

Last Name:		Letter Grade:	Number Grade:
First Name:			
Course:	Section:	Total Hours to Complete	Instructor Comment:
Date Assigned:		Homework:	
Due Date:			

Enrichment: Lesson 12 & 13**Directions: Type the following text two times each.****12A. New Key Reinforcement**

1. Mary's pages 58-85; John's 2,585 sales; 8858 O'Hara Street;
2. Call me at 858-555-8258; I'm in Room 859-B; Al's 58 errors;
3. cont'd on p. 285; 29,858 employees; 825 boys and 589 girls;

4. Pacers' final score of 89-82; May 28, '99; go to Room 2858;
5. Take I-85 to 92-B; Apt. 28-C; I'm 28.5 years old. He's out;
6. A tie score of 58-58; I'm out; the combination is 28-95-85;

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12B. Alphabet Practice

1. A Jack in the Box quickly varied its menu with fudge pizza.
2. Ban all foul toxic smog which can quickly jeopardize lives.
3. Five or six big jet planes zoomed quickly by the old tower.

4. Grumpy wizards made toxic brew for Jack and the evil queen.
5. If fog makes Max shiver, quickly zip down and buy a jacket.
6. Just keep examining every low bid quoted for zinc etchings.

7. Six crazy kings vowed to abolish my quite pitiful projects.
8. The jobs of waxing linoleum frequently peeved chintzy kids.
9. Weekly magazines request help for and by junior executives.

12C. Review: K - O

1. When I was at the gym today, I met Bill Saxon, the
2. former Jets quarterback. Bill is leaving football and needs
3. a job like the one we have open in hazardous control.

4. Folks do not want to live near airports because of
5. the extreme racket of the planes. The roar and whine as a
6. jet zooms by cannot be equaled by ten giant bulldozers.

7. If you accept this job, as we hope, please plan to
8. arrive next week so that we may zero in on those fashion
9. shows we have in Denver, Boston, Raleigh, and Quebec.

10. This is in response to your inquiry about Elizabeth
11. Jones. Ms. Jones worked for us for six years. We were sorry
12. to lose her to a company that gave her a larger salary.

13A. New Key Reinforcement:

1. Jill bought 29 tickets for the 8:25 or 7:45 show on July 5.
2. Maxine called from 777-555-4278 or 777-555-4279 for Martin.
3. Jackson sold 85 tires, 94 air filters, and 247 oil filters.

4. Flight 4789B departed at 8:45 a.m. and arrived at 9:25 p.m.
5. I'm moving from 4529 East Rogers to 4725 East Eaton in May.
6. Only 247 men and 74 women attended the orientation at 8:45.

7. Ty: Flight 982 on the 747 jet departs at 2:45 on August 27.
8. On November 24-27, we were open from 7:45 a.m. to 9:45 p.m.
9. The 89 men then drove 774 miles on Route 47-B and Route 77.

13B. Substitution Errors

1. r-t hurt trot trite Trent treat tutor tort trust rotate try
2. m-n mend mine norm unman many naming morn manual hymn amend
3. o-i void silo olio Ohio into icon coin polio folio boil oil

4. a-s tasks visas sodas seams scans areas bases sales say has
5. s-d suds soda sides sheds dusts dudes dosed desks deeds sad
6. r-e rear refer every erred enter emery elder Erie eerie red

7. v-b visible brave bovine vibe livable above bevy bevel verb
8. w-e endow wade wee ewe wide dew wed elbow we where were wet
9. f-g flags fogs gruff goof gulf golf gift frog flag fang fig

13C. Paragraph Typing

1. The senator quietly voted to legalize marijuana but
2. drew the line at making it easily available to teens. He
3. also voted for new price controls on all foreign exports.

4. The anxious job applicant inquired about the size of
5. the firm's overseas business. He also wanted to know the
6. weekly sales of gas and other petroleum products to China.

7. I jotted down all the questions I wanted to ask the
8. five energy czars the next time I met with them. They were
9. in town for the big expo being held at the city arena.

10. Three weekly magazines requested help for the junior
11. executives in the software industry. By now, they must have
12. received many responses from their readers and subscribers.