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

## UNIT 7 LESSON 33 & 34

### Lesson 33 Rough-Draft Business Reports with Lists

### Goals

- Demonstrate improved speed and accuracy while typing.
- Correctly identify and apply basic proofreaders' marks.
- Correctly use Word's bullet and numbering features.
- Correctly format a rough-draft business report with lists.

**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.**

### 33A. WARMUP

Jay began removing six dozen black quilts with petty flaws.
sod sad deeds desks dosed dudes dusts sheds sides soda suds
The men may be busy but they may go to the social with her.

### 33 B. 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.

### 33 C. PRETEST: Discrimination Practice

a Steven saw the younger, unruly boy take flight as he threw the coin at the jury. The brave judge stopped the fight. He called out to the youth, who recoiled in fear.

### 33 D. PRACTICE: Left Hand

vbv verb bevy vibes bevel brave above verbal bovine
behaves wew west weep threw wedge weave fewer weight
sewing dewdrop fgf gulf gift fight fudge fugue flags flight
golfer feigned

### 33 E. PRACTICE: Right Hand

uyu buys your usury unity youth buoys unruly untidy younger
oio coin lion oiled foils foist prior recoil iodine rejoice
jhj jury huge enjoy three judge habit adjust slight jasmine

### 33 F. POSTTEST: Discrimination Practice

Repeat the Pretest timed writing and compare performance.

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

### 33 G. PROOFREADING

It doesnt matter how fast you can type or how well you now a software program if you produce documents that are filled with errors. You must learn to watch for errors in spelling punctuation, and formatting. Look carefully between words and sentences. Make sure that after a period at the end of a sentence, you see one space. Sometime it helps to look at the characters in the sentence  justabove the one you are proofreading to ensure accuracy.

### 33 H. BULLETED AND NUMBERED LISTS

### 33 I. BUSINESS REPORTS WITH LISTS

### 33 J. BASIC PROOFREADERS' MARKS

### 33 K. WORD PROCESSING: BULLETS AND NUMBERING

Follow the directions to complete Lessons 33 H – 33 k in your *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text,* 11th Edition, pg. 119 - 121. Once completed with the lesson, print and attach to this document.

### Lesson 34 Multipage Academic Reports with Lists
### Goals
- Type at least 34wpm/3'/5e.
- Correctly use Word's line-spacing feature.
- Correctly format a multipage academic report with a list.

### 34 A. WARMUP

Please pack my boxes with five dozen jugs of liquid veneer.
on bon con none noon don ion one son ton won onto moon font
If she works downtown, Kay may make a visit to the old gym.

### 34 B. PROGRESSIVE PRACTICE: 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.

**34**C. TECHNIQUE PRACTICE: ENTER KEY

Who? Go. So? Get it? Why not? Well? See to it. Why me?
Eat! Read it. Whew! Go slow. Where? Finished? Who, Tom?
Type it. Roll over. Wait. Sit. Beg. See him. What gives? Truly!
Why? Do it. Be there. Taxi? See me. All? Why him? We did.
Don't! their group. They began to debate all the major issues.

**34** D. 3-MINUTE TIMED WRITING

Companies that place major ads on the Internet use a
process called data mining. They look for patterns in the
quantities of data they get from those who visit Web sites.
Data mining tracks buying habits of customers and then
decides to send ads to them based on their current and past
buying patterns. Data mining can also be used to explain buyer
behavior and to look at trends. First, a survey is filled out, and
then the results are gathered and stored in a file to be analyzed
in detail at a later time.

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then the results are gathered and stored in a file to be analyzed
in detail at a later time.

**34** D. 3-MINUTE TIMED WRITING: Take at least 2 3-minute timed writings. Record your results.
          Goal: 34wpm/5e

Companies that place major ads on the Internet use a process called data mining. They look for patterns in the
quantities of data they get from those who visit Web sites.
Data mining tracks buying habits of customers and then decides to send ads to them based on their current and
past buying patterns. Data mining can also be used to explain buyer behavior and to look at trends. First, a survey is filled
out, and then the results are gathered and stored in a file to be analyzed in detail at a later time.

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

**34**E. BASIC PARTS OF AN ACADEMIC REPORT

**34**F. ACADEMIC REPORTS

**34** G. ACADEMIC REPORTS WITH LISTS

Follow the directions to complete Lesson 33E -33G in your Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition, pg. 123 – 125 and in your *Microsoft® Office Word® 2010 Manual to accompany Gregg College Keyboarding & Document Processing*, 11th Edition. Once completed with the lesson, print and attach to this document.