**KEYBOARDING WRITING 1**

We live in a society of numbers. From the number of a birth certificate to the number of a death certificate, numbers play a vital role in the daily life of each of us. Virtually all typed business and personal papers contain figures. Quite often these documents contain some commonly used symbols, also. Therefore, skill in keying on the top row is critical to your future use of the machine.

Data arranged in table form shows a common use of figures and symbols. Although some tables include no figures, the greatest percentage of them do. Just as top skill on a letter keyboard may help you land a well-paid job, expert skill on figure copy may land you a prized data entry job that's even better. Workers in accounting and data processing offices must know how to operate the number row with efficiency.

**KEYBOARDING WRITING 2**

A great many people alibi that if they could only stop the clock or hold back the hands of time, they could accomplish whatever they desire. Unfortunately, time marches on whether human beings do or not. The question therefore becomes not how can we acquire more time for ourselves, but how can we utilize more productively the time allotted us. Learning to use time wisely is a major step toward success.

Time is a constant, for everyone has an equal amount of it. How we use time, however, is a critical variable in the equation of excellence. Thinking requires time, of course; but we can conserve our time by taking time to plan before beginning our work. The likelihood of having to do work over is decreased by thinking through all related problems and planning the project before getting started.

**KEYBOARDING WRITING 3**

Information is made up of words, numbers, and symbols that convey knowledge that can be used in many ways. The mass of information we have is expanding at a rapid rate, causing a paperwork explosion. One of the major results is a revolution in the way information is processed in the office. The most widely used term for such work is word processing. It is a system that involves workers who are educated to use specific procedures and electronic equipment.

A word originator dictates or writes the input that a word processing worker keys on electronic equipment. The input is then stored in the system for later use. The system makes it easy to record, store, recall, and revise information. For instance, name and address lists can be recalled from a memory bank to be changed or used to send bills, fliers, and other notices. As you can see, th e sizable amount of information that is stored in the system can be used in many different ways.

**KEYBOARDING WRITING 4**

Human relations skills on the job are very critical in terms of how you will be perceived by peers as well as by superiors. During your early weeks at work, you will be sized up quickly by coworkers. How they observe and evaluate you will help to determine whether your work experience will be pleasant, successful, and valuable.

Be cautious at first and do not align yourself closely with any of the cliques that often develop in the workplace. Show understanding and be courteous to everybody, but don't take sides in a dispute that may occur between members of any group of workers. Show that you can think for yourself, but don't convey your ideas too freely.

Look, listen, and learn before you take an active part in the politics of the workplace. Let the older, experienced workers be the agents of change. Study and learn from them and carefully notice what seems to cause their successes or failures. As you develop a job, all positive human relations skills will be rewarded.

**KEYBOARDING WRITING 5**

The most crucial aim of all of your keying practice now must be to develop the highest skill possible. Regardless of whether you plan to apply your skill at home, at school, or in the business world, the principal goal of your efforts must be to attain top skill. The firmest assurance of your eventual success is to build the best possible keying power now.

You must work hard to build high skill; it is not bestowed. No magic plan or simple system will help you obtain maximum keyboarding skill. To build a high skill, you must expend extra energy, devote many hours to developing proper technique on copy containing ideas for growth, and use the most effective work method each and every time you practice.

No single skill-building activity will supply the variety of experiences that will yield maximum progress and skill. Sometimes the object of practice is to reach for speed; at other times, the purpose may be to practice at a slower rate to lower the number of errors. Learn now to employ each kind of technique with equal zest.

**KEYBOARDING WRITING 6**

Although the path to success is usually lengthy, you can make it shorter if you will start to develop two important skills at the beginning of your business career. The first is the ability to see and to solve problems; the second, the ability to gather facts and arrange them in logical order, from which you can draw the correct conclusions.

Surely you can recall occasions when you devoted many hours, even days, to striving unsuccessfully for a goal, and then you happened to see the difficult problem from a new viewpoint. Perhaps you exclaimed to a friend or yourself, "Now I see what the problem is." And once identified, the problem was easily solved. As you begin work on a project, make your initial step that of seeing the actual problem.

To solve problems, use all effectual means to get the data that you will need. Books and magazine articles give facts and expert opinions, and a request by mail or phone may result in added aid. Enter the data on cards, divide the cards into logical groups, review the work, and apply common sense to reach conclusions that the data support.

**KEYBOARDING WRITING 7**

Knowing that there are sixty seconds in every minute and sixty minutes in each hour, we should be able to schedule our activities into the available time without difficulty. Why, then, do so many people end up rushing around in a frenzy, trying to meet deadlines? The answer is in the psychological nature of time. When we are enjoying ourselves, time seems to fly away; but time spent on tedious jobs seems endless.

