| Last Name: |  | Letter Grade: | Number Grade: |
| :---: | :---: | :---: | :---: |
| Course: | Section: | Time to Complete Lab Assignment: | Instructor Comment: |
| Date Assigned: |  |  |  |
| Due Date: |  |  | GDP Completed: |
|  |  |  | GDP Grade:__-_ |

UNIT M MESSON 19 \& 20

## NEW KEYS

Goals
Touch type ", !, and * keys.
Type at least $27 / 28 \mathrm{wpm} / 2$ '/5e.


After completing each lesson in GDP, type the following sections into the box's below each part EXACTLY as it appears.

## 19A. WARMUP

The jinxed wizards plucked the ivy stem from the big quilt. on bon con none noon don ion one son ton won onto moon font
Jan and her son may make a bowl of fish and a cup of cocoa.

19B. The key
;;; ;"; ;"; ";" ";" """ "Thanks," he said, "I needed that." I read her article, "Freaking Out," and said, "It is great." "Those were wonderful," Fidel said. "'ll take seven more." Juan wanted to know if the name was "Roberto" or "Roberta."

19C. The ${ }^{!}$key
aaa aqa a!a a!a !a! !a! !!! Wow! Now! Go! Stay! Sit! Nurse! Put it down! Do not move! Leave it there! Get out! Move it! Ouch! That hurt! Let's roll! Incredible! Hang in there! No! Congratulations! That was great! Don't shoot! Oh, no! Help!

19D. The key
kkk kik $\mathrm{k}^{*} \mathrm{k} \mathrm{k}^{*} \mathrm{k}{ }^{*} \mathrm{k}^{*}{ }^{*} \mathrm{k}^{*}{ }^{* * *} \mathrm{p}$. 18* $^{*}$ as follows:* Note* etc.* An * may be used to indicate a footnote at the page bottom. In the footnote itself, do not leave any space after the *. Did he really call Mr. Baines a ****? Wow! That was awful!
$\square$

## 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.

## 19F. MAP+: NUMBERS

## Follow the GDP software directions for this exercise to improve keystroking speed. <br> Onoe this lesson is complete in $G D P$, you are finished with this portion.

$\square$

## 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"!
$\square$

## 19I. TECHNIQUE PRACTICE: TAB KEY

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

## 19H. PACED PRACTICE

## Follow the GDP sottware directiors for this exercise to improve keystroking speed. <br> Onoe 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.

| P |  |
| :--- | :--- | :--- |

## 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.
$\square$

## 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.

