

## K - Lesson 13

### Writing words and sentences from a hand written draft

1. Have students place their hand-written drafts in front of them in a location you designate (between monitor and keyboard, clipped to an easel made from pencil boxes, to the right of the computer, etc...). Doing this helps to minimize student eye movement, paper-holding, etc...
2. Remind students how to open their word processor (MS Word™, AppleWorks™, Pages™). Walk them through, offering clues, the steps to setting up a page with text size 24, double-spaced.
3. Direct students to type their name with appropriate capital letters at the top of the page.
4. Remind students about capital letters in their sentences, and especially about proper spacing between words. Students at this age often will try to put 2 or even 3 spaces between words. Make sure they only use one space! Model that **First Last** name should be typed on the top line of the document in the upper left-hand corner, and that they will always do this first when they are typing stories. Next, show students that the **return key** should be used to force MS Word™ to go down to the next line. Then model what sentences should look like by creating sample sentences, and how to correct mistakes as students notice them. Remind students that as they near the end of a line as they are writing their sentences, the computer will move the words down to the next line automatically.
5. Let students know that it is okay for them to assist their neighbor quietly as they work. Allow students to begin working. 5-10 minutes before the end of the period, be sure to stop, to walk through the saving process, prompting students to ask what they should do next as they go. They can complete their work and print it, if appropriate in the next lesson.