Transition	Teacher Observation and Questioning	Teacher Observation and Questioning	Teacher Observation and Questioning	Teacher Observation and Questioning	Teacher Observation and Questioning
Independent Practice	Schoology Assignment: Study Guide for Office Safety Test	Schoology Assignment: Study Guide for Office Safety Test	Schoology Assignment: Study Guide for Office Safety Test	Schoology Assignment: Unit 1: Workplace Safety	Schoology Assignment: Unit 2: Email Read Understanding Email (Outlook); Complete Quick Check quiz about Email (Schoology)
Closure	Review Office Safety Notes	Review Office Safety Notes	Review Office Safety Notes	Submit CFU (check for understanding) Quick Check Quiz	Submit CFU (check for understanding) Create and send completed email.
How Will You Check for Understanding Throughout the Lesson?	Teacher Observation Questioning - Random calling students	Teacher Observation Questioning - Random calling students	Teacher Observation Questioning - Random calling students	Teacher Observation Questioning - Random calling students	Teacher Observation Questioning - Random calling students
Homework/ Upcoming Assessments					