

Letters in Modified-Block Style

45

Goals

- Demonstrate improved speed and accuracy when typing by touch.
- Demonstrate acceptable language arts skills in composing.
- Correctly format a letter in modified-block style.
- Successfully complete a Progress and Proofreading Check with zero errors on the first scored attempt.

A. WARMUP

alphabet
number/symbol
easy

- 1 A Jack in the Box quickly varied its menu with fudge pizza.
- 2 coy20@cox.net 70% Hsu & Van 5/7 Win! (\$4.93) *op. cit #16-8
- 3 Andy will use eight hand signals if he is able to see them.

Take three 12-second timed writings on each line.

Skillbuilding

B. 12-SECOND SPEED SPRINTS

- 4 The eight old books are to be thrown into the fields today.
 - 5 Alan may then take apart both of the toys out on the lanai.
 - 6 Due to the big quake, the city may start to move all autos.
 - 7 Glen may take apart the old robots when he comes into town.
- '''' 5'''' 10'''' 15'''' 20'''' 25'''' 30'''' 35'''' 40'''' 45'''' 50'''' 55'''' 60

C. PACED PRACTICE

Follow the GDP software directions for this exercise to improve keystroking speed and accuracy.

Language Arts

Answer each question with a complete sentence.

D. COMPOSING SENTENCES

- 8 What are your best traits that you will bring to your job when you graduate?
- 9 Would you rather work for a large or a small company?
- 10 How much money do you expect to earn on your first job?
- 11 Would you like your first job to be in a small town or a large city?
- 12 What do you see yourself doing in ten years?