

4th Grade	1st Q	2nd Q	3rd Q	4th Q
Written-Language Production Standards				
Shading indicates standards for instruction each quarter				
Handwriting Standards				
Form and Production				
HW.4.2 Maintain legibility in manuscript writing.				
HW.4.3 Form legible letters and numerals using cursive writing.				
<i>a. Write words, using proper joinings, legibly in cursive.</i>				
<i>b. Legibly write sentences and paragraphs in cursive with proper spacing.</i>				
Writing Application				
HW.4.4 Know and apply grade-level handwriting skills.				
<i>a. Choose handwriting or keyboarding as appropriate for the task and audience.</i>				

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Keyboarding Standards				
Production				
KB.4.1 Use a keyboard to create written documents.				
<i>a. Consistently use the home keys.</i>				
<i>b. Consistently type words and sentences with punctuation without looking at the keyboard.</i>				
<i>c. Type special characters (\$, #, *, etc.) as needed with proper finger strokes, including little finger on the Shift key.</i>				
KB.4.2 Demonstrate an understanding of proper spacing in electronic text.				
<i>a. Use the spacebar and Tab key as appropriate for the deliberate spacing of typed text.</i>				
<i>b. Recognize the space differences (kerning) between common typefaces (e.g., Arial versus Times New Roman).</i>				
Word Processing				
KB.4.3 Know and apply grade-level keyboarding skills				
<i>a. Use keyboarding skills for a variety of class work.</i>				
<i>b. Type at least one page in a single setting.</i>				
KB.4.4 Demonstrate beginning knowledge of word processing skills to produce written text.				
<i>a. Transfer hand-written work into a typed document.</i>				
<i>b. Use menu and ruler formatting tools to change margins.</i>				
<i>c. Use menu-driven commands to change paragraph settings (justification, indentation, line spacing).</i>				
<i>d. Use Spell Check and Thesaurus in electronic documents.</i>				