Last Name:		Letter Grade:	Number Grade:
First Name:			
Course:	Section:	Time to Complete Lab	Instructor Comment:
Date Assigned:		Assignment:	
Due Date:			GDP #27 Grade:_____
			GDP #28 Grade:_____

UNIT 6 LESSON 27 & 28

Lesson 27 Business Letters With Enclosure Notations

Goals

- Demonstrate improved speed and accuracy while typing.
- Demonstrate acceptable language arts skills in comma usage.
- Correctly format a business letter in block style with an enclosure notation.

After completing each lesson in GDP, type the following sections into the boxes provided for each lesson EXACTLY as it appears unless directly otherwise. Pay attention to formatting.

27A. WARMUP

Please quickly pack my box with the five dozen modern jugs.
revert unhook act him access pumpkin gave lymph fever union
Hancock may work in the coalfield when he is not busy here.

27B. 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.

27C. 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.

27D. COMMAS AND SENTENCES: Edit each sentence to correct any errors.

If you agree I will let Mr. Hancock know.
On Friday we will meet to discuss the upcoming campaign.
Mr. Ray will lead the delegation and Ms. Guy will be the interpreter.
Ella dictated and I typed.
Melvin accepted a job in Miami that starts in July and then left for a two-week vacation.
Now that it is light outside we can begin moving the furniture.
It was a well-deserved victory and it didn't come any too soon.

27E. ENCLOSURE NOTATIONS   Documents attached: _____ YES _____ NO

Follow the directions to complete Lesson 27E in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition*, pg. 93 - 94. Once completed with the lesson, print and attach to this document.

Lesson 28 Envelopes and Labels
Goals
- Type at least 31wpm/3'/5e.
- Correctly use Word's envelope, view gridlines, and label features.
- Correctly format an envelope and label, and fold a letter.

28A. WARMUP

Jack amazed a few girls by dropping the antique onyx vases.
ask has say sales bases areas scans seams sodas visas tasks
My neighbors may bid on the islands if the profit is there.

28B. 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.

wpm	/e	wpm	/e

25C. PACED PRACTICE

Take TWO 3-MINUTE TIMED WRITINGS
Record your progress below.
Goal: 31wpm/3'/5e

Average	wpm	/e

28D. ENVELOPES   Documents attached: _____ YES _____ NO

Follow the directions to complete Lesson 28D in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition*, pg. 95 - 96. Once completed with the lesson, print and attach to this document.

28E. FOLDING LETTERS   Documents attached: _____ YES _____ NO

Follow the directions to complete Lesson 28D in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition*, p. 96. Once completed with the lesson, print and attach to this document.

28F. LABELS   Documents attached: _____ YES _____ NO

Follow the directions to complete Lesson 28D in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition*, p. 97. Once completed with the lesson, print and attach to this document.

28G. WORD PROCESSING: ENVELOPES, VIEW GRIDLINES, AND LABELS   Documents attached: _____YES _____NO

Follow the directions to complete Lesson 28D in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition*, pg. 98 - 99. Once completed with the lesson, print and attach to this document.