



Keyboarding Applications

MTM-LAP 6 – Lessons 11, 12, Communication Skills

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆PT4 Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information.
- ◆PT5h Develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits and productivity.
- ◆PT5k Analyze advantages and disadvantages of widespread use of and reliance on technology in the workplace and in society as a whole.

Objectives

- ◆ To build straight-copy speed and control.
- ◆ To improve keying technique on script and rough-draft copy.
- ◆ To build straight-copy speed and control.
- ◆ To improve keying technique.
- ◆ To improve simple, compound, and complex sentence structures.
- ◆ To correctly compose sentences.

Resource Century 21 Computer Keyboarding
 Lessons 11, 12, Communication Skills
 MicroType Multimedia Program

Time Frame 2 ½ hours

THE USE OF THE COPY FUNCTION IS NOT ALLOWED IN KEYBOARDING. IF USED, THE STUDENT INVOLVED WILL RECEIVE A ZERO ON THAT ASSIGNMENT.

DIRECTIONS: Remember the steps to begin each new page of work: (a) key your name and class number at the top left, (b) return two times, (c) key the lesson number of the assignment task on a line by itself and (d) return once before beginning your work.

***If you have to store any items before the end of this section (due to time restraints), name your work LAP 6 and save it that way each time you work with it.*

_____ 1. P. 23, 11A. Conditioning Practice. Follow the text directions. Go to MTM (MicroType Multimedia program) and take the l' writing as directed. Print and attach to LAP. When you have finished this keyboarding task, return TWO times and key the number and letter of the next task (2) below.

- _____ 2. P. 23, 11B. Speed Building. Read Technique Goals and follow text directions. Return two times and go to task (3) below.
- _____ 3. P. 23, 11C. Speed Check: Straight Copy. Follow text directions as given using MTM. Print. Attach. Go on to the next task.
- _____ 4. P. 24, 11D. Rough Draft (Edited Copy). Study proofreaders' marks directions and follow text directions. Rekey the sentences a second time (from text) with emphasis on speed. Go on to the next task.
- _____ 5. P. 24, 11E. Skill Transfer: Straight Copy to Script and Rough Draft. Follow text directions and use MTM for timings. Print. Attach. Go on to next task.
- _____ 6. P. 25, 12A. Conditioning Practice. Follow text directions and use MTM for the timing. Print. Attach. Go on to next task.
- _____ 7. P. 25, 12B. Difficult-Reach Mastery. Read text directions carefully and follow. Go on to next task.
- _____ 8. P. 25, 12C. Script Copy. Follow text directions and use MTM for the timings. Print. Attach. Go on to next task.
- _____ 9. P. 26, 12D. Technique: Response Patterns. Read Technique Hint and follow text directions. Use MTM for the timings. Print. Attach. Go on to next task.
- _____ 10. P. 26, 12E. Skill Building. Use TMT for all directions. Print. Attach. Go on to the next task.
- _____ 11. P. 27-28. COMMUNICATIONS SKILLS. Complete Activities 1 through 4 as directed.

WHEN YOU FINISH THIS (AND OTHER) ASSIGNMENT(S):

- _____ CHECK OVER THE ASSIGNMENT to see if you keyed your name on each page, that you left the proper spacing and formatting throughout, and check to see that you have ALL of the work that was assigned. There is still time to insert an assignment you missed at this point.
- _____ PRINT YOUR ASSIGNMENT following the guides for printing given by the instructor. Check with the instructor if you have printer-related problems.
- _____ AFTER YOU PRINT, arrange your work in the same order as the assignment was keyed. Place this assignment sheet on TOP of your work, fill in all blank lines in the top right and staple all materials together in the TOP LEFT corner. Complete self-assessment below and turn in as directed by your instructor and go on to your next LAP.

Self Assessment – “I/Can....”

- _____ Follow the text and LAP directions as given.
- _____ Build straight-copy speed and control.
- _____ Improve keying technique on script and rough-draft copy.
- _____ Improve keying technique.
- _____ Improve simple, compound, and complex sentence structure.
- _____ Correctly compose sentences.