| **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 Cabinet  Folders  ABC 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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