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| Last Name: | | | Letter Grade: | Number Grade: |
| First Name: | | | | |
| Course: | Section: | | Comprehensive Learning Project | Instructor Comment: |
| Date Assigned: | | | | GDP #47 Grade:_____ |
| Due Date: | | | | GDP #48 Grade:_____ |
| | | | | GDP #49 Grade:_____ |

COMPREHENSIVE LEARNING PROJECT LESSON 47, 48, & 49

Lesson 47 Reports in APA Style

Goals

- Demonstrate improved speed and accuracy while typing by touch.
- Demonstrate acceptable language arts skills in expressing numbers.
- Correctly use Word's header feature.
- Correctly format a report in APA style with author/year citations.

Complete each lesson in GDP. Type the requested sections into the boxes provided for each lesson EXACTLY as it appears unless directly otherwise. Pay attention to formatting. For lessons that require a Word document, attached.

47A. WARMUP

His graceful bisque vases whizzed past in my taxi--no joke!
 exceed kimono ads mop geared opinion cast onion weave
 plump
 Guthrie may clench his hand when they chant the old anthem.

47B. MAP+: ALPHABET

Follow the GDP software directions for this exercise to improve keystroking speed.
 Once this lesson is complete in GDP, you are finished with this portion.

47C. PROGRESSIVE PRACTICE: ALPHABET

Follow the GDP software directions for this exercise to improve keystroking speed.
 Once this lesson is complete in GDP, you are finished with this portion.

47D. NUMBER EXPRESSION: Edit each sentence to correct errors.

On the 3d of June, when she turns 60, 2 of her annuities will have earned an average of 10 3/4 percent.

All seven investors were interested in buying 14 condos if they were located within fifteen miles of one another.

The credit fee is fifteen dollars, and the interest is set at 8 percent; escrow will close on March 23rd before five p.m.

The parcel weighed two pounds.

She also mailed three large packages and twelve small packages on June 4.

They paid 2.5 points on the loan amount.

47E. PRACTICE: REPORTS IN APA STYLE**47F. AUTHOR/YEAR CITATIONS****47G. WORD PROCESSING: HEADERS**

Follow the directions to complete Lesson 47E, 47F, and 47G in your Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition, pg. 174 – 176. Once completed with the lesson, print and attach to this document(s).

Documents Attached: ___ YES ___ NO

Lesson 48 Reports in MLA Style**Goals**

- Type at least 38wpm/3'/3e.
- Correctly format a report in MLA.

48A. WARMUP

Meghan deftly picked valuable jewels, like onyx and quartz.
web wet were where we elbow wed dew wide ewe wee
wade endow
Maud may signal her skepticism by her amendment to the
bid.

48B. PACED PRACTICE: Follow the GDP software directions for this exercise to improve keystroke speed and accuracy.

48C. 3-MINUTE TIMED WRITING: Type the following passage TWO times in the boxes provided. 1 time in each box.

Some of us like to use the Internet for shopping. With just a simple click of the mouse, you can shop for almost any type of product. You can purchase books, cars, food, games, toys, zippers, boxes, and even golf clubs by using the computer to shop online. The advantages of using the Web to shop with such ease are many.

First, you can shop from any place that has some access to the Internet. Second, you can compare all prices with other places before you make any purchase. Third, you can have your purchases shipped directly to you. All the savings mount quickly.

48C. 3-MINUTE TIMED WRITING (cont.): Take TWO 3-minute timed writings. Record your results.**Goal: 38wpm/3e**

| | | | |
|-----|----|-----|----|
| wpm | /e | wpm | /e |
|-----|----|-----|----|

| | | |
|---------|-----|----|
| Average | wpm | /e |
|---------|-----|----|

| | | | |
|-----|----|-----|----|
| wpm | /e | wpm | /e |
|-----|----|-----|----|

| | | |
|---------|-----|----|
| Average | wpm | /e |
|---------|-----|----|

48D. REPORTS IN MLA STYLE

Follow the directions to complete Lesson 48D in your Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition, pg. 178 – 179. Once completed with the lesson, print and attach to this document(s).

Documents Attached: ___ YES ___ NO

Lesson 49 Report Citations**Goals**

- Demonstrate improved speed and accuracy while typing by touch.
- Demonstrate acceptable language arts skills in spelling.
- Correctly use Word's hanging indent and AutoCorrect features.
- Correctly format a bibliography, a reference page in APA, and a works-cited page in MLA style.
- Demonstrate acceptable language arts skills in spelling.
- Correctly use Word's hanging indent and AutoCorrect features.
- Correctly format a bibliography, a reference page in APA, and a works-cited page in MLA style.

49A. WARMUP

The jinxed wizards plucked the ivy stem from the big quilt.
 es ekes yes espy ewes less desires ewes exes eyes fees mess
 Pamela may use a kayak and map to come to the old city
 dam.

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49B. PACED PRACTICE: Follow the GDP software directions for this exercise to improve keystroke speed and accuracy.

49C. PRETEST: Alternate- and One-Hand Words

The chair of the trade committee served notice that
 the endowment grant exceeded the budget. A million
 dollars was the exact amount. The greater part might be
 deferred.

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49D. PRACTICE: Alternate-Hand Keys

amendment turndown visible suspend visual height signs
 maps
 authentic clemency dormant figment island emblem usual
 snap
 shamrocks blandish problem penalty profit thrown chair
 form

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49E. PRACTICE: One-Hand Words

pumpkin eastward plumply barrage poplin greater holly
 trade
 manikin cassette opinion seaweed kimono created union
 exact
 minimum attracts million reserve unhook scatter plump
 defer

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49F. Alternate- and One-Hand Words: Take TWO 1-minute timed writings of 49C. Record your results below.

Goal: 38wpm/3e

| | |
|--------|--------|
| wpm /e | wpm /e |
|--------|--------|

| | | |
|---------|-----|----|
| Average | wpm | /e |
|---------|-----|----|

| | |
|--------|--------|
| wpm /e | wpm /e |
|--------|--------|

| | | |
|---------|-----|----|
| Average | wpm | /e |
|---------|-----|----|

49G. SPELLING: Type the following passage TWO times in the boxes provided. 1 time in each box. Pay attention to formatting and spelling. Correct any errors.

per other receipt present provided commission international service position questions following industrial maintenance
 well absence support proposal mortgage corporate management upon balance approval experience facilities
 recommendations paid because premium procedure addition directors currently

The international comission provided a list of proceedures. That industrial maintainance proposal is curently in place.

The directers and management supported the recomendations. Those present raised a question about a corporate
 morgage. Six of the folowing persons have now given their aproval. In edition, Kris has other experience at the facilities.

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49H. BIBLIOGRAPHIES**49I. REFERENCE LIST PAGES IN APA STYLE****49J. WORKS-CITED PAGES IN MLA STYLE****49K. WORD PROCESSING: INDENTATION—HANGING AND AUTOCORRECT—HYPERLINK**

Follow the directions to complete Lesson 49H, 49I, 49J, and 49K in your Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition, pg. 181 - 184. Once completed with the lesson, print and attach to this document(s).

Documents Attached: ___ YES ___ NO