

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

## Supplementary Timed Writing 2

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

For many of us, the Internet is an important resource in our private and public lives. The Internet provides us with quick access to countless Web sites that may contain news, products, games, and other types of data. The Web pages on these sites can be designed, authored, and posted by anyone from anywhere around the world, so you must use critical thinking skills when reviewing these Web sites.

Just because something is said on the radio, printed in the newspaper, or shown on television does not mean that it is true. This applies to data found on the Internet as well. Do not fall into the trap of believing that if it is on the Net, it must be true. A wise user of the Internet thinks critically about data found on the Net and evaluates this material before he or she decides to use it. When you assess a new Web site, think about who, what, how, when, and where. Who refers to the author of the Web site? The author may be a business firm, an organization, or a person. What refers to the validity of the data? Can this data be verified by a reputable source?

How refers to the viewpoint of the author. Are your data presented without prejudice? When refers to the time frame of your data. Do you have recent data? Where refers to your data source. Are the data from a trusted source? By answering these critical questions, you will learn more about the accuracy and dependability of a Web site. When you surf the Net next time, be quite cautious. Anyone can publish on the Internet.

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**Directions:** Go to p. SB-27 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 27wpm/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 28wpm/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 29wpm/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 30wpm/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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