

Keyboarding

Progress Reports

160407 ***Keyboarding and Document Processing*** (Second Edition)

Additional correlated materials (student materials bold)

160415 *Keyboarding and Document Processing* Teacher Guide / Solution Key

172316 *Keyboarding and Document Processing* Solution Key

170003 Keyboarding Quiz and Test Book

178977 Keyboarding Quiz / Test Key



Keyboarding Progress Report



First Grading Period

Lessons 1–43

Student Name _____
Last First Middle

Home Teacher _____

Address _____

City, State ZIP _____

DESK ARRANGEMENT / POSTURE QUIZZES

Lesson	Grade
3	_____
7	_____
12	_____
19	_____
21	_____
28	_____
32	_____
38	_____

KEYING TECHNIQUE QUIZZES

Lesson	Grade
4	_____
9	_____
14	_____
16	_____
23	_____
24	_____
26	_____
33	_____
40	_____

WRITTEN QUIZZES

Lesson	Quiz	Grade
15	1	_____
20	2	_____
36	3	_____
Quiz Avg.		_____

TIMED WRITINGS*

Lesson	NWAM	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Timed Writing Avg. _____

TESTS

Lesson	Test	Grade
25	1	_____
43	2	_____
Test Avg.		_____

KEYBOARDING

Quiz Avg. 1/3 _____
 Timed Writing Avg. 1/3 _____
 Test Avg. 1/3 _____
Final Avg. _____

* From the timed writings given for this grading period, choose the ten best timings to record as grades.

Keyboarding Progress Report



Third Grading Period

Lessons 86–126

Student Name _____
Last First Middle

Home Teacher _____

Address _____

City, State ZIP _____

DESK ARRANGEMENT / POSTURE QUIZZES			TIMED WRITINGS*			KEYBOARDING
<u>Lesson</u>		<u>Grade</u>	<u>Lesson</u>	<u>NWAM</u>	<u>Grade</u>	Quiz Avg. 1/3 _____
103		_____	_____	_____	_____	Timed Writing Avg. 1/3 _____
107		_____	_____	_____	_____	Test Avg. 1/3 _____
118		_____	_____	_____	_____	Final Avg. _____
KEYING TECHNIQUE QUIZZES			_____	_____	_____	
<u>Lesson</u>		<u>Grade</u>	_____	_____	_____	
87		_____	_____	_____	_____	
94		_____	_____	_____	_____	
111		_____	_____	_____	_____	
122		_____	_____	_____	_____	
WRITTEN QUIZZES				Timed Writing Avg.	_____	
<u>Lesson</u>	<u>Quiz</u>	<u>Grade</u>	TESTS			
90	8	_____	<u>Lesson</u>	<u>Test</u>	<u>Grade</u>	
91	Exercise 59.2	_____	109	5	_____	
97	9	_____	126	6	_____	
104	10	_____		Test Avg.	_____	
114	11	_____				
116	Exercise 73.2	_____				
126	12	_____				
	Quiz Avg.	_____				

* From the timed writings given for this grading period, choose the ten best timings to record as grades.

