TECHNICAL TYPING TASKS

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Task	Page	Task Information
1	1	Wish it was Saturday — Radio script for a school broadcast which went live to air. Note the large typeface to facilitate reading. The figures on the right indicate running time in minutes and seconds.
2	7	The Versatile Terylene Craft — Radio script prepared by industrial news writer for distribution to program producers.
3	8	Alf Garnett Helps Make More Work — Script of a TV commercial.
4	10	The Urswick Show — Script of a TV show made by Univision, the student television service of Lancaster University.
5	13	Towards a National Conservation Strategy — Extracts from a 71-page public discussion paper. Note the use of the emboldening facility, margin justification and the unsatisfactory continuous underscore. Where Latin names are used in the text, it is usual to use italic type.
6	18	Hallett Cove Conservation Park — Draft of leaflet to be freely available to visitors to the park.
7	20	Analysis Reports — Reports on various samples sent to a laboratory for testing. The typist would have other documents available giving details of where to send the reports.
8	24	Water Quality Problems — Draft of journal article. Only a few of the many typing errors have been corrected. This technique is adopted by authors whose handwriting is even worse than their typing.
9	29	Solar Distillation of Drinking Water — The inclusion of diagrams is common in technical work. Care should be taken with the location of the typescript and a small typestyle should be chosen.
10	32	Mangroves — Lecture notes, such as these, are often distributed in manuscript form, because of the difficulty of reproducing the sketches. The typist can either copy the sketches freehand, trace them, or ask the artist to draw them on a plain sheet, with the writing on an overlay.
11	35	How the Weather Forecast is Made — As in all manuscript work, difficulty in deciphering text can usually be resolved by reading ahead and reading for sense. Some minor corrections may be required.
12	39	Wind Deflectors can extend Petrol Dollars — Many keyboards have a 'bullet' for highlighting points in the text. They can be made by inking in a lower case 'o'. Most keyboards now have a degree sign as standard and a superscript lower case 'o' is no longer acceptable.
13	40	Diesel Engine with Ceramic Parts — Translation of Japanese trade information for inclusion in an English-language journal.

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14	45	Petroleum Exploration — Typescript that has been photo-reduced. A clear line between paragraphs would make the text easier to read.
15	47	Assistance for Prospectors — Draft of a leaflet to be printed on Departmental headed paper used for a series of leaflets.
16	50	AC Voltage Regulator — Diagram of a modified electrical circuit for a motorcycle.
17	51	Thermostat — Description of a thermostat and instructions for the installation of the electric convector heater which it controls.
18	53	Security Systems — When the typist is given unnumbered pages, it is advisable to write the numbers on immediately, having checked they were received in the correct order (eg by reading the last line of one page and the first line of the next page).
19	57	Sharing Power — Report incorporating information from another document. If the extracts are stored within the organization, they may be incorporated electronically. Otherwise it may be possible to cut-and-paste a photocopy, instead of retyping the extracts.
20	59	Pieman River Power Development — Technical information summaries incorporating standard forms which would be stored electronically or as blank printed forms. An index ³ should be used, not a superscript 3.
21	69	Selection Guide for Mechanical Handling Aids — The additional information to be inserted in the grid will indicate the suitability of the aid.
22	70	Forklift Truck Attachments — Information to accompany the illustrations in a leaflet.
23	72	Testing Facilities — Details of some of the facilities available at the North Ryde Research and Information Section of the National Materials Handling Bureau.
24	74	Abstracts — Brief notes on journal articles related to materials handling. Journal titles are usually underscored or represented in a different typestyle. The film synopses provide a similar service to people in the industry.
25	76	Typical Causes of Electronic System and Equipment Failure — Diagrams in technical matter are important, as they often demonstrate the point being made more effectively than words.
26	77	Application of Mini-computers to Small Business — An information sheet using relatively simple technical language which would be understood by a lay person.
27	80	Simulation and Programming — Paper to be delivered at a seminar on systems analysis. The author's particular concern in relation to the use of computer languages for modelling is the potential of the computer for problem solving. The material in this task forms the latter part of the whole seminar paper. In preparing the paper, the author incorporates work already produced for another research report.
28	84	A Microcomputer helps Disabled Youngsters to Read — Report for lay people on the successful use of a microcomputer in overcoming dyslexia.
29	87	Eye-controlled and other Fast Communicators for Speech Impaired and Physically Handicapped Persons — Paper for a conference on computer-based aids for handicapped people attended by professionals from a number of disciplines. Note the use of block letters throughout to facilitate reading to a large audience from a lectern. The circuit layout referred to in the last paragraph is not included.
30	90	Mobility Aids for the Disabled in Remote Communities — Report for inclusion in an occasional publication of a research centre.

