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

TW Grade:_____

Supplementary Timed Writing 8

Formatting :_____

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

Keyboarding is a very popular business course that most students take. The major goals of a keyboarding course are to develop touch control of the keyboard, to use proper typing techniques, to build basic speed and accuracy, and to receive considerable practice in applying those basic skills to format letters, reports, tables, memos, and other kinds of personal and business documents.

In the first part of a keyboarding course, you must learn to stroke the keys by touch, using proven techniques. You learn to strike the keys in a quick and accurate way. After the keys are learned, you then focus your attention on producing documents of many sizes and types. When you first learn to keyboard, there may be certain steps, guidelines, and exercises that should be followed. There are rules to help you learn and in due time to master the keyboard. To create each document requires that you apply critical thinking. What format or layout should be used? What font and font size would be best? Are all the words spelled correctly? Does the document look neat on the page? Are the figures accurate? Are the punctuation and grammar correct?

Being creative also has a lot to do with risk taking and courage. It takes courage to explore new ways to think and to risk looking different and even to risk being wrong. Your path to creativity is such a vital component of your critical thinking skills. Allow your creative thoughts to flow freely when you produce each keyboarding task. Enjoy the journey.

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Directions: Go to p. SB-33 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-minutes 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 33wpm/1e

| wpm   /e |

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

Score: out of 25

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

Test 2: 3-Minute Timed Writing
        Goal 34wpm/1e

| wpm   /e |

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

Score: out of 25

Test 3: 5-Minute Timed Writing
        Goal 35wpm/1e

| wpm   /e |

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

Score: out of 25

Test 3: 5-Minute Timed Writing
        Goal 36wpm/1e

| wpm   /e |

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

Score: out of 25