

SCHEME OF WORK

Keyboarding

FORM 4

TERM 1

Week	Week Ending	Topics
1		<u>Keyboarding</u> : Identifying home row keys, placing fingers on the home row keys, fingers that type tab, spacebar and capital letters
2		<u>Numeric and Symbol</u> : What is the numeric keypad, when should it be used; home row keys for numeric keypad
3		Identify fingers that type number and symbols
4		<u>Typing Paragraphs</u> : block semi-block and modified block paragraphs; identifying basic proofreaders marks/correction symbols in paragraphs
5		<u>Centering</u> : vertical and horizontal centering of paragraphs, tabulation and data in tables
6		Identify open and mixed punctuation
7		<u>Formatting</u> : a) using hyphen to divide words b) Addressing envelopes
8		<u>Formatting</u> : Identifying Enclosures and typists notations
9		<u>Personal Business letters</u> : block/simple modified block and semi-block style letters
10		<u>Business Letter</u> : difference between personal business letter and business letter; block/simple modified and semi-block
11		Revision for Examinations
12		EXAMINATIONS
13		EXAMINATIONS
14		Review of Examinations
15		Teachers Only

Week	Week Ending	Topics
1		<u>Memorandums:</u> Identify and construct simplified and standard memorandums as a form of business correspondence
2		Bureau faxing and emailing correspondence
3		Revising rough drafts and manuscripts for good writing practices
4		<u>Formatting Reports:</u> Using capital letters to type roman numerals; windings to insert special characters
5		<u>Formatting Reports:</u> Identify and distinguish between sentence outline and topic outlines
6		<u>Formatting Reports:</u> Formatting and spacing of unbound reports
7		<u>Formatting Reports:</u> Identify the elements of a title page; constructing title page
8		<u>Formatting Reports:</u> Horizontal and vertical centering of reports
9		<u>Formatting Tables:</u> Identify the parts of a table, horizontal and vertical centering of tables, ruled and unruled columns; distinguish between tables and tabulation.
10		<u>Formatting Tables:</u> Performing simple tabulation with a maximum of three columns, main headings, secondary headings, columns and footnotes; alignment of figures
11		<u>Formatting Tables:</u> Aligning copy, abbreviations and measurements
12		<u>Editing</u> rearranging materials and correction of errors
		<u>TERM 3</u>
1		<u>Editing (cont.):</u> correcting typographical and, grammas and spelling errors.
2		<u>Enumeration:</u> use windings to construct decimal notations in a document; use capital letters to construct roman numerals.
3		Writing announcements, menus and recipes
4		Construction of poems and advertisements
5		Revision for examinations
6		Revision for examinations
7		Revision for examinations
8		EXAMINATIONS
9		EXAMINATIONS
10		Review of Examinations
11		Teachers Only