

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

Supplementary Timed Writing 6

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

A major goal for all instructors in school is to teach critical thinking skills to their class. This skill is the process of deciding in a logical way what we should do or believe, and it also involves an ability to compare and contrast, solve problems, make decisions, analyze results, and combine and use knowledge. Can you see that these are important skills you can use all your life?

These skills help the student who later becomes a part of the workforce. Whether someone is in a small business, is in a corporate setting, or is self-employed, the world of today is a competitive one, and skilled employees are always in demand. One part of gaining success in the workforce is having the skill to deal with the mixed demands of the fast-paced business world. A few of the required skills are insightful decision making, creative problem solving, and productive contact among diverse groups.

In school, we learn the basics of critical thinking. This skill extends far beyond the borders of the classroom and lasts a lifetime. We use critical thinking in all of our daily lives. We constantly analyze and assess pursuits such as music, movies, speech, fashion, magazine articles, and television shows. We all had experience using critical thinking skills well before we even knew what they were. So you should keep on learning and growing. The classroom can be the perfect place for your exploration, so use that time to learn how others solve problems. There are always new goals to reach.

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Directions: Go to p. SB-31 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 31wpm/2e

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 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

Test 3: 5-Minute Timed Writing

Goal 34wpm/1e

Required more than 2 tests to meet minimum requirements:

_____ YES _____ NO

wpm /e

Score: out of 25