

## **TEXT PROCESSING & KEYBOARDING (DES 1102)**

LECTURE 9

TOPIC Memorandum

Speed Test

AIM To enable the student to understand the format of memorandum

To test student typing speed

### **LEARNING OUTCOMES:**

After completing this chapter you should be able to understand:

1. Format for memorandum
2. Type a memo according to the amendment
3. How to calculate your typing speed per minute



## Exercise 1

Type the following memo according to the amendment, insert today's date.



Answer 1

MEMORANDUM

To Peter Kopec  
From Sonia Pearson  
Ref SP/JED  
Date Today's date

I have received a letter today from a major newspaper. They ask if it is possible for us to write an article for World Environment Week.

**The brief is clear: advise large firms on green issues.**

As our expert on these matters, your name immediately came to mind. This is a great opportunity for us to raise awareness levels and to bring corporate problems to the public's notice. I enclose a report which may be useful to you in drafting the feature. My secretary is looking out further papers. These will be sent to you shortly.

Please bear in mind that the deadline date is 24 January. When complete, send your article direct to

Ms Angela Davies  
16 Forth Street  
LONDON  
WC1A 4HG

Since the newspaper is highly thought of in the business world, you should aim at large firms as well as the general public.

## Exercise 2

Type the following memorandum in single line-spacing. Use the reference JS/2/94/3 and today's date.



Answer 2

MEMORANDUM

To Robert Evans  
Print Room

From John Sanders  
Manager

Ref JS/2/94/3

Date Today's date

MANOR PARK, LINCOLN – PRICE LIST

Please arrange for the following price list to be printed and included in our next brochure for which you already have most of the details to be inserted.

The Regency	5-bedroom detached house with lounge, dining room, kitchen, study, utility room, lobby, conservatory, family bathroom, 2 en suite bedrooms, balcony and double garage	£185 000
The Sharwood	4-bedroom detached house with lounge, dining room, kitchen, utility room, study conservatory, family bathroom, 2 en suite bedrooms and double garage	£145 000
The Winslow	4-bedroom detached house with lounge/ diner, kitchen, utility room, conservatory, family bathroom, one en suite bedroom, double garage	£125 000

All properties are covered by the ten year NHBC Buildmark warranty and have been awarded the Gas Board's Certificate for Gas Warm Homes.

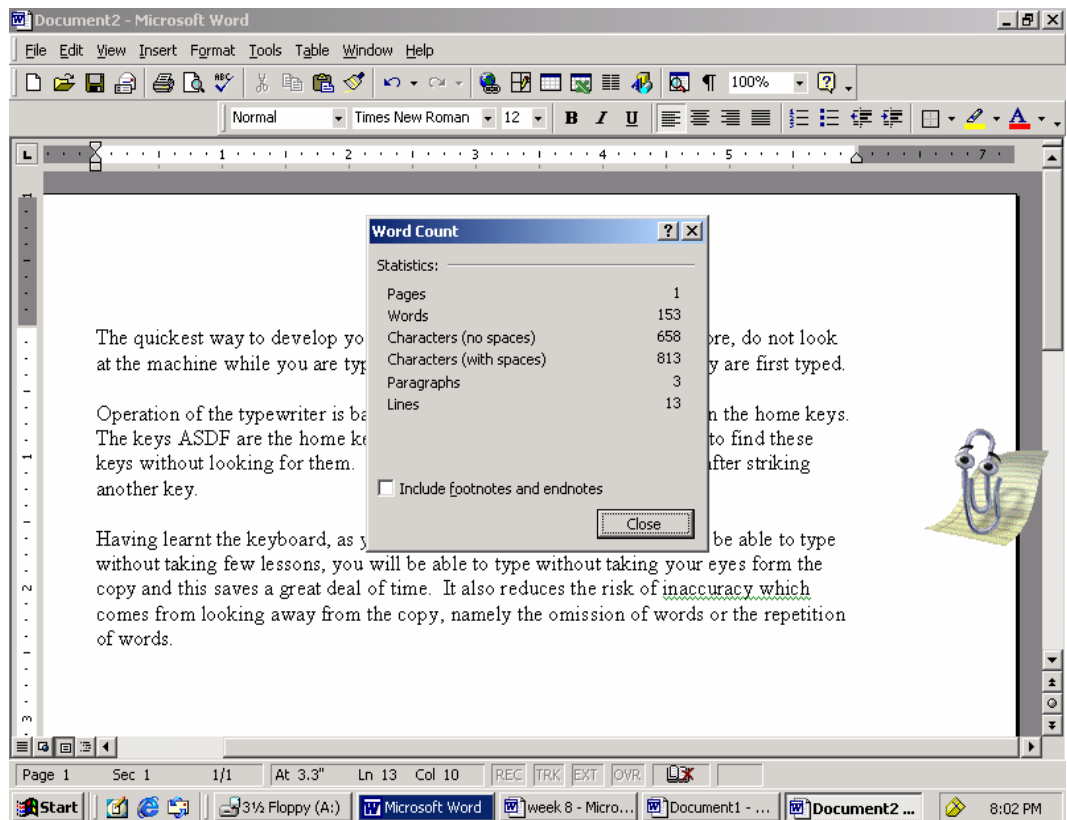
All houses have been traditionally built using hand-made textured bricks with feature plinths, sills, windows and doors.

