

COURSE: Digital Communication Systems

UNIT: C Fundamental Word Processing

COMPETENCY: 005 Create business and employability documents using traditional and alternative input devices.

OBJECTIVE: 005.08 Input other business documents in acceptable format.

ACTIVITIES	RESOURCES
<p>Teacher Tip Discuss the difference between horizontal and vertical centering, page orientation, and discuss the vocabulary.</p>	<p>Handout C508-01 Vocabulary</p>
<p>Teacher Tip Show an example of an invitation. Introduce some of the basics of desktop publishing/design that are illustrated by the model. For example: font, pitch, text enhancements (bold, italics, etc.), arrangement of text on page and the placement of clip art design. Reader proximity should also be considered (example: An invitation has close reader proximity, whereas a yard sale flyer attached to a street post will probably be viewed from a greater distance, possibly even from an automobile.) The extent of this introduction depends somewhat upon your software capability.</p>	<p>Handout C508-02 Handout C508-03 Handout C508-04 Handout C508-05 Formatting Invitations and Announcements</p>
<p>Activity Students will use textbook to format an invitation or announcement and add theme appropriate clip art to enhance the document.</p>	<p>Textbook Handout C508-13 Resources</p>
<p>Activity Students will create and design their own invitation or announcement using clip art.</p>	
<p>Activity Students will create a one-page flyer.</p>	<p>Textbook Handout C508-13 Resources</p>
<p>Activity Students will create and design their own one-page flyer or announcement.</p>	
<p>Teacher Tip Discuss minutes, agendas, and itineraries.</p>	<p>Handout C508-06 Minutes, Agendas, and Itineraries</p>

ACTIVITIES		RESOURCES
Teacher Tip	Discuss keying minutes in acceptable format.	Handout C508-07 Handout C508-08 Keying Minutes and Example
Teacher Tip	Discuss keying agendas in acceptable format.	Handout C508-09 Handout C508-10 Keying Agendas and Example
Teacher Tip	Discuss keying itineraries in acceptable format.	Handout C508-11 Handout C508-12 Keying Itineraries and Example
Activity	Practice keying minutes, agendas, and itineraries.	Textbook Handout C508-13 Resources

Fundamental Word Processing

Create business and employability documents using traditional and alternative input devices.

Vocabulary

Agenda — Includes the order of topics to be covered at a meeting and the individuals responsible for each topic.

Announcement — A document created to inform individuals of an event or occasion. No response is usually required. Usually sent to individuals within a targeted interest group.

Enhancements — Visual additions to attract a reader's attention to specific text.

Flyer — A document created to inform individuals of an event or occasion. No response is usually required. Can be sent to a targeted interest group, but may also be posted for the general public to view.

Invitation — A document sent to specified individuals in order to inform them and request their presence at an event or occasion. A response (reply) to the invitation is often required to indicate whether or not the individual will attend.

Itinerary — A list which includes the dates, times, schedules, lodging, and method of travel to be used on a trip.

Minutes — A summary of the events and business conducted during a meeting. **Minutes** are the official record of a meeting and are kept by the secretary of an organization.

Orientation — The determination of how material is arranged on a page in either portrait or landscape style. On an 8 ½" x 11" size paper, portrait orientation has the short side of the paper at the top; landscape has the long side of the paper at the top.

Example of Invitation

You are cordially invited to

A Retirement Luncheon

In honor of

LATOYA McPHERSON

On Friday, August 4

At 12 noon

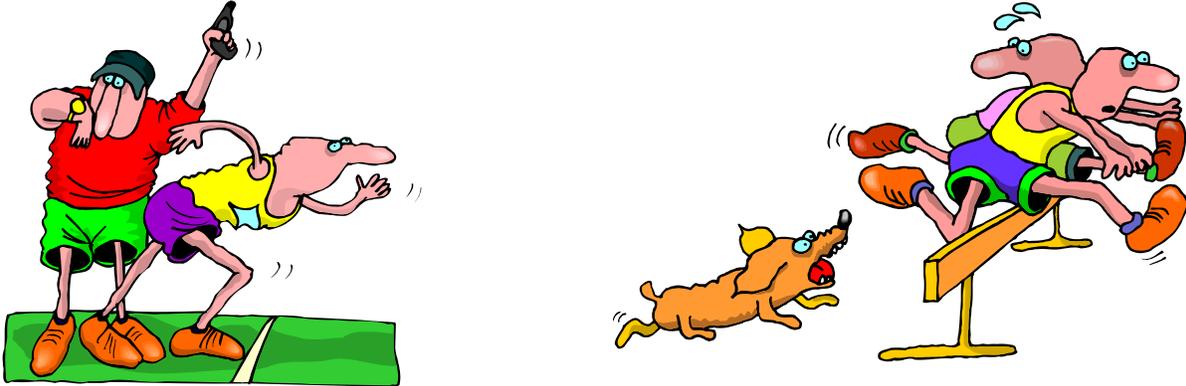
At The Career Center



Cost of the luncheon is \$15 per person
(which includes a gift contribution)

RSVP by July 21
To Ann Brooks at 282-4700.

Example of Announcement



There will be a special event that will be held at

Cummings High School

Event: Track Meet

Time: 9:00 a.m. Until

Place: Cummings Football Stadium

Date: May 1, 2004

There will be fun and games for everyone in the family. There will also be food to enjoy.

**For more information, please contact Bob Hope at
1-800-555-4200.**

Example of Announcement



YARD SALE

Clothes, Shoes, Jewelry,
Toys, and more!!!!

10:00 a.m.-4:00 p.m.
Marshville Park
Saturday, September 29, 2004



Example of Announcement

(This is ideally suited for landscape format)

Event: Football Game

Place: Eastern High School

When: October 26, 200-

Time: 7:00 p.m.

