MACMILLAN TYPING TASK BOOKS

Displays & Tabulations

Paul Bailey

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TYPING TASKS – DISPLAYS AND TABULATIONS

This book of some 20 simple displays and 97 tabulations has been compiled to provide a wide range of supplementary material to complement any basic typing text and in particular *Typing for Colleges for elementary and intermediate examinations* and *Comprehensive Typing*. It provides material for use by teachers who prefer not to use a basic text but who teach from their own material. The exercises range from the very simple to the intermediate standard of the public examining bodies.

The book has been compiled so that all exercises can be used in a number of ways – blocked or centred display, alphabetical and numerical order, with leader dots, ruled – and so on. Although instructions are given for all exercises it is anticipated that teachers will give students further instructions as required – the Contents page shows the range of topics covered and can be used as an exercise in its own right. Most of the exercises are in simple manuscript in order to provide the further exercise of reading it.

Together with the other two books which complete this present series – *Typing Problems* and *Letters, Postcards and Memoranda* – this book provides a comprehensive series of exercises which lead directly to the taking of public elementary and intermediate examinations.

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