

3-Minute Alphabetic Timed Writing 10

General Directions

Student: Give the proctor your name and LCC L#.

Type the timing text shown below if you reach the end of the timing, go back and repeat it so that you are typing for the entire three minutes. It does not matter whether you space once or twice after ending sentence punctuation—just be consistent.

The three fastest timings that have 5 or fewer errors will be used to determine your average words per minute (wpm). You can take as many timings as you want. If you only get one or two qualifying timings today, you'll need to come back another day to take more timings.

Print out each timing and circle errors (misspelled or missing words; incorrect or missing punctuation; and capitalization or spacing errors). Note: A misspelled word is one error regardless of the number of incorrect letters it may have.

Isn't it great just to untangle and relax after you have keyed a completed document? Complete, or just done? No document is quite complete until it has left you and passed to the next step.

There are desirable things that must happen to a document before you surrender it. It must be read carefully, first of all, for meaning to find words that look right but aren't. Read word for word.

Check all figures and exact data, like a date or time, with your principal copy. Make sure format details are right. Only then, print or remove the work and scrutinize to see how it might look to a recipient.

gwam
3'

4
8
13
17
22
26
26
31
35
39
40

3' | 1 | 2 | 3 | 4 |

PROCTOR: Proofread student's timing and circle any missed errors. (A misspelled word is one error regardless of the number of incorrect letters it may have.) To determine the average speed, use the scale at the right for the last completed line of text. Use the scale at the bottom for a partially typed line of text. **Add the two numbers together to get the average words per minute. Do not deduct errors from average words per minute.**