

Lesson 5

Typing Sentences

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Computer Objective: Learners will be comfortable with the shift keys, space bar and punctuation keys.

Literacy Objective: Learners will practice English punctuation rules.

Materials: A word processing program and one group of sentences from Lesson 5 – Handout 1

Introduction: The shift keys pose a particular problem for many learners. They often release the shift too quickly, which causes frustration. Learners also need practice with the space bar before they can use it effectively with the thumbs.

Procedure: Have the learners save a new Microsoft Word document. Give them one group of sentences, according to their level. Instruct them to type the sentences, adding capital letters where necessary, and putting in the proper punctuation. For higher levels, use the second group of sentences and ask them to add the spaces as well.

Lesson Plans

for the Literacy Lab

Lesson 5 - Handout 1

Typing Sentences

Type the sentences.

Start each sentence with a capital letter.

Finish each sentence with a period (.) or question mark (?)

TYPING SENTENCES A

what are some safe ways to lose weight
crash diets are dangerous and don't work
drink water instead of sugary drinks, like juice and soda
exercise at least 3 to 5 times a week
reduce the size of your meals
do you keep eating after you're full
do you eat when you're upset or bored
eat healthy snacks during the day
don't eat at night while you watch tv
eat a variety of foods every day

Type the sentences below with the correct capitalization, spacing and punctuation.

TYPING SENTENCES B

whataresomesafewaystoloseweight
crashdietsaredangerousanddontwork
drinkwaterinsteadofsugarydrinkslikejuiceandsoda
exercisatleast3to5timesaweek
reducethesizeofyourmeals
doyoukeepeatingafteryourefull
doyoueatwhenyoureupsetorbored
eathealthysnacksduringtheday
donteatatnightwhileyouwatchtv
eatavarietyoffoodseveryday