

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

Supplementary Timed Writing 5

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

In most classes, teachers just want the students to analyze situations, draw conclusions, and solve problems. Each of these tasks requires students to use good thinking skills. How do students acquire these skills? What process do students follow to develop these skills? During early years of life, children learn words and then combine these words into sentences. From there, they learn to declare ideas, share thoughts, and express their feelings. Students learn numbers and math concepts. They may learn to read musical notes, to keep rhythm, to sing songs, and to recognize popular and classical pieces of music. Students learn colors and shapes and start to draw.

During their early years, students learn the basic models of problem solving. One way for students to solve problems and apply thinking skills is to use the scientific approach. This approach requires a student to state the problem to be solved, collect the known facts about that problem, analyze the problem, and pose viable solutions. Throughout this process, teachers ask questions that force students to expand their thinking skills.

Teachers may want to ask questions such as these: Did you clearly state the problem? Did you get all the facts? Did you get the facts from the right place? Did you assume anything? Did you pose other possible answers? Did you keep an open mind to all solutions? Did you let your bias come into play? Did you take the time to listen to other people? Finally, does the solution make sense?

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Directions: Go to p. SB-30 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 30wpm/4e

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 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

Test 3: 5-Minute Timed Writing

Goal 33wpm/1e

Required more than 2 tests to meet minimum requirements:

_____ YES _____ NO

wpm /e

Score: out of 25