

KEYBOARDING PROFICIENCY EXAM  
FOR EXEMPTION

THE SCHOOL DISTRICT OF GREENVILLE COUNTY

**STUDY GUIDE**

Questions should be directed to Nancy Roddy, 355-1094.

Revised 1/12

## **KEYBOARDING PROFICIENCY EXAM OBSERVATION CHECKLIST**

Correct Fingering: (select one)

\_\_\_\_\_ Excellent (16 points)

\_\_\_\_\_ Above Average (12 points)

\_\_\_\_\_ Average (8 points)

\_\_\_\_\_ Below Average (4 points)

\_\_\_\_\_ Seldom to Never (0 points)

Posture: (rate all)

\_\_\_\_\_ Wrists/arms (1 point)

\_\_\_\_\_ Feet (1 point)

\_\_\_\_\_ Sitting Posture (2 points)

Eyes on Copy: (select one)

\_\_\_\_\_ Excellent (10 points)

\_\_\_\_\_ Above Average (8 points)

\_\_\_\_\_ Average (5 points)

\_\_\_\_\_ Below Average (2 points)

\_\_\_\_\_ Seldom to Never (0 points)

\_\_\_\_\_ **Total Points on Observation (possible 30 points)**

\_\_\_\_\_ **Total Points on Timing (possible 10 points)**

\_\_\_\_\_ **Total Points on Written Exam (possible 20 points)**

\_\_\_\_\_ **Total Points on Production (possible 40 points)**

\_\_\_\_\_ **Score on Exam**

This guide is designed to aid the student who wishes to take the Input Technology Exam for Exemption. It is **not** intended to teach the student how to key using the touch method, but to give the student an idea of the types of production work that will be required on the exam.

The exam will consist of the following components:

- Complete a written test concerning language skills as well as computer terminology.
- Demonstrate proper technique.
- Complete a 3-minute timing with at least 35 gross words a minute and less than 5 errors.
- Key a letter, save, and print.
- Key a report from rough draft copy, save, and print.
- Key outline.

The exam will be given by the teachers in the Business Education Department of each middle and high school. The software for the exam will be the same software used for the business education courses at each school. No aides such as textbooks or manuals will be allowed while taking the exam. Students may use the on-line help screen if necessary. Teachers may **not** explain how to complete the production problems to the students once the exam begins.

Students will be assigned a time to report to the Business Education Department to take the exam after returning the completed application form for the exam.

Students will be notified of the results of their exam. To be declared keyboarding proficient, students must make a grade of 70. Those who do not pass the exam will be allowed to retake the exam the following semester. Those who do not pass the exam the second time will be required to enroll in Keyboarding at the high school

## TOUCH METHOD OF KEYING

The touch method of keying means that the student uses the correct fingering (no "hunt and peck") while the eyes remain on the copy. Part of the exam will be an observation by the teacher who will determine if the student uses the correct fingering, keeps eyes on copy, and maintains correct posture.

Printed below is a copy of a keyboard chart which indicates correct fingering.

A = little finger, left hand

S = ring finger, left hand

D = middle finger, left hand

F = index finger, left hand

J = index finger, right hand

K = middle finger, right hand

L = ring finger, right hand

; = little finger, right hand

## PRODUCTION COMPONENT OF EXAM

The production component of the exam will include the following:

1. Key, save, and print a letter.
2. Key, save, and print a report from rough draft copy.
3. Key, save, and print an outline.

The following pages illustrate the various letter styles and report styles which the student **may** be asked to key. A list of common proofreader's marks also appear at the end of the document.

Spacing between parts of the letters and the report styles is indicated on each sample. The spacing between parts is not to be typed during the exam; it is given as a guide for the student. A key is given below which explains the indicated spacing on the documents.

QS = press Return or Enter key 4 times

TS = press Return or Enter key 3 times

DS = press Return or Enter key 2 times

SS = press Return or Enter key 1 time

November 10, 2000

*QS*

Mrs. Evelyn M. McNeil  
4582 Campus Drive  
Fort Worth, TX 76119-1835

*DS*

Dear Mrs. McNeil

*DS*

The new holiday season is just around the corner, and we invite you to beat the rush and visit our exciting Gallery of Gifts. Gift-giving can be a snap this year because of our vast array of gifts "for kids from one to ninety-two."

*DS*

What's more, many of our gifts are prewrapped for presentation. All can be packaged and shipped right here at the store.

*DS*

A catalog of our hottest gift items and a schedule of holiday hours for special charge-card customers are enclosed. Please stop in and let us help you select that special gift, or call us if you wish to shop by phone.

