MACMILLAN TYPING TASK BOOKS

Typing Problems

Paul Bailey

© Paul Bailey 1979

All rights reserved. No part of this publication
may be reproduced or transmitted, in any form
or by any means, without permission.

First published 1979 by
THE MACMILLAN PRESS LTD
London and Basingstoke
Associated companies in Delhi Dublin
Hong Kong Johannesburg Lagos Melbourne
New York Singapore and Tokyo

British Library Cataloguing in Publication Data

Bailey, Paul, b. 1937 (Dec.)

Typing problems. — (Macmillan typing task
books).

1. Typewriting

I. Title

652.3'024 Z49

ISBN 978-0-333-26210-8 ISBN 978-1-349-04554-9 (eBook)

DOI 10.1007/978-1-349-04554-9

TYPING TASKS – TYPING PROBLEMS

This book of over 107 exercises provides a wide range of typing problems for students preparing for public elementary and intermediate examinations. It is intended to supplement material found in any basic text and in particular *Comprehensive Typing* and *Typing for Colleges for elementary and intermediate examinations*. It provides practice material for students taught by teachers who prefer not to use a basic text – but teach from their own material. The exercises range from the very simple – they can be used by non-examination students – to the intermediate level.

Although specific instructions are given for the typing of all exercises many have been composed in such a way as to provide additional exercises – typed according to the instructions given and then at the discretion of the teacher. For example the Theory Tests, which begin the book, could be typed just as they are – while the exercises on hanging paragraphs could be typed in the blocked and indented styles to provide yet more practice material. Students can be instructed to type the original exercises again – after they have been corrected by the teacher, using correction signs; the permutations are numerous.

The Contents page shows the range of problems offered. Many of the exercises are in simple manuscript to provide practice in an important area of any public examination and the whole book leads directly to the taking of public examinations.

Two other books complete this present series – *Letters, Postcards and Memoranda* and *Displays and Tabulations*.

The author wishes to thank Margaret Hewines for editing and members of the staff of T P Riley School for providing the handwriting.

CONTENTS

	Page
Theory tests	4
Shoulder and paragraph headings	7
Hanging paragraphs	10
Lettered sections	12
Roman numerals	15
Numbered paragraphs	18
Inset sections	21
Words to figures	24
Corrected exercises	27
Work with superior characters	34
Work with abbreviations	36
Agendas*	39
Minutes*	42
Money in columns	45
Orders/Invoices/Statements*	49
Simple accounts	57
Form designing*	60
Form filling*	62
Appointments itinerary	66
Travel itinerary	69
Specification	72
Side/marginal headings	74
Exercises in typing the time	76
Fractions	78
Inferior characters	80
Equations - including square brackets	82
Poetry	85
Work containing spelling errors	88
Footnotes	91
Punctuation exercises	94

* Linked exercises

Teachers may wish to use this page as an additional exercise - typed as it is or in alphabetical order.