Keyboarding Assignments

A Photocopiable Pack

Maureen Cole

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Softcover reprint of the hardcover 1st edition 1991

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First edition 1991

Published by
MACMILLAN EDUCATION LTD
Houndmills, Basingstoke, Hampshire RG21 2XS
and London
Companies and representatives
throughout the world

British Library Cataloguing in Publication Data
Cole, Maureen

Keyboarding assignments.

1. Word processing. Keyboarding

I. Title

652.5

ISBN 978-1-349-11394-1 ISBN 978-1-349-11392-7 (eBook)

DOI 10.1007/978-1-349-11392-7

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Acknowledgements

The following are thanked for their co-operation in producing handwritten material:
Linda Albin, Doreen Alig, Peggy Cantello, Tom Hardy, Sue James, Roda Morrison,
Sue Roberts, Steve Rutt, Frances Somers Cocks, Malcolm Stewart, Leonie Stone,
Beverley Tarquini, Nicola Tigwell, Pauline Underwood and Cecily Wilson.

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Introduction

This book is designed to stimulate research, and the use of theory where appropriate, as well as to develop practical skills at the keyboard(s).

Keyboarding Assignments can be used with either a typewriter or a WP. The 'Assignment' format was devised to introduce a new approach to working. This approach suggests real-life situations to the students. Work needs to be orientated towards an integrated approach. Instructions have a personal emphasis or are written to provide a real-life situation.

Certain elements in this theme approach are applicable to the style of some examination papers. Certain skills needed for the new examinations are sometimes required to complete course work. I have tried to produce assignments which cover the demands of all the main examination boards. There is great emphasis on composition, as this is a relatively new skill required in both course work and examination papers.

Pupils enjoy participating in a situation, rather than being just set tasks to develop skills. Many skill requirements are needed to complete the various tasks. 'Skills needed' at the beginning of each assignment theme is a quick reference guide.

The themes have been built into Sections requiring definite skills. More advanced skills are required in Section III. By working in this way, the student learns to use his/her ability both in practising themes and as an introduction to examination work.

The assignments are graduated in difficulty but inevitably some have harder, although basically easy, elements. The contents have been arranged in three sections: I (easy), II (more difficult) and III (most difficult). Section III is particularly useful to develop theory skills, and to increase speed of working. Students should by this point have become used to working in a personal manner, and will hopefully delight in their participation in this section. There are elements which should test some of the more able in Section III.

All names and addresses are fictitious and do not refer to any specific individual living or dead.

Punctuation styles have been mixed deliberately. The student would be expected to be consistent in his/her use of chosen style.

Marking Schemes

It is suggested that marking schemes are used as a guide. Reference should be made to the individual examination board for clarification of any differences, and the enclosed schemes may be adapted where necessary.

Particular reference should be made to the positive marking schemes of the boards.

- 1/2 Accuracy
- 3 Comprehension
- 4/5 Display and application of theoretical knowledge
- 6 Corrections – printer, abbreviations, spellings
- 7 Composition skills

A brief marking scheme is included with each Assignment.

Examples of Theory

	Hotel Griffon	New House	S & B	Shoe Heel	Appeal	Greek Holiday	Travel Agent	Wedding	Pony Club	Young Craven	Job Advert.	First Job	Vet	Yew Tree	Fragrance	Make-Up	Sales	Organ. Outing	Disco	Mail Order	Baby
Advertisement		*	*				*										*		*		
Ref. to advert																	*	*	*		
Agenda						*															
Alpha. order			*						*		*	*	*	*		*	*			*	
Bus. letter		*	*	*	*				*		*	*	*	*						*	
Enquiry						*															
Form letter									*	*											
Reply	*									*							*		*		
Tear-off slip	*																				
Chart			*																		
Chronological order			*																		
Correction passage				*			*	*			*					*	*		*	*	
CV										*											
Form											*	*								*	
Booking	*												*					*			
Order																			*		
From notes			*	*	*	*		*	*				*		*	*				*	
Invitation						*															
Invoice		*					*							*							
Itinerary																	*				
Leader dots								*										*	*	*	
Leaflet													*				*				
List				*	*	*			*							*	*	*	*	*	
Manuscript	*				*	*	*	*	*	*	*	*	*	*	*	*	*		*	*	
Memo			*											*							
Menu						*															
Minutes			*																		
Notice			*		*																
Numerals																*					
Postcard						*															
Programme	*		*					*													
Tabulation						*	*		*	*		*	*	*	*	*	*	*	*	*	
Tel. messages	*	*	*								*	*					*				
Vertical display															*						
Voucher																*					