Do you ever "goof off" for an hour or more with a television program or a visit on the telephone and discover later that you haven't actually enjoyed your leisure? Each nagging little vision of homework or chores to be completed always seems to result in taking the edge off your pleasure. And you still have to complete whatever you postponed--probably in a hurry.

If you fit the situation above, don't waste valuable time feeling guilty; for you have lots of company. What you should feel is cheated--out of leisure that you didn't enjoy and study time that didn't produce results. Check with your companions who always seem ready for a good time but are also ready for unexpected quizzes. The secret is in the budgeting of your time.

**KEYBOARDING WRITING 8**

Our news media and editorial writers have made this idea well known: A high school education is not just important--it is almost essential. Most jobs now go to those men and women with the skills needed to run our electronic world of today, skills that almost always must be acquired in high school or college. Jobs for the unskilled dropout are dying out.

Very few persons are in the position of not having to earn a living for themselves and their families. Moreover, many men and women who have enough sources of income still prefer to engage in a job of some kind. Your primary goal, therefore, should be to learn the skills necessary for a career that you would find both pleasant and profitable.

We need to emphasize the merit of making our next goal that of learning how to be complete and fulfilled as a person. Students who make a concentrated effort can, by wisely and sensibly using their time, take not only technical classes but also courses that will help them to think, reason, inquire, evaluate, and enjoy. Indeed, not only their business lives but also their social lives can be enriched.

**KEYBOARDING WRITING 9**

Why are some people so amazingly productive while others are not? Procrastination is the explanation offered in response to this query. Productive people do not waste time. They maintain that you should not put off till the next day what you can do today. People who are successful tend to be those who manage time rather than let time manage them.

A number of things can be done to combat procrastination. First, prepare a listing of each task that needs to be accomplished. Many of the tasks that appear on the list will take minimal time, while others on the list may take a substantial amount. As each task is achieved, it should be deleted from the list. This gives a person a sense of accomplishment and increases the likelihood of additional tasks being completed.

The next suggestion is to divide a big job into several smaller parts. By doing so, the job will not appear so overwhelming. Along with breaking the job down, set deadlines for completing each part of the job. The probability of completing a large job is much greater when it is divided into parts that have assigned deadlines.

**KEYBOARDING WRITING 10**

Have you ever stopped to ponder how important science is in your daily life? Science is important to everyone. It has resulted in many amazing advances that make our homes, schools, and work activities easier and more pleasant. Science has improved how we produce goods, provide services, get from one place to another, and speak to each other. Science has even made it possible for us to live longer.

Your science education began in elementary school in the early grades where you learned to describe, to measure, and to draw conclusions. You got simple explanations of what makes it rain, what keeps airplanes in the sky, and how sound moves quickly from one place in the world to another through or without wires. From these general ideas about nature, you began to build an understanding of science.

In subsequent grades, science learning was more formal when it became a separate subject. In high school you will likely take a science course each year so that you can learn more about the specific fields of science. In addition, you are apt to take other courses and complete projects that enable you to apply the science concepts learned in those specific science courses.

**KEYBOARDING WRITING 11**

Quite a few of today's consumers buy on credit each day without considering the consequences of the costs associated with purchases made on credit. A decreased spending capacity in the future is one of the main points that need to be taken into account prior to making a major credit purchase. Buyers who utilize credit need to remember that earnings going toward the repayment of a loan restrict funds that could be used to buy other goods or services.

Buyers must also remember that credit can be expensive; there are costs associated with it. One of these costs is interest. Interest is the sum charged for the use of money. Buyers who make purchases via credit can also expect to be charged service fees or finance chargers. Perhaps the biggest cost of credit, however, is the opportunity cost. The opportunity cost can be viewed as the cost of not acquiring certain goods or services in order to acquire other goods and services.

**KEYBOARDING WRITING 12**

As you build your keying skill, the number of errors you make is not very important because most of the errors are accidental. Realize, however, that documents are expected to be without flaw. A letter, report, or table that has flaws is not usable until it is corrected. So find and correct all errors.

The best time to detect and correct your errors is while the copy is still on a monitor. Therefore, just before removing the copy from the monitor, proofread it and correct any errors you have made. Learn to proofread very carefully and to correct all errors quickly. Improve your production skill in this way.

**KEYBOARDING WRITING 13**

An education is becoming more important in our society. More jobs will be open to the skilled person with fewer jobs open to the unskilled or less educated person. Future jobs will require people who can communicate and who have basic math and reading skills. It is predicted that there will be a large number of new jobs available to those with the appropriate training who want to work in an office. These jobs will require the skills listed above and the ability to process office documents.

