

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

## Supplementary Timed Writing 7

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

One of the first steps you should take to unlock your creativity is to realize that you have control over your mind; your mind does not control you. Creativity is just using a new or different way to solve a problem. Many of our inventions have involved breakthroughs in traditional ways of thinking, and the result has often been amazing. For example, Einstein broke with the old ways and tried obscure formulas that have changed all scientific thought. Your attitude can form a mental block that may keep you from exercising creativity. When you free up your mind, the rest will follow.

Do your best to unleash your mind's innate creativity by turning problems into puzzles. When you think of the task as a puzzle, a challenge, or a game instead of as a difficult problem, you will open up your mind and free your creative side to operate. Creative ideas come when you are enjoying yourself and are involved in unrelated tasks. Old habits often restrict you from trying new ways of solving problems. There is often more than one solution, so strive to see each situation in a fresh, new light. How many times have you told yourself that you must follow the rules and perform tasks only in a certain way?

If you want to be creative, and then look at situations in a new light, break the pattern, explore new opportunities, and challenge old rules. If you are facing a hard problem and cannot find an answer, take a quick walk or relax for a few minutes; you can then go back to the problem renewed.

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**Directions:** Go to p. SB-32 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 32wpm/1e**

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 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

Test 3: 5-Minute Timed Writing

**Goal 35wpm/1e**

Required more than 2 tests to meet minimum requirements:

\_\_\_\_\_ YES \_\_\_\_\_ NO

wpm /e

Score: out of 25