ADVANCED TYPING TASKS

Also by Hazel Trevethin

Skill and Speed

Advanced Typing Tasks

HAZEL TREVETHIN

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LETTERS – Business, Personal, Circular

<i>Task</i>	<i>Title</i>	<i>Description</i>	<i>Marks</i>	<i>Page</i>
1	Loan Company	A4 circular letter with spelling and typographical errors.	25	2
2	Mathieson	A4 letter with carbon copy and A5 (longer edge at top) Topics List.	30	3
3	St Andrew's	A4 circular letter with carbon copy. Spelling errors and layout inconsistencies.	20	5
4	Lucas	Letter with carbon copy and envelope. French addresses. Superior characters.	15	6
5	Protecta-House	A4 circular letter with carbon copy. Leave space of specified size. <i>(Linked with Task 41)</i>	20	7
6	McDonald	Personal letter with 2 carbon copies and envelope. Carbon copy notation.	25	8
7	Daniel	A5 personal letter. Leave space for specified information. <i>(Linked with Task 30)</i>	10	10
8	Elgin	A5 personal letter with envelope. Leave space for specified information. <i>(Linked with Task 31)</i>	8	11
9	Jordan	A5 personal letter with carbon copy and envelope. <i>(Linked with Task 55)</i>	15	11
10	Traxi Tapes	A4 circular letter with carbon copy. Layout inconsistencies. Reply slip and money columns. Tabulation. <i>(Linked with Task 44)</i>	30	12
11	Abbey	A5 letter with 2 carbon copies and envelope. Carbon copies notation. Attention line.	15	14
12	Thomson	Letter with carbon copy and envelope. Spelling errors.	12	15

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MEMORANDUMS

<i>Task</i>	<i>Title</i>	<i>Description</i>	<i>Marks</i>	<i>Page</i>
13	O'Connell	A5 memorandum with carbon copy and envelope. Two-column list in date order.	18	16
14	Holdsworth	A5 memorandum with 2 carbon copies.	18	16
15	O'Hara	Memorandum with 2 carbon copies. Figure columns.	15	17
16	Heywood	A5 memorandum. <i>(Linked with Task 47)</i>	8	18
17	Owen	A5 memorandum with carbon copy.	12	18
18	Dimmock	Memorandum with carbon copy and envelope marked 'Confidential'. Items aligned with right margin.	20	19
19	Campbell	A4 memorandum with carbon copy. Spelling errors. Errors of grammatical agreement. Leave space of specified depth.	30	20

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TABULATIONS AND LAYOUTS

20	Clairemont	A4 ruled tabulation with oblique headings. Money columns and measurements.	25	21
21	Table 3	A5 (longer edge at top) ruled tabulation with carbon copy.	15	22
22	Applicants' List	A5 (longer edge at top) ruled tabulation. Vertical headings. Rearrangement into alphabetical order.	18	22
23	Delphic	A5 (longer edge at top) ruled tabulation. Divided column headings.	15	23
24	Midland Agricultural	A4 ruled tabulation. Rearrangement into alphabetical order.	20	24
25	Wine List	Literary extract with ruled tabulation. Rearrangement into descending order.	20	25
26	Sale List	A4 tabulation. Four-column list. Information to be extracted.	20	26
27	Luxel	A4 advertisement with ruled tabulation. Horizontal and vertical headings. Two-column list.	25	28
28	Caretaker's Check List	A5 (longer edge at top) ruled tabulation. Horizontal and vertical headings. Columns of specified width. <i>(Linked with Task 29)</i>	12	30
29	Information for Caretaker's Check List	Information to be inserted onto tabulation already prepared. <i>(Linked with Task 28)</i>	10	30
30	Facts List	A5 layout. Items centred horizontally and vertically. <i>(Linked with Task 7)</i>	15	31

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FORMS

<i>Task</i>	<i>Title</i>	<i>Description</i>	<i>Marks</i>	<i>Page</i>
31	Clifton Golf Club	Form with lines and footnote. <i>(Linked with Task 8)</i>	20	32
32	Photography	Application form with lines and ruled boxes. Footnote.	20	33
33	UK Express	Form with lines and ruled boxes. Lines aligned at right margin. <i>(Linked with Task 34)</i>	22	34
34	Details for UK Express Campbell-Black	Information to be inserted onto form already prepared. <i>(Linked with Task 33)</i>	8	35
35	St Mary's	Form with lines and footnotes. <i>(Linked with Tasks 37 and 46)</i>	20	36
36	Beverley Park	Form with lines. Rearrangement. <i>(Linked with Task 38)</i>	18	37
37	Details for St Mary's Hennessy	Details to be inserted onto form already prepared. Block capitals. Completion of age detail. <i>(Linked with Tasks 35 and 46)</i>	10	38
38	Details for Beverley Park Reid	Details to be inserted onto form already prepared. <i>(Linked with Task 36)</i>	12	38
39	Whitechapel Exports	A4 form with lines and ruled tabulation. Footnote.	18	39