To quickly process quality office documents will take a great deal of training. A person must be able to key rapidly, format a variety of documents, make decisions, follow directions, recognize all types of errors, and apply language skills. In addition to these skills, the best office workers will be willing to put forth an extra effort. You should begin to put forth an extra effort today to get the training needed to become one of the skilled workers in the labor force of the future.

**5-MINUTE TIMED WRITING**

Small change adds up. This is worth repeating: small change adds up. Empty your small change into a jar every day, and watch the total add up over time. Make small changes in   
your daily habits—such as your meals or snacks, your relationships, your work, or your leisure—and watch those changes gradually accumulate into a much healthier, happier, and more satisfying life.  
 An angle of only one degree is difficult to draw on a piece of paper. It is too small. If a flight from New York to Los Angeles is off course by just one degree, the plane will arrive closer to Tijuana, Mexico, than Los Angeles. The farther it travels, the more widely it misses its destination.   
 This is what happens to us in life. We drift off course. What once seemed like a fabulous job has become tedious or frustrating. What was once a great relationship has lost its luster. The body has drifted out of shape. Like the pilot, we find ourselves off course. What are we to do?  
 Many advice-givers say to change direction completely. These advisers usually suggest radical changes or big makeovers. Returning to the New York—Los Angeles flight analogy, the advisers might say to change planes in Chicago. Worse, they might even suggest that the pilot return to New York and start over!  
 But there is good news. Small changes can get us back on course as easily as they can lead us off course. Either for you or against you, small change adds up. Here is more good news. Your life is probably not as big a mess as you think. You are not bad, weak, unlovable, or out of control. People in search of self-improvement are usually just off course. Our transcontinental pilot needs to make only small adjustments along the way in order to arrive at the desired destination.  
 Granted, there are times in life when a big change is necessary. An abusive relationship or a life-threatening disease may need immediate and dramatic action. Most problems, though, have not reached the crisis stage, and for those problems, a small change approach can be the best way to go.  
 Small change is powerful. The power of small change lies in how much easier small changes are to initiate and maintain, and how meaningful are the patterns they create.  
Replace a soft drink with water at just one meal—say, lunch. With this small change, you will drink approximately forty more gallons of water per year, while not drinking forty gallons of carbonated sugar. You will also save up to fifty thousand calories and as much as five hundred dollars.  
 Walk to the next bus stop instead of the closest one. In one year, you will walk more than 150 miles more than if you had not changed your routine. This is the equivalent of walking from New York to Philadelphia and back each year. In ten years you will have walked more than 1,500 miles.  
 Consciously say, “I love you,” at the end of every phone conversation with a life partner, and it will reinforce the message for both of you, adding tens of thousands of endearments over the course of a relationship. Small change adds up!  
 Small change is a gentle pathway to self-improvement. By making small changes, one at a time, you go easy on yourself. You’re not challenging yourself to become a new you overnight; you are tackling one small issue, such as taking a breath before reacting to small annoyances or doing three minutes of stretching in the morning. You give yourself positive reinforcement along the way as you succeed in making each small change. With each accomplishment you gain confidence in your ability to make changes.

From *Small Change* by Lawrence and Susan Terkel

**5-MINUTE TIMED WRITING**

What constitutes an American? Not color nor race nor religion. Not the pedigree of his family nor the place of his birth. Not the coincidence of his citizenship. Not his social status nor his bank account. Not his trade nor his profession. An American is one who loves justice and believes in the dignity of man. An American is one who will fight for his freedom and that of his neighbor. An American is one who will sacrifice property, ease and security in order that he and his children may retain the rights of free men. An American is one in whose heart is engraved the immortal second sentence of the Declaration of Independence.

Americans have always known how to fight for their rights and their way of life. Americans are not afraid to fight. They fight joyously in a just cause.

We Americans know that freedom, like peace, is indivisible. We cannot retain our liberty if three-fourths of the world is enslaved. Brutality, injustice and slavery, if practiced as dictators would have them, universally and systematically, in the long run would destroy us as surely as a fire raging in our nearby neighbor's house would burn ours if we didn't help to put out his.

If we are to retain our own freedom, we must do everything within our power to aid Britain. We must also do everything to restore to the conquered peoples their freedom. This means the Germans too.

Such a program, if you stop to think, is selfishness on our part. It is the sort of enlightened selfishness that makes the wheels of history go around. It is the sort of enlightened selfishness that wins victories.

