

Essay Writing in Microsoft Word

Grade Level: 2

Overview	The purpose of this lesson is to teach the value of technology, specifically Microsoft Word, while expanding their writing skills. Students will draft an essay on paper and then proceed to type their paper in Microsoft Word. The essay will be printed out and graded.
Objective	Given a writing prompt and Microsoft Word, the students will type their descriptive essays, correcting fulfilling the requirements with 100% accuracy.
Standard	<p>English 2.5.2 Write a brief description of a familiar object, person, place, or event that:</p> <ul style="list-style-type: none"> • develops a main idea. • uses details to support the main idea. <p>English 2.5.5 Use descriptive words when writing.</p>
Materials	The students will need a computer with Microsoft Word, a pencil, a piece of paper, and the writing prompt.
Procedure	<p>Give each student a paper with the following prompt:</p> <ol style="list-style-type: none"> 1. On a piece of paper write about your favorite holiday. Be sure to be very descriptive about why this holiday is your favorite. Answering the following questions may help you: Do you enjoy the food? Do you enjoy this holiday because your family gets together to celebrate? Do you enjoy the colorful decorations for this holiday? <p>Be sure to include all of the sense (touch, see, smell, hear, and taste). Edit your essay. The next step is to type the completed work.</p> <ol style="list-style-type: none"> 2. Using the link below, create a typed and printed document to turn in as your completed essay. Link: http://www.screentoaster.com/watch/stV0pcQ0JIR1xbQlpVW15eU1NU/microsoft_word
Evaluation	<p>After drafting their essay on paper and watching the video, the students should be able to finish this assignment without difficulty They should complete the procedures with 100% accuracy.</p> <p>They will be graded on the following: Grammar and Sentence Structure= 10 points Descriptive Essay= 10 points Completion of Excel chart= 10 points</p>