

Last Name:			Letter Grade:	Number Grade:
First Name:				
Course:	Date:		Total hours to complete	Instructor Comment:
Section:			HW:	
				TW Grade: _____
				Formatting : _____

## Supplementary Timed Writing 1

**Directions:** Type the following EXACTLY as it appears. Pay attention to formatting.

All problem solving, whether or not it is personal or academic, involves decision making. You make decisions in order to solve problems. On occasion, a problem occurs as a result of a decision you have made. For example, you may decide to smoke, but later in life, you might then face the problem of nicotine addiction. You may decide not to study math and science because you think that they are difficult. Because of this choice, some career options may be closed to you. There is a consequence for each action. Do you see that events in your life do not just happen, but that they are the result of your choices and decisions?

How can you best prepare your mind to help you solve problems? A positive attitude is a great start. Indeed, your attitude will determine the way in which you may solve a problem or make a decision. Approach your studies, such as science and math courses, with a positive attitude. Try to think of academic problems as puzzles to be solved and not just as work to be avoided.

Critical thinking is a type of problem solving that allows you to decode, analyze, reason, assess, and process data. Since it is basic for all successful problem solving, you should try to explore, probe, question, and search for all the right answers. A problem may not always be solved on the first try, so do not give up. Try, try again. To find a solution may take a real effort. Use your critical thinking skills to achieve success in a world that is highly competitive and demanding.

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**Directions:** Go to p. SB-26 in the SKILLBUILDING section of the *Gregg College Keyboarding & Document Processing (GDP); Lessons 1-60 text, 11th Edition*. On GDP, you will find the lesson under Timed Tests - Other - Supplementary Timed Writing - Supplementary Timed Writing 1. You will take TWO 3-minute tests and TWO 5-minute tests. Your score is based on your AVERAGE, so if you do not meet the goals with 2 tests, take as many is needed until your average meets the minimum requirements. Record your results.

Test 1: 3-Minute Timed Writing  
Goal 24wpm/5e

Required more than 2 tests to meet minimum requirements:  
\_\_\_\_\_ YES \_\_\_\_\_ NO

wpm /e	wpm /e	Average	wpm /e	Score:	out of 25
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Required more than 2 tests to meet minimum requirements: \_\_\_\_\_ YES \_\_\_\_\_ NO

Test 2: 3-Minute Timed Writing  
Goal 25wpm/4e

Required more than 2 tests to meet minimum requirements:  
\_\_\_\_\_ YES \_\_\_\_\_ NO

wpm /e	wpm /e	Average	wpm /e	Score:	out of 25
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Test 3: 5-Minute Timed Writing  
Goal 26wpm/2e

Required more than 2 tests to meet minimum requirements:  
\_\_\_\_\_ YES \_\_\_\_\_ NO

wpm /e	wpm /e	Average	wpm /e	Score:	out of 25
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Test 3: 5-Minute Timed Writing  
Goal 27wpm/1e

Required more than 2 tests to meet minimum requirements:  
\_\_\_\_\_ YES \_\_\_\_\_ NO

wpm /e	wpm /e	Average	wpm /e	Score:	out of 25
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