

Business Education Planned Course: College Notetaking

- State Curriculum Standards:
- 1.1.11.F Understand the meaning of and apply key vocabulary across the various subject areas.
 - 1.1.11.H Demonstrate fluency and comprehension in reading.
 - Read familiar materials aloud with accuracy
 - Self-correct mistakes
 - Use appropriate rhythm, flow, meter, pronunciation
 - Read variety of genres/types of text
 - Demonstrate comprehension
 - 1.2.11.A Read and understand essential content of informational texts and documents in all academic areas.
 - 1.5.11.F Edit writing using the conventions of language.
 - Spell all words correctly
 - Use capital letters correctly
 - Punctuate correctly all periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses
 - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, interjections properly
 - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory, imperative)
 - 1.6.11.A Listen to others.
 - Ask clarifying questions
 - Synthesize information, ideas, opinions to determine relevancy
 - Take notes
 - 1.6.11.F Use media for learning purposes: Use various forms of media to elicit information, to make student presentation and to complete class assignments and projects.
 - 13.2.11.A Apply effective speaking and listening skills used in a job interview.

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Unit: **Learn Principals of Construction for Basic Sounds and Abbreviations**

Content Standard: **Use theory presented to write words from dictation.**

Course Content	Student Performance	Resources	Assessments
<p>A. Basic Theory</p> <ul style="list-style-type: none"> • Silent letters • Punctuation • Letter t • Long vowels • Different long vowel • Short vowel in body of a word • Initial short vowel/final short vowel • Sha and Ch • Word ending -ing • Adding s to a word • Personal titles • Names • Th • Salutations/closings • Geographic names <p>B. Abbreviations for Commonly Used Words</p>	<ul style="list-style-type: none"> • Learn basic theory • Recall words and sentences from dictation • Read from their notes with fluency at increasingly faster speeds • Write from dictation at increasingly faster speeds • Apply theory to unfamiliar words 	<ul style="list-style-type: none"> • <u>SuperWrite, Alphabetic Writing System</u>, (South-Western Publishing Co. 2nd edition) • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Dictation tapes • Teacher directed dictation • Teacher prepared transparencies • Teacher prepared PowerPoint presentations 	<ul style="list-style-type: none"> • Writing • Reading • Quizzes • Transcription <p><u>Remediation:</u></p> <ul style="list-style-type: none"> • Reread lists at a faster pace; write words from dictation <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> • Form as many words as possible with the sounds learned

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Course Content	Student Performance	Resources	Assessments
<p>A. Basic Theory</p> <ul style="list-style-type: none"> Word beginning be- Word beginnings in-, en- Word beginning re- Word beginning de- Word ending -tion Word ending ly Word ending -ment Word ending -ble Quantities Sounds oi, oy Word beginnings in-, em- Sound ou Word ending -ity Quantities Capitalization <p>B. Abbreviations for Commonly Used Words</p>	<ul style="list-style-type: none"> Learn basic theory Recall words and sentences from dictation Read from their notes with fluency at increasingly faster speeds Write from dictation at increasingly faster speeds Apply theory to unfamiliar words 	<ul style="list-style-type: none"> <u>SuperWrite, Alphabetic Writing System</u>, (South-Western Publishing Co. 2nd edition). PC computer Software: Office Professional 2003 Hewlett Packard Laser Printer Dictation tapes Teacher directed dictation Teacher prepared transparencies Teacher prepared PowerPoint presentations 	<ul style="list-style-type: none"> Writing Reading Quizzes Transcription <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Continually drill sounds and words through repetitious reading and writing <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Use new sounds learned to write sentences on related business topics

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Course Content	Student Performance	Resources	Assessments
<p>A. Basic Theory</p> <ul style="list-style-type: none"> Word beginnings for-, fore-, fur- Word ending -ful Word beginnings inter-, enter- Word beginning un- Word beginning pre-, pro- Word beginning ex- Word beginning over- Word beginning trans- <p>B. Abbreviations for Commonly Used Words</p>	<ul style="list-style-type: none"> Learn basic theory, recall words and sentences from dictation Read from their notes with fluency at increasingly faster speeds Write from dictation at increasingly faster speeds Apply theory to unfamiliar words Accurately read from dictated notes 	<ul style="list-style-type: none"> <u>SuperWrite, Alphabetic Writing System</u>, (South-Western Publishing Co. 2nd edition. PC computer Software: Office Professional 2003 Hewlett Packard Laser Printer Dictation tapes Teacher directed dictation Teacher prepared transparencies Teacher prepared PowerPoint presentations 	<ul style="list-style-type: none"> Writing Reading Quizzes Dictation/transcription <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread documents striving for familiarity and quicker recall of theory <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Games such as “Bingo,” to stretch the application of theory to a wider range of words