## SPEED TEST

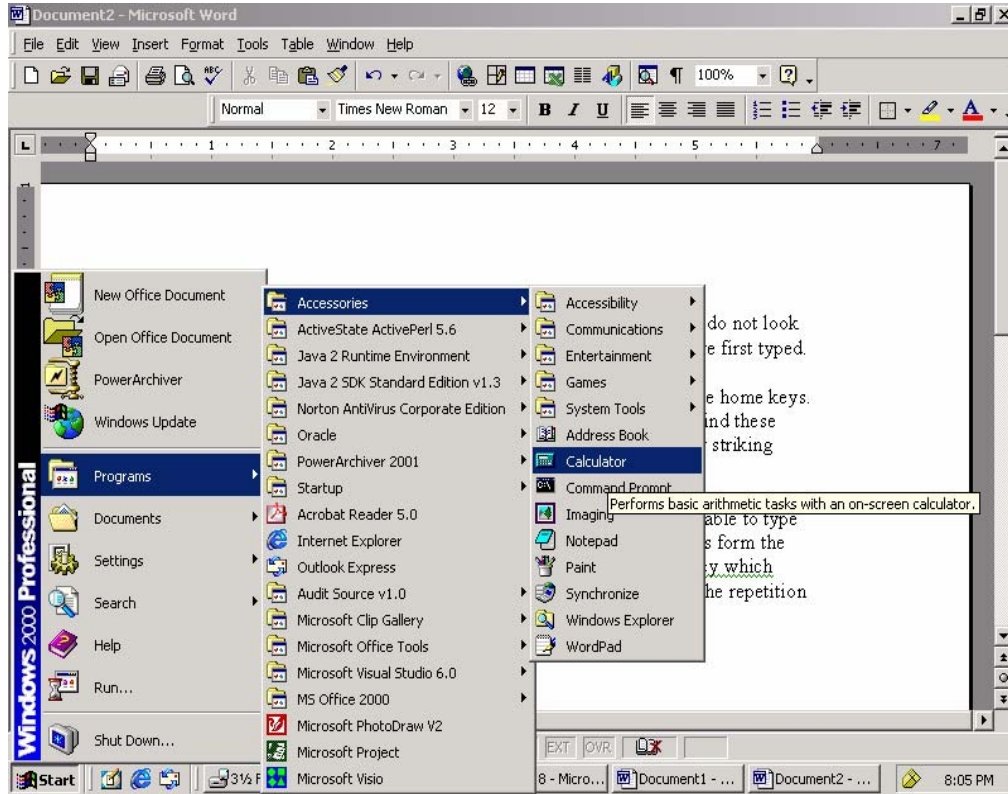
You are given 10 minutes to type a passage. After the 10 minutes duration, you need to calculate your speed based on the formulae. Try to avoid any spelling and spacing errors during typing.

### TYPING SPEED FORMULAE: PER MINUTE

- 1 Get your word count
  - Click under tool menu
  - Word count
  - Write down your characters (with spaces)



- 2      Get your calculator
- click start button
  - programs
  - accessories
  - calculator



3      Formulae:

Key in:

Characters (with spaces) / 5 / 10 = \_\_\_\_ word per minute

## SPEED TEST 1

Type this passage in 10 minutes time and try to avoid any spelling error:

