

Keep a Calendar

Skills: Open and close a Word document, move within a document using the mouse or keyboard

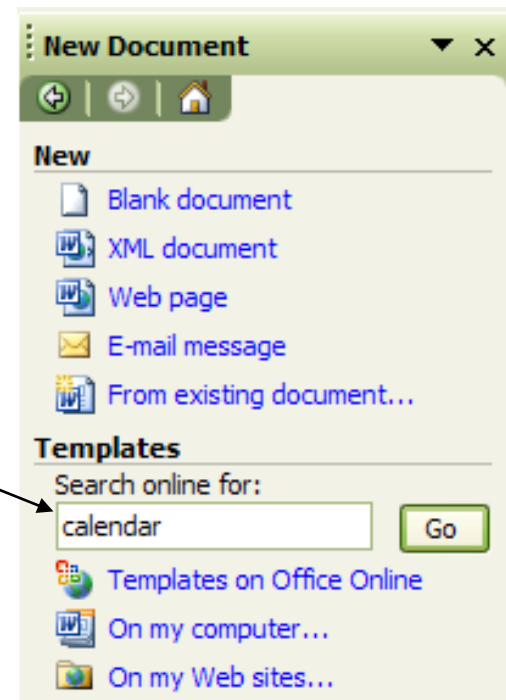
Materials: Microsoft Word, a way to save work (flash drive, hard drive, or disk), Internet access

Activity 1: Make a calendar to record your work plan and learning goals.

1. Download a calendar.
Open Microsoft Word.
2. Go to **File/New**.
3. Type “Calendar” in the box.
You will get a list of choices.

Note to Instructors

You may want to download a calendar to use in advance. To do this, follow the first 4 steps of the activity.



Keep a Calendar

4. Choose **Monthly** and **Weekly Planning Calendar**.
5. Click **Download**.
6. Enter your work and goals on your calendar.

You can type in the calendar boxes by putting your mouse on the day and clicking.

When your cursor is in the right box, you can type in the box. You can also use the **Tab** key to move from one box to the next.

JULY						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Write a letter	4	5	6	7
		DONE				
8 Read 10 pages	9	10	11 Meet with tutor 3 pm	12	13	14

Download-

To save something on your computer from another computer.

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7. Check your calendar before your next meeting with your tutor.

Do you have anything to add? If you have finished a piece of work, write **DONE** in the calendar box.

Activity 2: Use a calendar to keep track of when you speak English.

Each time you speak English, write on your calendar where you were, who you talked to, or what the conversation was about.

