

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

Supplementary Timed Writing 3

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

Most office workers perform a wide range of tasks in their workday. These tasks may require them to handle phone calls or forward personal messages, to send short e-mail notes or compile complex office reports, or to write simple letters or assemble detailed letters with tables, graphics, and imported data. Office workers are thus a basic part of the structure of the firm. The office worker must use critical thinking in order to carry out a wide array of daily tasks. Some of the tasks are more urgent than other tasks and should be done first.

Some tasks take only a short time, while others take a lot more time. Some tasks demand a quick response, while others may be taken up as time permits or even postponed until the future. Some of these tasks might require input from other people. Whether a job is simple or complex or big or small, the office worker must decide what is to be done first by setting the priority for each task. When setting priorities, critical thinking skills are essential. The office worker must assess each aspect of the task. It is a good idea to identify the size of the task, learn about its complexity, estimate the effort needed, judge its importance, and set its deadline.

Once the office worker assesses a task that is to be done within a certain span of time, then the priority for completing all those tasks can be set. Critical thinking skills, if applied well, can save the employer money, but if they are applied poorly, they might cost an employer.

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Directions: Go to p. SB-28 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
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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
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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
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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
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Score:	out of 25
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