

19E. New Key Review

The right word* was “parenthesis” instead of “parentheses.”
 “Wow!” Aki said, “That* was an amazing display! Go see it.”
 “Only one* was allowed in,” said Jin. “It was Mr. Mystery.”
 The source* was absolutely reliable! “I agree,” Yaron said.

--

19G. PLACEMENT OF QUOTATION MARKS

“Hi, there,” I said. “My name is Karen, and I am new here.”
 James said, “I’ll mail the check tomorrow”; but he did not.
 Raheem read the article “Will They Succeed on the Economy?”
 Did Anne say, “We won”? I was shocked when Juan said,
 “Me”!

--

19I. TECHNIQUE PRACTICE: TAB KEY

Orr→ Ike→ zoo→ Jon→ apt→ Pat→ ado→ zap→ Ned→ asp→ zag
 Jan→ Lev→ Kit→ Ida→ Joy→ ads→ Joe→ ago→ Ima→ are→ ace
 Mac→ Jim→ ate→ Lou→ Mia→ zed→ add→ Pia→ Moe→ Lot→ Jay
 zip→ Obi→ Mom→ aft→ Job→ age→ Ham→ Ott→ awl→ art→ Hsu

--

19F. MAP+: NUMBERS

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.

19H. PACED PRACTICE

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.

20A. WARMUP

West quickly gave Bert handsome prizes for six juicy plums.
 gilp@comcast.net (11%) Ng & Ma 4/5 No! \$13.86 *Est.
 #20-972
 Rodney may risk half of his profits for the old oak mantel.

--

20B. NUMBER-KEY REVIEW

With 37,548 fans screaming, we won the game 10-9 on May 26. He went to Rome on May 30, 1975, and left on July 24, 1986. Seats 10, 29, 38, 47, and 56 are still unsold for tomorrow. Our store will be open from 7:30 to 9:45 on February 18-26.

The 29 teachers and 754 students arrived at 8:30 on May 16. Call 555-3190 and clarify our \$826.47 charge for equipment. Order No. 3874 for \$165.20 did not arrive until October 19. Al's sales for the last month went from \$35,786 to \$41,290.

20C. PUNCTUATION REVIEW

Stand here. Sit down. Rest a minute. Relax. Breathe deeply. Can it wait? Why not? Can he drive? Where is it? Who knows? No! Stop! Don't look! Watch out! Move it over! Jump! Do it! Inga, Lev, and I worked, rested, and then worked some more.

First, read the directions; next, practice; and then build. Be on call at these times: 9:30, 12:30, 2:30, and 3:30 p.m. It was a once-in-a-lifetime experience for Kay Jones-Lange.

It's Lynn's job to cover Maria's telephone when she's gone. Two-thirds of us and one-fourth of them came on 12/10/2009. I watched "Meet the Mets" and "Yankee Power" on the screen.

--	--

20D. SYMBOL REVIEW

Order 12 items @ \$114, 9 @ \$99, and another 18 items @ \$87. My favorite seats for this year are #92, #83, #74, and #65. She received quotes of \$48, \$52, and \$76 for the old radio. Ramos scored 93% on the test, Sue had 88%, and Al made 84%.

Rudd & Sons bought their ten tickets from Cross & Thompson. The * sign, the asterisk, is used for reference purposes.** The typist is (a) speedy, (b) accurate, and (c) productive.

--

20E. MAP+: SYMBOLS

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.

20F. 12-SECOND SPEED SPRINTS

Kay and she may both visit us in May when they are in town.
She may go with me to the city to visit my son and his pal.
His body of work may charm the guests who visit the chapel.
That new city law may help us to fish for cod on the docks.