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CARDS

40	Shoes List	Five-column list with money and measurement items. Rearrangement into ascending price order.	15	40
41	Protecta-House	Reply card with lines. <i>(Linked with Task 5)</i>	12	41
42	Yorkshire Textiles	Inset numbered items.	15	42
43	Conference	Programme. Twelve-hour clock items.	15	43
44	Traxi Cassettes	Ruled tabulation with money items. <i>(Linked with Task 10)</i>	18	44
45	Social Skills	Tabular chart with ruled boxes.	16	45

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ARTICLES AND LAYOUTS including Specialised Wording

<i>Task</i>	<i>Title</i>	<i>Description</i>	<i>Marks</i>	<i>Page</i>
46	St Mary's	Article with continuation sheet. Leave space of specified depth. <i>(Linked with Tasks 35 and 37)</i>	25	46
47	Parker	Report in treble-line spacing. <i>(Linked with Task 16)</i>	15	48
48	Lecture Notes	Notes with subparagraphs and roman numerals.	17	49
49	National Heritage	A5 (longer edge at top) Notice in two columns. Twelve-hour clock items. <i>(Linked with Task 50)</i>	12	50
50	National Heritage	A5 (longer edge at top) Agenda. 1.2.1 method of enumeration. <i>(Linked with Task 49)</i>	12	50
51	Axminster Carpets	A4 article with continuation sheet and carbon copy. Inset items.	30	51
52	Telecommunications	A4 article with continuation sheet and carbon copy.	25	53
53	Caravans in France	Article with continuation sheet. Leave space of specified depth. Align items at right margin.	30	55
54	Terms and Symbols	Extract with side headings. Superior and inferior characters. Specialised wording. Measurements.	25	58
55	Ayo	A4 article. Leave space of specified depth. Retain numbers. <i>(Linked with Task 9)</i>	25	60
56	Word-processing	Extract with side headings. Specialised wording.	30	63
57	Praximat	Minutes with 'Action' column. 1.2.1 method of enumeration.	25	65

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PROBLEM-SOLVING

58	Paxiphone	A4 advertisement with reply slip. Spelling errors.	20	69
59	Information for Exhibitors	Bulletin with continuation sheet and ruled tabulation. Four spelling errors. Leave spaces of equal depth.	30	70
60	Removal List	A4 list rearranged under 3 shoulder headings. Typographical errors. Layout inconsistencies.	25	73
61	Chapter 4	Literary extract with two-column list. Alphabetical rearrangement. Accents.	20	75
62	Delphic Boilers	A4 advertisement. Paragraph order change.	25	76

PREFACE

Hazel Trevethin is Senior Lecturer in charge of Secretarial Studies at the East Devon College of Further Education, Tiverton.

As Chief Examiner for the Royal Society of Arts, Stage III Typewriting (Advanced), and Chief Examiner for the London Chamber of Commerce, Private Secretary's Certificate (Shorthand Typewriting Duties), she is convinced of the need for thorough preparation of candidates for the examinations of these bodies. She has also held the post of Chief Examiner for the Pitman Examination Institute, and has travelled abroad extensively, lecturing on secretarial techniques and training.

The material in this book is presented in the style of RSA Stage III examinations, though it is also suitable for use by students preparing for Advanced examinations of the London Chamber of Commerce, Pitman Examinations Institute, Business Education Council and other educational bodies.

A comprehensive plan for examination success may be compiled, by extracting tasks from the 7 sections –

LETTERS	MEMORANDUMS
Business, Personal, Circular	
TABULATIONS and LAYOUTS	
FORMS	CARDS
ARTICLES and LAYOUTS including Specialised Wording	
PROBLEM-SOLVING	

to a total of 100 marks. All the tasks show a Marks figure, and a brief Summary of Points provides a check-list of theory items contained in each piece of work.

RSA and other examination Boards are making increasing use of problem-solving material in their Advanced examinations and many tasks in this book call for the typist to correct spelling, typographical and grammatical errors and layout inconsistencies such as might be encountered in everyday business work.

'Production' tasks only are included in this book. Students needing practice on speed tests should make use of the author's special handbook for that purpose, *Skill and Speed*, also published by Macmillan.

A range of business, cultural and artistic interests has resulted in material that typists will find enjoyable and informative whilst developing their examination techniques.

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