

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

Supplementary Timed Writing 4

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

Each day business managers must make choices that keep their firms running in a smooth, skillful, and gainful way. Every decision needs to be quick and sure. To make good decisions, all managers must use critical thinking. They must gather all the needed facts so that they can make sound, well-informed choices. Over time, they can refine their skills. Then, when they face a similar problem, they can use their knowledge to help them solve new problems with ease and in less time.

What types of decisions do you think managers make that involve critical thinking? Human resource managers need to decide whom to hire, what to pay the new worker, and where to place him or her. In addition, human resource managers should be able to help resolve conflicts between workers. Office managers must purchase copy machines, software, computers, and supplies. Top executives must make business policies, appoint other managers, and assess the success of the firm. Plant supervisors must set schedules, gauge work quality, and assess workers. Sales managers must study all of the new sales trends, as well as provide sales training.

Most managers use critical thinking to make wise and well-thought-out decisions. They carefully check all the facts, analyze these facts, and then make a final judgment based upon these facts. They should also be able to clearly discern fact from fiction. Through trial and error, most managers learn their own ways to solve problems and find a solution for their firms.

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Directions: Go to p. SB-29 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 as needed until your average meets the minimum requirements. Record your results.

Test 1: 3-Minute Timed Writing

Goal 29wpm/5e

Required more than 2 tests to meet minimum requirements:

_____ YES _____ NO

wpm /e

Score: out of 25

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

Test 2: 3-Minute Timed Writing

Goal 30wpm/4e

Required more than 2 tests to meet minimum requirements:

_____ YES _____ NO

wpm /e

Score: out of 25

Test 3: 5-Minute Timed Writing

Goal 31wpm/2e

Required more than 2 tests to meet minimum requirements:

_____ YES _____ NO

wpm /e

Score: out of 25

Test 3: 5-Minute Timed Writing

Goal 32wpm/1e

Required more than 2 tests to meet minimum requirements:

_____ YES _____ NO

wpm /e

Score: out of 25