

<b>4th Grade</b> <b>Written-Language Production Standards</b> Shading indicates standards for instruction each quarter		1st Q	2nd Q	3rd Q	4th Q
<b>Handwriting Standards</b>					
<b>Form and Production</b>					
<b>HW.4.2</b> Maintain legibility in manuscript writing.					
<b>HW.4.3</b> 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>					
<b>Writing Application</b>					
<b>HW.4.4</b> 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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<b>Keyboarding Standards</b>					
<b>Production</b>					
<b>KB.4.1 Use a keyboard to create written documents.</b>					
<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>					
<b>KB.4.2 Demonstrate an understanding of proper spacing in electronic text.</b>					
<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>					
<b>Word Processing</b>					
<b>KB.4.3 Know and apply grade-level keyboarding skills</b>					
<i>a. Use keyboarding skills for a variety of class work.</i>					
<i>b. Type at least one page in a single setting.</i>					
<b>KB.4.4 Demonstrate beginning knowledge of word processing skills to produce written text.</b>					
<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>					