

Take two 3-minute timed writings.



Goal: At least 38wpm/3'/3e

D. 3-MINUTE TIMED WRITING

12 The Web is a vast source of facts and data on many 10
13 topics. You can view many newspapers, zip through weather 22
14 reports, find a tax form and learn how to complete it, and 34
15 search for a job. You can find answers to health questions 46
16 and learn about world events almost as soon as they occur. 57
17 E-mail is another part of the Internet that people are 69
18 using more often. They use e-mail to keep in touch with 80
19 friends and family in a quick and efficient way that costs 92
20 very little. They can write down their thoughts and send 103
21 messages just as if they were writing a letter or memo. 114

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Formatting

E. TITLE PAGE

Reports may have a title page, which includes information such as the report title, to whom the report is submitted, the writer's name and identification, and the date. To format a title page, follow these steps:

1. Center the page vertically and center all lines horizontally.
2. Center the title in all-caps and bold, using a 14-pt. font.
3. Press ENTER 2 times; then center the subtitle in upper- and lowercase and bold, using a 12-pt. font.
4. Press ENTER 12 times; then center the words Submitted to.
5. Press ENTER 2 times; then center the recipient's name and identification on separate lines, single-spaced.
6. Press ENTER 12 times; then center the words Prepared by.
7. Press ENTER 2 times; then center the writer's name and identification on separate lines, single-spaced.
8. Press ENTER 2 times; then center the date.

Strategies for Career Success

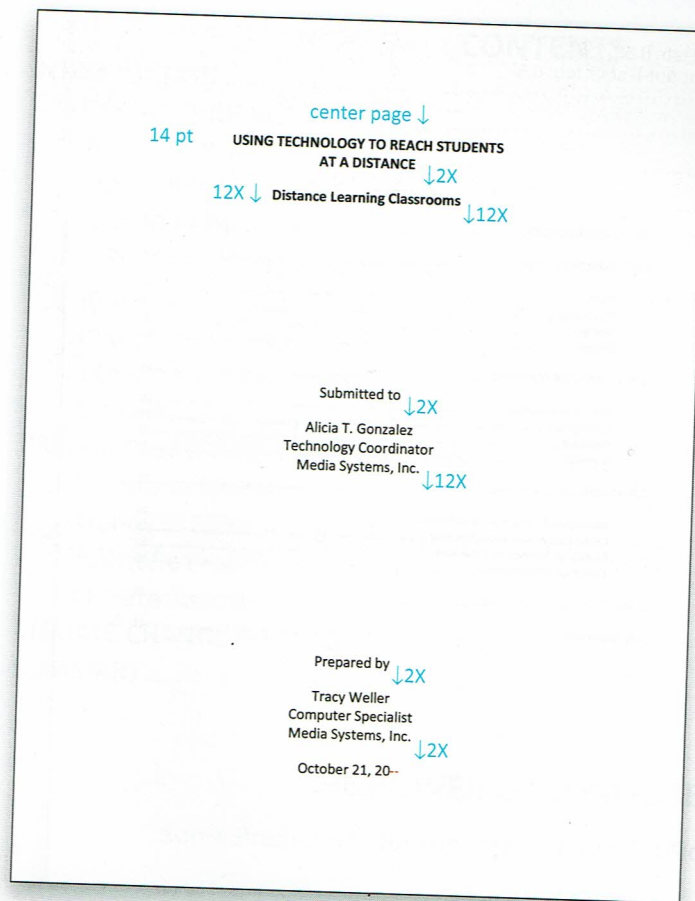
Cover Letters

A cover letter, also known as a letter of transmittal or an executive summary, introduces a report or proposal. Such letters provide an overview of the report in an informal, conversational writing style.

Let the recipient know what you are sending; for example, "Enclosed is the proposal you requested." If you're submitting an unsolicited report, explain why you've written the report. Include the report topic, and identify the person or persons who authorized the report. Recap the main points. Cite any specific information that would help your audience comprehend the material, such as whether it's a draft. Keep your cover letter short and concise.

Conclude with a note of appreciation, a willingness to discuss the report, and intended follow-up action. Will you do something? Do you want feedback? If you want the reader to act, explain what you need and provide a deadline; for example, "Please provide your comments by July 15."

Your Turn: List some ways that a cover letter can promote goodwill between the sender and recipient.



F. TABLE OF CONTENTS

A table of contents is usually included in a long report. The table of contents identifies the major and minor sections of a report and includes page numbers preceded by dot leaders. Dot leaders are a series of periods that guide the reader's eye across the page to the page number typed at the right margin. To format a table of contents:

1. Press ENTER 5 times to begin the first line 2 inches from the top of the page.
2. Center and type CONTENTS in all-caps, 14-pt. font, and bold; then press ENTER 2 times.
3. Set a left tab at 0.5 inch; then set a right tab at 6.5 inches with dot leaders.
4. Change to 12-pt. font, and type the first main heading in all-caps.
5. Press TAB to insert dot leaders and to move to the right margin; then type the page number, and press ENTER 2 times.
6. Type the next main heading in a similar fashion. If the next item is a subheading, press TAB 1 time to indent the subheading 0.5 inch.
7. Type the subheading, and then press TAB to insert dot leaders and to move to the right margin; then type the page number.
8. Press ENTER 1 time to type the next subheading or 2 times to type a new main heading.
9. Continue in like fashion until the table of contents is complete.

left tab: 0.5"
right dot-leader tab: 6.5"

