| **Lesson Guide** |
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| **Date:** | **Topic: Vocational** |
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| **Lesson:** |
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| Filing |
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| **Materials:** |
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| File CabinetFoldersABC chart |
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| **Learning Objectives:** |
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| * Students will alphabetize
* Students will file papers
* Students will complete assigned task
* Students will identify letters/Match letters
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| **Structure/Activity:** |
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| 1. Students will be introduced to filing papers alphabetically (demonstration\_
2. Students will be given papers/folders to file
3. Students will file alphabetically (ABC chart can be used)
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| **Assessment:** |
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| Filing Assessment |
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