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Course Content	Student Performance	Resources	Assessments
<p>A. Basic Theory</p> <ul style="list-style-type: none"> Word beginning <i>under</i> Word endings <i>-ple, -pal</i> Prefix before a short vowel Suffix after a short vowel Word endings <i>-ious, -eous, -ous, -us</i> Sound <i>mem</i> Days of the week Months of the year Short <i>I</i> followed by a vowel <p>B. Abbreviations for Commonly Used Words</p>	<ul style="list-style-type: none"> Learn basic theory Recall words and sentences from dictation Read from their notes with fluency at increasingly faster speeds Write from dictation at increasingly faster speeds Apply theory to unfamiliar words Accurately read from dictated notes Transcribe notes into longhand copy 	<ul style="list-style-type: none"> <u>SuperWrite, Alphabetic Writing System</u>, (South-Western Publishing Co. 2nd edition). PC computer Software: Office Professional 2003 Hewlett Packard Laser Printer Dictation tapes Teacher directed dictation Teacher prepared transparencies Teacher prepared PowerPoint presentations 	<ul style="list-style-type: none"> Writing Reading Quizzes Dictation/transcription <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Practice dictation in spurts at faster speeds to increase sustained dictation ability <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Contests on “reading rates” to encourage speed reading

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Unit: **Learn Transcription Skills while Continuing Speed Development**

Content Standard: **Use appropriate keyboarding style, punctuation, spelling, and vocabulary when transcribing from notes.**

Course Content	Student Performance	Resources	Assessments
A. Business Letter Format <ul style="list-style-type: none"> Letterhead Margins Punctuation Date Address Salutation Body Complimentary close/signature lines Reference initials Enclosure notation 	<ul style="list-style-type: none"> Review theory Recall, and write words and sentences from dictation Read from their notes with fluency at increasingly faster speeds Write from dictation at increasingly faster speeds Apply theory to unfamiliar words 	<ul style="list-style-type: none"> <u>SuperWrite, Alphabetic Writing System</u>, (South-Western Publishing Co. 2nd edition). PC computer Software: Office Professional 2003 Hewlett Packard Laser Printer Dictation tapes Teacher directed dictation Teacher prepared transparencies Teacher prepared PowerPoint presentations 	<ul style="list-style-type: none"> Writing Reading Quizzes Dictation/transcription <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Additional examples of rules relating to letter format, number expression, and punctuation <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Students compose sentences applying number expression and punctuation rules learned
B. Number Expression <ul style="list-style-type: none"> Addresses Sentences Words or figures Dates/times Amounts of money 	<ul style="list-style-type: none"> Accurately read from dictated notes Transcribe notes into longhand copy according to learned formatting guidelines 		
C. Sentence Punctuation <ul style="list-style-type: none"> Compound sentences Geographical expressions Dates Series Extra/vital information 	<ul style="list-style-type: none"> Students will apply number expression rules when transcribing notes 		
D. Spelling/Vocabulary <ul style="list-style-type: none"> Words causing spelling difficulties Commonly 	<ul style="list-style-type: none"> Students will punctuate sentences correctly 		

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used/frequently misspelled			
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Unit: **Learn Transcription Skills while Continuing Speed Development**

Content Standard: **Use appropriate keyboarding style, punctuation, spelling, and vocabulary when transcribing from notes.**

