

## Technology Lesson Plan

**Lesson Created by:** Leanne Kimberlin  
**E-Mail or Contact:** [kimberlinl@wcschools.com](mailto:kimberlinl@wcschools.com)  
**Title of Lesson:** Sun Valley, Inc.  
**Subject:** Keyboarding/Keyboarding Applications  
**Grade(s):** 9-12

### Description of Project or Narrative:

Sun Valley is a travel agent and the students are newly hired travel agents. The students will be required to compose and correctly format a blocked business letter and an information sheet. The information sheet will contain a table of information that students must create based on information they find on a travel web site. The students will use clip art, pictures, color, and a variety of font styles and sizes in designing the information sheet.

This activity is done after students have received training on all requirements of this activity (i.e., business letters, tables, Internet searching, multi-tasking between software programs, copying clip art from the Internet, WordArt, changing text style, color and variety).

The students will use only the computer to do this activity. No other sources will be used.

### Associated Curriculum Standard(s):

#### Keyboarding

- Standard: 1.0** The student will operate and maintain the workstation.  
**Standard 3.0** The student will apply language arts skills to prepare business documents.  
**Standard 5.0** The student will format text.  
**Standard 6.0** The student will key business documents.

#### Keyboarding Applications

- Standard: 1.0** The student will create business documents, applying the appropriate formatting knowledge and skills.  
**Standard 2.0** The student will apply skills in processing business documents using new styles in various formats and lengths.  
**Standard 4.0** The student will apply keying and formatting skills in creating reports and tables in various formats and lengths.

**Standard 5.0** The student will apply concise styles, mailable standards and rules for grammar, spelling and punctuation creating business documents and reports that communicate the intended message.

**Hardware and Software Required:**

Laptop or Desktop Computers  
Internet Access  
Microsoft Word

**Timeline:**

Two 90-minute classes.

This includes taking the first day to discuss the laptops and the activity. Most students used the majority of both classes to do the activity. They enjoyed taking their time to be creative.

**Teacher Preparation:**

Total preparation time for this activity was approximately 15 hours.

**Prerequisite Skills Needed:**

Keying by touch  
Inserting clipart  
Formatting text with color, font styles, font sizes  
Correct formatting of a blocked business letter  
Creating simple tables  
Searching on the Internet (minimal skills required)  
Copying pictures from the Internet (helpful, but not necessary)  
Use of Word Processor – Microsoft Word is being used (minimal skills required)

**Activities and Procedures:**

Sun Valley is a travel agent and the students are newly hired travel agents. The company received a letter from a customer requesting information about a vacation package. The supervisor, Mrs. Kimberlin, has asked the agents to research various beach vacation packages from a travel site on the Internet.

The information must then be formatted into a table on an information sheet. The information sheet must then be designed into an attractive document. To do this, the agents will use color, font styles, font sizes, WordArt, pictures from the Internet, and clip art

Then the agents will create a letterhead and compose a blocked business letter. The letter will be written in response to the customer. The information sheet created will be an attachment to the letter.

The entire project was created on a Web site. Agents follow various links to find examples of all the documents, an assessment rubric, and step-by-step instructions for each portion of the activity.

**Sample(s) of Student Work:**

Please see two examples attached.

**Assessment and Evaluation:**

[Rubric](#) is attached.

**Follow-up Activities:**

Additional sessions will be done on other types of business letters and more complex tables.

A cumulative simulation (requiring knowledge of the same skills) will be done in the near future.

**Other Resources:**

Variety of Internet sites for clip art.