	↓5X		
	14 pt	CONTENTS	↓2X
12 pt ↓	OUR COMPUTER SOCIETY		→ tab 6.5" ↓2X
	HOW COMPUTERS WORK		↓2X
→ tab 0.5"	Input		↓2X
	Processing		
	Storage		
	Output		↓2X
	USING COMPUTER SOFTWARE		
	Word Processing		
	Spreadsheet		
	Database		
	Graphics		
	COMPUTERS AND YOUR CAREER		
	Management Information Systems		
	Careers in the Computer Industry		
	Careers in Business and Industry		
	Careers in Government		
	COMPUTERS AND YOUR FUTURE		
	BIBLIOGRAPHY		

G. WORD PROCESSING: TAB SET—DOT LEADERS



Study Lesson 50 in your Word Manual. Complete all of the shaded steps while at your computer. Then format the documents that follow.

Document Processing

Report
50-22

Title Page

GLOBAL WARMING AND ITS IMPACT ON EARTH'S CLIMATE

Including a Discussion on Future Trends

Submitted to

Brandon T. Alexander
Technology Coordinator
Anthropogenic Division

Prepared by

Richelle R. Simmons
Science Coordinator
Anthropogenic Division

February 9, 20--

**Report
50-23**

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HISTORICAL EVIDENCE	5
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Last 1,000 Years	8
Last 100 Years	9
THE EFFECTS OF GLOBAL WARMING	10
Impact on Icebergs	12
Impact on Oceans	15
Temperature Extremes	16
Disease	18
PREDICTING FUTURE TEMPERATURES	20
Computer Modeling	22
Trends in Forecasting	24
Scientific Proof	25
Climate Sensitivity	27
CLIMATE CHANGE POLICIES	30
SUMMARY	35

**Report
50-24**

Title Page

THE POWER OF COMPUTERS

Some Predictions for the Internet and Artificial Intelligence

Submitted to

Jerry Santiago
Division Chief

Computer Dynamics Inc.

Prepared by

Marilyn R. Hasamara
Computer Consultant
Computer Dynamics Inc.

May 24, 20--

**Report
50-25**

Left-Bound Business
Report

THE POWER OF COMPUTERS

Some Predictions for the Internet and Artificial Intelligence

Marilyn R. Hasamara

¶ Much has been written about the impact of computers and how they will alter almost every activity in our lives for years to come. There is strong evidence that this prediction will soon become a reality. The purpose of this report is to summarize changes that we will likely see in the areas of Internet activity and artificial intelligence.

THE INTERNET REVOLUTION

¶ There is little doubt that connectivity to the Internet will continue to grow in this decade. The speed at which we access the Internet will also continue to grow. The transmission of information on the Internet today will be considered but a "snail's pace" when compared to what we can expect in just a few short years. Most

(continued on next page)

**Progress and
Proofreading
Check**



Documents designated as Proofreading Checks serve as a check of your proofreading skill. Your goal is to have zero typographical errors when the GDP software first scores the document.

information will be transmitted at gigabit speeds and higher.¹ Computer security will also be enhanced exponentially, and the safety of transmitting sensitive data over the Internet will encourage many users to increase their use of online communications to conduct everyday business activities without fear of outside interference.

ARTIFICIAL INTELLIGENCE

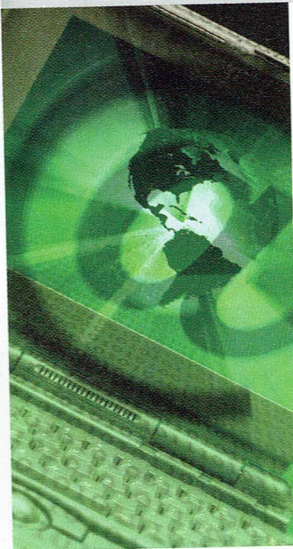
¶ Artificial intelligence—generally known as AI—can be described as a computer’s ability to assume an intelligence similar to that of the human brain. It enables a computer to reason and make decisions based on a preassigned set of facts or data.² But many experts predict that the computer’s power will not stop there. They predict that computers will soon become much smarter than humans by a process in which “intelligent” computers create even more intelligent computers.

¶ It is also predicted that robots will displace humans from farms and factories; we will travel in cars, planes, and trains that are operated solely by computers; and traveling on the interstate highways will be as safe as watching television at home.

¹ Delores R. Polaski, “Tomorrow’s Brainpower,” *Internet for Tomorrow*, Vol. 8, February 2010, pp. 75-77.

² Timothy T. Reynolds, “Artificial Intelligence,” *Journal of Computer Trends*, September 2009, pp. 23-24, 36.

Keyboarding Connection



Evaluating Internet Sources

Are you sure your Internet source has valid information? Because of the broad availability of the Internet and the lack of careful review stages like the ones built into print publishing, you must be cautious about the dependability of information you find on the Internet. Evaluate information on the Internet by the same standards you use to evaluate other sources of information.

The best way to ensure that information is valid is to get it from a reputable source. The Internet versions of established, reputable journals in medicine (for example, *Journal of the American Medical Association*), business (for example, *Harvard Business Review*), engineering, computer science, and so forth, warrant the same level of trust as the printed versions.

When you do not use established, reputable Web sites, use caution. Keep in mind that anyone can publish on the Internet. For many sources, there are no editorial review safeguards in place.

Your Turn: Search the Web for more assessment methods.