

| 3rd Grade Written-Language Production Standards Shading indicates standards for instruction each quarter | 1st Q | 2nd Q | 3rd Q | 4th Q |
|---|-------|-------|-------|-------|
| Handwriting Standards | | | | |
| Form and Production | | | | |
| HW.3.2 Produce words, sentences, and paragraphs with proper proportion, size, and spacing on lined paper using manuscript writing. | | | | |
| HW.3.3. Form legible letters and numerals using cursive writing. | | | | |
| <i>a. Form individual uppercase and lowercase cursive letters and numerals with acceptable legibility.</i> | Lower | Upper | Upper | |
| <i>b. Form cursive words using correct spacing between letters and proportional letter sizes.</i> | | | | |
| <i>c. Form sentences using cursive handwriting with correct spacing between words and with punctuation.</i> | | | | |
| <i>d. Form cursive paragraphs using proper indentation and margins.</i> | | | | |
| <i>e. Self-assess cursive legibility using model letters and words.</i> | | | | |
| Writing Application | | | | |
| HW.3.4 Know and apply grade-level handwriting skills. | | | | |
| <i>a. Understand when cursive and manuscript may be used and choose appropriately for the task and audience.</i> | | | | |

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| Keyboarding Standards | | | | |
| Production | | | | |
| KB.3.1 Use a keyboard to create electronic documents. | | | | |
| <i>a. Consistently use the home keys (A, S, D, F, J, K, L, ;).</i> | | | | |
| <i>b. Type words and sentences with punctuation.</i> | | | | |
| <i>c. Use the Enter key to create new paragraphs.</i> | | | | |
| <i>d. Use the Backspace and Delete keys to remove text.</i> | | | | |
| KB.3.2 Demonstrate an understanding of proper spacing in electronic text. | | | | |
| <i>a. Enter one space between words and after punctuation marks.</i> | | | | |
| Word Processing | | | | |
| KB.3.3 Know and apply grade-level keyboarding skills to create documents | | | | |
| <i>a. Type most high-frequency words (the, I, and, etc.) and first and last name without looking at keyboard.</i> | | | | |
| <i>b. Increase the proportion of time looking away from the keyboard.</i> | | | | |
| <i>c. Know and apply grade-level skills with other devices (e.g., use a mouse to highlight portions of text, use right-click to access alternative menus.)</i> | | | | |
| KB.4.4 Demonstrate beginning knowledge of word processing skills to produce written text. | | | | |
| <i>a. Create a new file.</i> | | | | |
| <i>b. Understand how a computer stores files, and save a file to the correct location.</i> | | | | |
| <i>c. Retrieve a saved file.</i> | | | | |
| <i>d. Experiment with basic text formatting tools to change font, size, color, and style (bold, italic, underline), using both menus and key commands.</i> | | | | |
| <i>e. Insert an image into text.</i> | | | | |