Course Content	Student Performance	Resources	Assessments
<p>A. Capitalization Rules</p> <ul style="list-style-type: none"> Business organizations and institutions Professional titles <p>B. Vocabulary Terms</p> <ul style="list-style-type: none"> Words commonly used Words frequently misspelled <p>C. Keyboarding Style</p> <ul style="list-style-type: none"> Copy notation Subject line Attention line <p>D. Envelope Formatting</p> <ul style="list-style-type: none"> Return address Recipient's name/address Notations USPS style 	<ul style="list-style-type: none"> Review theory Recall, and write words and sentences from dictation Read from their notes with fluency at increasingly faster speeds Write from dictation at increasingly faster speeds Apply theory to unfamiliar words Accurately read from dictated notes Transcribe notes into longhand copy according to learned formatting guidelines Apply capitalization rules when transcribing notes Key envelopes according to formatting guidelines 	<ul style="list-style-type: none"> <u>SuperWrite, Alphabetic Writing System</u>, (South-Western Publishing Co. 2nd edition. PC computer Software: Office Professional 2003 Hewlett Packard Laser Printer Dictation tapes Teacher directed dictation Teacher prepared transparencies Teacher prepared PowerPoint presentations 	<ul style="list-style-type: none"> Writing Reading Quizzes Dictation/transcription <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Review capitalization rules using different examples; drill spelling terms <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Compose and transcribe a document in correct letter style from student's own notes

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	<ul style="list-style-type: none">• Punctuate sentences correctly		
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Unit: **Perfect Transcription Skills while Continuing Speed Development**

Content Standard: **Use appropriate memo style, punctuation, spelling, and vocabulary when transcribing from notes.**

Course Content	Student Performance	Resources	Assessments
<p>A. Memorandum Format</p> <ul style="list-style-type: none"> Memorandum parts Correct internal spacing Purpose/use of memorandums <p>B. Vocabulary Terms</p> <ul style="list-style-type: none"> Words commonly used Words frequently misspelled Terms to help understand documents in lessons <p>C. Punctuation Rules</p> <ul style="list-style-type: none"> Requests phrased as questions Semi-colon with independent clauses and no conjunction Coordinate adjectives Compound adjectives 	<ul style="list-style-type: none"> Review theory Recall, and write words and sentences from dictation Read from their notes with fluency at increasingly faster speeds Write from dictation at increasingly faster speeds Apply theory to unfamiliar words Use vocabulary terms in original sentences to demonstrate their understanding of the terms Transcribe notes according to learned formatting guidelines Apply punctuation rules when transcribing Key memorandums according to formatting guidelines 	<ul style="list-style-type: none"> <u>SuperWrite, Alphabetic Writing System</u>, (South-Western Publishing Co. 2nd edition. PC computer Software: Office Professional 2003 Hewlett Packard Laser Printer Dictation tapes Teacher directed dictation Teacher prepared transparencies Teacher prepared PowerPoint presentations 	<ul style="list-style-type: none"> Writing Reading Quizzes Dictation/transcription <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Re-teach complicated material <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Compositions incorporating punctuation reasons learned

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Unit: **Perfect Transcription Skills while Continuing Speed Development**

Content Standard: **Use appropriate report format, punctuation, spelling, and vocabulary when transcribing from notes.**

Course Content	Student Performance	Resources	Assessments
<p>A. Report Format</p> <ul style="list-style-type: none"> • Margins and spacing • Main and subtitles • Subsequent pages • Correct internal spacing • Purpose/use of reports <p>B. Vocabulary Terms</p> <ul style="list-style-type: none"> • Words commonly used • Words frequently misspelled • Terms to help understand documents in lessons <p>C. Punctuation Rules</p> <ul style="list-style-type: none"> • Titles of publications • Citations • References 	<ul style="list-style-type: none"> • Review theory • Recall, and write words and sentences from dictation • Read from their notes with fluency at increasingly faster speeds • Write from dictation at increasingly faster speeds • Apply theory to unfamiliar words • Use vocabulary terms in original sentences to demonstrate their understanding of the terms • Transcribe notes according to learned formatting guidelines • Apply punctuation rules when transcribing • Key reports and reference pages according to formatting guidelines 	<ul style="list-style-type: none"> • <u>SuperWrite, Alphabetic Writing System</u>, (South-Western Publishing Co. 2nd edition. • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Dictation tapes • Teacher directed dictation • Teacher prepared transparencies • Teacher prepared PowerPoint presentations 	<ul style="list-style-type: none"> • Writing • Reading • Quizzes • Dictation/transcription <p><u>Remediation:</u></p> <ul style="list-style-type: none"> • Re-teach complicated material <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> • Compositions incorporating punctuation reasons learned

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