*DS*

We wish you happy holidays and hope to see you soon.

*DS*

Sincerely

*QS*

Ms. Carol J. Suess, Manager

*DS*

nwr

*DS*

Enclosures

*Block Style Letter with Open Punctuation*

November 10, 2000

*QS*

Mrs. Evelyn M. McNeil  
4582 Campus Drive  
Fort Worth, TX 76119-1835

*DS*

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Sincerely,

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Ms. Carol J. Suess, Manager

*DS*

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Enclosures

*Modified Block Style Letter with Mixed Punctuation*

November 10, 2000

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Mrs. Evelyn M. McNeil  
4582 Campus Drive  
Fort Worth, TX 76119-1835

*DS*

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*DS*

Sincerely

*QS*

Ms. Carol J. Suess, Manager

*DS*

nwr

*DS*

Enclosures

*Modified Block Style Letter with Indented Paragraphs and Open Punctuation*

## IMPROVE YOUR WRITING

All of us write from time to time. Writing well is a problem that has become a national concern.

### What Is Writing?

The National Council of Teachers of English formed a Committee on Writing Standards to try to find out what good writing is all about. The Committee (1979, 220) has given us a useful definition of writing: "Writing is the process of selecting, combining, arranging, and developing ideas in effective sentences, paragraphs, and often longer units of discourse." "Good writing," according to the American Psychological Association (1967, 15), "is clear, precise, unambiguous, and economical."

When you or I sit down to write, we tend to follow the writing process that the Committee on Writing Standards spoke about. Thoughts and ideas flow from the words we use, with the words forming sentences and the sentences growing into paragraphs. The words we use show our stream of thought and should carry the readers on an easy and pleasurable cruise through our report or other communication. What we write should have no hidden navigational hazards which might throw readers off course, or completely "out of the boat," so that they stop reading.

Our written English differs greatly from our spoken English. Graves and Hodge (1979, 17) support this point:

. . . there are everywhere obvious differences between written and spoken English. A speaker reinforces his meaning with gestures and vocal inflections, and if

people he addresses still do not understand, they can ask for further explanations; whereas a writer, not enjoying either of these advantages, must formulate and observe certain literary principles if he wishes to be completely understood.

This statement means that written English, unlike spoken English, often has only one shot at getting the reader's interest and attention. And so, we have to give it our best shot!

### Why Is Writing Important?

Writing helps us review and revise our ideas as we think through what it is we want to write. As Professor Carlos Baker, the Chairman of English at Princeton University, has said, "Learning to write is learning to think" (Cross, 1979, 226). And Dr. S. I. Hayakawa, a semanticist and therefore deeply concerned with the meaning of language, says much the same thing when he tells us, "You just don't know anything until you can write it" (Cross, 1979, 226).

Writing leads to the kind of human development that Henry David Thoreau called "being alive." But writing also helps us to remember things and so makes us better learners, and that's a very practical goal in our culture. Being able to write well contributes to success in school, too. And good writing is just as important to success in a job or a career, especially those careers where good written communication skills are required.

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#### REFERENCES

American Psychological Association. Publication Manual. 2d ed. Washington, D.C.: American Psychological Association, 1974.

Committee on Writing Standards, The National Council of Teachers of English. "Standards for Basic Skills Writing Programs." College English, October 1979, pp. 220-222.

Cross, Donna W. Word Abuse. New York: Coward, McCann & Geoghegan, Inc., 1979.

Graves, Robert, and Alan Hodge. The Reader Over Your Shoulder. New York: Random House, 1979.

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*Topbound Report Style*

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## THEATER VOCABULARY WORDS

April 7-25

Week of April 7

Blackout

Conflict

Dialogue

Floor plan

Improvisation

Melodrama

Run-throughs

Theme

Week of April 14

Callbacks

Critique

Ensemble

Illusion

Intermission

Narrator

Screenplay

Tragedy

Week of April 21

Choreography

Cues

Feedback

Imagination

Literary merit

Playwright

Soliloquy

Visualization

*Table*

## **PROOFREADER'S MARKS**

Align copy; also, make these items parallel

Being a new paragraph

Capitalize

Close up

Delete

Delete space

Do not begin a new paragraph

Insert

Insert comma

Insert period

Insert quotation marks

Insert space

Insert apostrophe

Let it stand; ignore correction

Lowercase

Move down; lower

Move left

Move right

Move up; raise

Spell out

Transpose

Underline or italic