INTERMEDIATE TYPING PRACTICE

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PREFACE

Typing Practice contained exercises to enable students to reach C.S.E. and Royal Society of Arts Stage I standard in Typewriting.

Intermediate Typing Practice is designed to give extra, graded practice in the various aspects of the Royal Society of Arts Stage II examination to students working under the direction of a teacher. It assumes a typewriting ability of Royal Society of Arts Stage I standard and exercises are graded in each section up to Stage II standard.

Teachers will find that the book contains a ready-made supply of appropriate exercises but without any instruction or teaching material as it is the author's intention to leave the teacher entirely free to teach by her own methods. Only occasional reminders and tips are given.

Students will find that some exercises

- (a) contain minor errors in spelling and punctuation which an intelligent typist would, in practice, be expected to correct as a matter of course;
- (b) require the typist to do some elementary calculations, e.g. totalling a money column or deducting cash discount;
- (c) require the typist to obtain details from other sources or extract information from simple tables, diagrams, etc.

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