Weekly assignment:

1. Keyboarding: Keyboarding (typing) is an important skill for your future. We will be working on increasing your keyboarding efficiency in this class.
   1. Every Day: practice keying without looking at your keyboard for 15 minutes.
   2. Every Monday:
      1. Take your keyboarding test! Go to the [Keyboarding Website](http://www.freetypinggame.net/free-typing-test.asp). Click the “Free Typing Tests” link shown below:
      2. Choose a Lesson.
      3. Choose a Time of 3 minutes.
      4. At the end of 3 minutes it will display your words per minute. Record your wpm in your Excel Spreadsheet.
2. Blog Entries: (Use proper grammar, spelling, and punctuation!)
   1. Watch: [Perspectives on Social Media](https://www.youtube.com/watch?v=8MHSWYonhgY)  Type these questions and answer them in a blog post. (Be sure to use proper grammar and complete sentences.)
      1. A girl in the video talks about texting and says she probably texts more than 400 times per day. What would be different about your life if there were no such thing as texting?
      2. What do you think of the idea that “online people are completely different people”? Do you care about staying true to yourself online?
      3. For you, what is the difference between “sharing” and “oversharing” online?
   2. Watch: [Abba's Story](https://www.youtube.com/watch?v=HJ3qdP7tkOU)  Type these questions and answer them in a blog post. (Be sure to use proper grammar and complete sentences.)
      1. Abba says a lot of colleges search for applicants on Facebook. Do you think this is fair? If a college looked at your Facebook page right now, would your digital footprint be more likely to help or hurt you?
      2. What kinds of positive interests or activities do you share online? How could you make your digital footprint even more positive?
      3. Abba talks about a “digital footprint,” which refers to all the information about a person that can be found online. What can you do if someone else puts up a picture of you or a post about you that you don’t want as part of your digital footprint?
      4. Abba describes some pictures that some kids don’t consider “bad” because everyone in their peer groups are posting similar ones. But outsiders might see the pictures and think differently. Does this ring true for your experiences?

Bookwork

3. Complete all activities on page 137. This type of letter uses **open** punctuation.

1. Warmup
2. 37B Follow directions carefully!
3. 37C Create this letter using the same formatting you used for 37B.

4. Complete activity 38b on page 140. This type of letter uses **mixed** punctuation.

Save all files to your Google Drive Folder!