Virginia College AOM 1010 Keyboarding

Last Name:			Letter Grade:	Number Grade:
First Name:				
Course:	Section:		Total Hours to	Instructor Comment:
Date Assigned:			Complete	
Due Date:			Homework:	
				1
<b>Enrichment</b>	Lesson 4	Directions: Type th	ne following text two times	each.
4A. New Key Re	inforcement:			
	1.		: ilk ink inn ire iris this	
	2.		Noe Lil Jon Ira Kent John	
	3.	a.k.a. addl. Okla. N.J.	N.H. n.d. intl. asst. Jr.	
	4.	lid ail did fit tin tie	e sin oil irk if it is in I	- -
	<i>5</i> .	Lee Joe Ida Ina Joel Le	eo John Koto Olaf I. N. Jai	-
	6.	anon. et al. i.e. Ill.	Ind. Jan. n.d. No. Ltd. H.	
	7.	idea iris nail dial edi	it into file sink soil hint	
	8.	Jill Lisa Nina Lois Hal	ll Jane Joel Hart Olaf Joan	1
	9.	I. J. K. L. N. O. Joe.	H. Nie; Leo K. Kale; L. J.	
	10.	Keith N. Harris; Irene	I. Olson; Katie O. Hinder;	
	11.		sten N. Jai; Leila N. Jain;	
	12.	Keiko O. Ikeda; Ida H.	Jenkins; Lillie N. Little;	

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4B Short Phrases:		

- that diet soda; an inlaid tile; finish the tasks;
  tried to aid her; a dirt floor; I. I. Johnson Jr.
- 3. initial on the fifth line; it is OK; hire Ida Li;
- 4. a fair deal; a kosher deli; kiss the thin kiddie;
- 5. other ideas; tidied the dens; inside this raisin;
- 6. H. and I. and J. and K. and L. and N. and O.; OK;

## 4C. Sentences:

- 1. Olla needs to freshen the tired look of the nook.
- 2. Keith did not find the softened toast in the tin.
- 3. I think either N.H. or N.J. is OK for the hotels.
- 4. Leo Jones insisted on the three lessons in there.
- 5. Iris Joel had fished here and had liked it a lot.
- 6. Leila sifted and stirred the soil that needed it.
- 7. Lois N. Henderson is a dentist there in Lakeland.
- 8. Ina has to attend the initial session in Oakland.
- 9. Jill had not finished the task so I assisted her.

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## Enrichment: Lesson 5 Directions: Type the following text two times each.

5A.	New	Kev	Rein	forceme	nt:

- 1. bans bar bud rib fib bad bin bat bee job ebb labs
- 2. dub jut run rubs sue but bud ours dud bun fur due
- 3. act can aces cab cat cod cot cad ice con cuts cue
- 4. babe debt bank able book snub blob boat both stab
- 5. euro haul Luke hush loud feud cure sour foul husk
- 6. ache duck cent each Nick cake inch fact lack care
- 7 abode board tribe boast beret burros brake rabbis
- g fruits audit crush abuse routes found ruler adult
- 9. catch crude acute clicks cross check chosen black
- 10 because buck butcher cube curb scuba subject club
- 11. cutback cubic cherub bucket biscuit bounce buckle
- 12. cubicle obscure brunch cubs curable scrub bunches

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5B.	Sh	ort	Ph	ras	es.

- 1. a brisk canter; because of us; a bunch of bananas
- 2. a rude subject; a tribe of Indians; choke a horse
- 3. the color of chalk; adults and children; a cherub
- 4. the noble cause; cost a fortune; a crust of bread
- 5. a unit of blood, a bleak outlook; hurt just a bit
- 6. black belt in karate; blue suede shoes; fur coats

## 5C. Clauses:

- 1. Little obscure cutbacks did not affect their job.
- 2. Her old cubicle is near the corner of the office.
- 3. Jack had a bacon biscuit and cola for his brunch.
- 4. Jed beat the odds because the disease is curable.
- 5. Haul the bucket of nuts and bolts to the shelter.
- 6. Look for the subject of the broken link to arise.
- 7. Just fill in the blank line and send it all back.
- 8. His adobe house near our house has not been sold.
- 9. One black briefcase is on the bureau in the hall.