Task	Page	
31	92	B for Better Health — Information to promote a vitamin B product.
32	93	Microelectronics Products containing Glycol Ethers — Circular letter and two of the research reports which gave rise to it. The references indicated in the 'Result' columns and elsewhere are not included.
33	96	X-ray Reports* — The typist would have the names and addresses of the referring doctors to whom these reports would be sent.
34	98	Medical Correspondence* — Letters from specialists to referring doctors to whom these reports would be sent.
35	103	Mental Assessment* — Reports by psychologists on children referred to them. The standard format for patient details would be stored electronically, so that the typist would only enter the variables.
36	109	Specification for BGO Gamma Ray Detector — Information for inclusion in a submission for funding to purchase a detector. Note the need for subscript indices in the first line.
37	110	Specifications for Single Side Band Transceiver — Information for prospective tenders. It is not necessary to include full stops in the initials of the Royal Flying Doctor Service.
38	111	Northeast Busway Prototype Bus Specification — Section of a report prepared on a typewriter, but now to be transferred to a word processor, so that sections can be recalled for inclusion in any further documents without rekeying.
39	116	Background Paper — Information for general dissemination. The typist would be able to obtain a copy of the scale drawing and of the Standards.
40	121	Building Surveyor's Report — Report on a two-storey house in the south of England. The courtesy title 'Messrs' should be omitted before an impersonal company name and is usually omitted altogether.
41	125	Advanced Calculus — This task requires the use of a symbol daisy wheel or typing element, although the mathematical symbols could be written in black.
42	126	Navigation Lights — Regulations regarding lights to be displayed by small craft. Traditionally ships are female.
43	127	Lightship Measurement — Complex calculations must be done when loading a ship to ensure it remains on the same even keel as when unladen.
44	128	Inclining Experiments — Tests designed to ensure that a new ship does not capsize in service. Computer aided design (CAD) provides naval architects with sophisticated means for simulating such tests.
45	131	Transverse Stability — Calculations to determine how to distribute the weight when loading a ship to ensure it will be self-righting in normal tide and weather conditions.
46	134	Identification of the Outstandingly Able — Summary in table form of information contained in its accompanying journal article. Although this looks complex, it is relatively simple to calculate, particularly if A3 paper is used.
47	135	Processing Analysis of a Task — Diagrammatic representation of a theory expounded in its accompanying journal article. With careful calculation and concentration, this task can give the typist a feeling of success.

*(Note: Details by which the individuals might be identified have been changed.)

Task	Page	
48	136	Processing Euphorbia Latex — Euphorbiaceae are plants which store hydrocarbons in the form of a latex, or milky sap, which is a mixture of oil and water. As they are well adapted to desert conditions, they have economic potential, which is illustrated in this diagram.
49	137	The City's Pies — Graphic representation of a city's income and expenditure. The typist should use a protractor if not producing these charts with the aid of a computer.
50	138	International Symbols — Special Characters — Examples of the special characters available on symbol typing elements and daisy wheels, together with their names in four languages. Typing in a foreign language is often more difficult than typing unfamiliar words in one's own language.

INTRODUCTION

People who process words are increasingly being presented with technical material to key in.

The purpose of this book is to provide teachers with a variety of technical material to enable them to increase their students' confidence in handling such material. Unfamiliar words in an unusual format can lead to a breakdown in skill if the keyboard operator lacks the confidence to look at the task as an exciting challenge and an item of added interest in the day's work.

'Technical' has been interpreted as 'using a specialized vocabulary'. Emphasis is placed on keyboarding from difficult manuscript and work involving a vocabulary which may, in some cases, seem like a foreign language. Examples have been chosen to complement existing keyboarding texts.

Technical material often needs to be presented simply, so that it can be clearly understood by those to whom it is addressed. There may be conventions as to how the work should be set out, but effective presentation generally results from thoughtful layout, including adequate white space, short paragraphs and the placement of related sections in visual proximity. For this reason, no key has been provided for the manuscript tasks. In the case of the typescript examples, students should be encouraged to improve on the presentation of the material, some of which was clearly prepared in a hurry and not rekeyed for the best effect.

The tasks have been gleaned from a variety of sources and are presented in broad categories of content. Some background information has been given, in order to provide a framework for understanding, so that the tasks can be as meaningful as possible. They are considered suitable for students in high schools and colleges of technical and further education.

It will be necessary for the typists to have access to variable-pitch machines and a range of typestyles. It is preferable for them to be able to use a word processor for the longer tasks.

The author is grateful to the many people who have willingly provided material for this book, as well as to her mother for her encouragement and for writing some of the tasks.

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TO THE STUDENT

In employment, you will find that many documents are long and demand considerable stamina to complete them.

The selection here offers variety and the opportunity for you to become familiar with a range of specialist areas. Some of the tasks are easy, but may require typestyle changes. Careful calculation is needed in some of the tabulations, especially when material extends beyond the width of the screen if you are using a word processor. Medical work requires particular accuracy, because errors can literally be a matter of life or death.

All the examples are in black, which is easy to read. Typists and keyboard operators often have to contend with coloured ink or pencil, but will have the benefit of being able to see the imprint of the writing instrument, which may be a valuable clue in deciphering difficult text.

It is a good plan to glance through the whole task before commencing to type, as you can get an idea of the subject matter and note special instructions and addenda. While writers may correct all their errors, it is more likely that some will be overlooked. The authors usually rely on their typists to make the necessary additional corrections.

These tasks provide you with the opportunity to develop skill in producing a perfect piece of work. As you work through the book, you will increase your general knowledge, become more aware of some of the technical advances being made in Australia, and enhance your job prospects.