsements (see sample forms)
2		<u>Legal Documents:</u> affidavits (see sample forms)
3		<u>Legal Documents:</u> summons (see sample forms)
4		<u>Legal Documents:</u> deeds (see sample forms)
5		<u>Legal Documents:</u> construction of contracts for employment and oaths of secrecy (see sample forms)
6		<u>Government documents:</u> minute Paper (see sample forms)
7		<u>Government documents:</u> memorandum (see sample forms)
8		<u>Government documents:</u> circulars (see sample forms)
9		<u>Government documents:</u> inter-office memorandum
10		<u>Office Job Simulation:</u> (see sample forms)
11		
12		
		<u>TERM 3</u>
1		
2		
3		
4		
5		Revision for examinations
6		Revision for examinations
7		Revision for examinations
8		EXAMINATIONS
9		EXAMINATIONS
10		Review of Examinations
11		Teachers Only