

Last Name:			Letter Grade:	Number Grade:
First Name:				
Course:	Section:		Time to Complete Lab	Instructor Comment:
Date Assigned:			Assignment:	GDP #29 Grade:_____
Due Date:				GDP #30 Grade:_____

UNIT 6 LESSON 29 & 30

Lesson 29 Memos and E-Mail With Attachments

Goals

- Demonstrate improved speed and accuracy while typing.
- Demonstrate acceptable language arts skills in spelling.
- Correctly use Word's email attachment features.
- Correctly format a memo and an e-mail message with an attachment 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.

29A. WARMUP

Five jumbo oxen graze quietly with the nearby pack of dogs.
 an and ant any ban can fan man pan ran tan van wan nana Ana
 Turn the handle to the right to dismantle the usual signal..

29B. MAP+: SYMBOL

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.

29C. PRETEST: Close Reaches

The growth in the volume of company assets is due to the astute group of twenty older employees. Their answers were undoubtedly the reason for the increase in net worth.

29D. PRACTICE: Adjacent Keys

as ashes cases class asset astute passes chased creased ask
 we weave tweed towed weigh wealth twenty fewest
 answers wet
 rt worth alert party smart artist sorted charts turtles art

29E. PRACTICE: Consecutive Fingers

un undue bunch stung begun united punish outrun untie
 funny
 gr grand agree angry grade growth egress hungry group
 graph
 ol older solid tools spool volume evolve uphold olive
 scold

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29F. POSTTEST: Close Reaches

Take TWO 1-minute timed tests of 29D. Record your results below.

Goal: 31wpm/3e

wpm	/e	wpm	/e
-----	----	-----	----

Average	wpm	/e
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29G. SPELLING: Edit the sentences to correct any misspellings before typing them.

personnel information its procedures their committee
 system
 receive employees which education services opportunity
 area
 financial appropriate interest received production contract
 important through necessary customer employee further
 there
 property account approximately general control division
 our

All company personel will receive important information.

Are division has some control over there financial account.

There comittee has received approximately three
 contracts.

The employe and the customer have an oportunity to
 attend.

We have no farther interest in the property or it's owner.

When it is necessary, follow aproprate procedures.

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29H. BASIC PARTS OF A MEMO Document Attached: _____ YES _____ NO

29I. MEMOS Document Attached: _____ YES _____ NO

29J. MEMOS WITH ATTACHMENT NOTATIONS Document Attached: _____ YES _____ NO

29K. E-MAIL WITH ATTACHMENTS Document Attached: _____ YES _____ NO

29L. WORD PROCESSING: E-MAIL—ATTACHMENT NOTATIONS Document Attached: _____ YES _____ NO

Follow the directions to complete Lessons 29H – 29L in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text*, 11th Edition, pg. 102 - 105. Once completed with the lesson, print and attach to this document.

Lesson 30 Correspondence Review

Goals

- Type at least 32wpm/3'/5e.
- Correctly use Word's italic and underlines features.
- Correctly format a memo and an e-mail message with an attachment notation.
- Successfully complete a progress and proofreading check with zero errors on the first scored attempt.

30A. WARMUP

A dumpy kibitzer jingled coins as the exchequer
overflowed.
eck@hotmail.com 92% Cho & Orr 9/13 (Shh!) \$4.57 *2010
#86-3
When they visit downtown, the auditors fight for their bid.

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30B. 12-SECOND SPEED SPRINTS: Take 3 12-second timed writings for each line. Record your results.

Line 1: The giant wiry dog put half of the bones down on the chair.

wpm /e	wpm /e	wpm /e
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Average	wpm	/e
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Line 2: Leo may visit the island by the giant oaks on his tan bike.

wpm /e	wpm /e	wpm /e
--------	--------	--------

Average	wpm	/e
---------	-----	----

Line 3: Do not blame my firm for the low level of fuel in the tank.

wpm /e	wpm /e	wpm /e
--------	--------	--------

Average	wpm	/e
---------	-----	----

Line 4: Jake may try to fix the leaks in the pipes in the city gym.

wpm /e	wpm /e	wpm /e
--------	--------	--------

Average	wpm	/e
---------	-----	----

30C. TECHNIQUE PRACTICE: TAB KEY

Press tab 1 time where you see the → symbol. Type each line two times.

ale→ and→ Poe→ aha→ Ian→ ape→ ask→ Jew→ Lin→
 Mel→ amp
 Kai→ Meg→ Mag→ Ira→ adz→ Kim→ Liz→ Hal→ Ivy→
 aid→ all
 ark→ Jeb→ arc→ arm→ Una→ air→ Mel→ Lew→ aim→
 Peg→ Nan
 Uzi→ Leo→ Uri→ awe→ ail→ May→ axe→ Max→ Kim→
 Nat→ Liv

30D. 3-MINUTE TIMED WRITING: Take at least 2 3-minute timed writings. Record your results.

Goal: 32wpm/5e

If you want to work in information processing, you may realize that there are steps that you must take to plan for such an exciting career. First, you must decide whether or not you have the right personality traits.

Then you must be trained in the technical skills you need in such an important field. The technology is changing each day. You must stay focused on keeping up with these changes. Also, you must never quit wanting to learn new skills each day you are on the job.

wpm	/e	wpm	/e	Average	wpm	/e
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30E. WORD PROCESSING: ITALIC AND UNDERLINE

Follow the directions to complete Lesson 30 in your Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition, pg. 107 - 108 and in your *Microsoft® Office Word® 2010 Manual to accompany Gregg College Keyboarding & Document Processing*, 11th Edition, p. 48. Once completed with the lesson, print and attach to this document.

Document Attached: _____ YES _____ NO