Do you know why? Because we cannot live in the world alone, without friends and without allies. If Britain should be defeated, then the totalitarian undertaker will prepare to hang crepe on the door of our own independence.

Perhaps you wonder how this could come about? Perhaps you have heard "them"--the wavers of the future--cry, with calculated malice, that even if Britain were defeated we could live alone and defend ourselves single handed, even against the whole world.

I tell you that this is a cold blooded lie.

We would be alone in the world, facing an unscrupulous military-economic bloc that would dominate all of Europe, all of Africa, most of Asia, and perhaps even Russia and South America. Even to do that, we would have to spend most of our national income on tanks and guns and planes and ships. Nor would this be all. We would have to live perpetually as an armed camp, maintaining a huge standing army, a gigantic air force, two vast navies. And we could not do this without endangering our freedom, our democracy, our way of life.

Perhaps such is the America "they"--the wavers of the future--foresee. Perhaps such is the America that a certain aviator, with his contempt for democracy, would prefer. Perhaps such is the America that a certain Senator desires. Perhaps such is the America that a certain mail order executive longs for.

But a perpetually militarized, isolated and impoverished America is not the America that our fathers came here to build. It is not the America that has been the dream and the hope of countless generations in all parts of the world. It is not the America that one hundred and thirty million of us would care to live in.

What is convulsing the world today is not merely another old-fashioned war. It is a counter revolution against our ideas and ideals, against our sense of justice and our human values.

*From a speech b y Harold Ickles in May, 1941.*

**5-MINUTE TIMED WRITING**

Go placidly amid the noise and haste, and remember what peace

there may be in silence. As far as possible without surrender be on good

terms with all persons. Speak your truth quietly and clearly; and listen to others, even the dull and the ignorant; they too have their story.

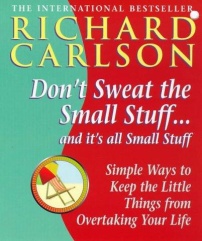
Avoid loud and aggressive persons, they are vexations to the spirit. If you compare yourself with others, you may become vain and bitter; for always there will be greater and lesser persons than yourself. Enjoy your achievements as well as your plans. Keep interested in your own career, however humble; it is a real possession in the changing fortunes of time. Exercise caution in your business affairs; for the world is full of trickery. But let this not blind you to what virtue there is; many persons strive for high ideals; and everywhere life is full of heroism.

Be yourself. Especially, do not feign affection. Neither be cynical about love; for in the face of all aridity and disenchantment it is as perennial as the grass. Take kindly the counsel of the years, gracefully surrendering the things of youth.

Nurture strength of spirit to shield you in sudden misfortune. But do not distress yourself with dark imaginings. Many fears are born of fatigue and loneliness. Beyond a wholesome discipline, be gentle with yourself. You are a child of the universe, no less than the trees and the stars; you have a right to be here. And whether or not it is clear to you, no doubt the universe is unfolding as it should.

Therefore be at peace with God, whatever you conceive Him to be, and whatever your labors and aspirations, in the noisy confusion of life keep peace with your soul. With all its sham, drudgery, and broken dreams, it is still a beautiful world. Be cheerful. Strive to be happy.

*By Max Ehrmann, Desiderata, Copyright 1952.*

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**5-MINUTE TIMED WRITING**

It wasn't until a few years ago that I realized how often I interrupted others and/or finished their sentences. Shortly thereafter, I also realized how destructive this habit was, not only to the respect and love I received from others but also for the tremendous amount of energy it takes to try to be in two heads at once! Think about it for a moment. When you hurry someone along, interrupt someone, or finish his or her sentence, you have to keep track not only of your own thoughts but o those of the person you are interrupting as well. This tendency (which, by the way, is extremely common in busy people), encourages both parties to speed up their speech and their thinking. This, in turn, makes both people nervous, irritable, and annoyed. It's downright exhausting. It's also the cause of many arguments, because if there's one thing almost everyone resents, it's someone who doesn't listen to what they are saying. And how can you really listen to what someone is saying when you are speaking for that person?

Once you begin noticing yourself interrupting others, you'll see that this insidious tendency is nothing more than an innocent habit that has become invisible to you. This is good news because it means that all you really have to do is to begin catching yourself when you forget. Remind yourself (before a conversation begins, if possible) to be patient and wait. Tell yourself to allow the other person to finish speaking before you take your turn. You'll notice, right away, how much the interactions with the people in your life will improve as a direct result of this simple act. The people you communicate with will feel much more relaxed around you when they feel heard and listened to. You'll also notice how much more relaxed you'll feet when you stop interrupting others. Your heart and pulse rates will slow down, and you'll begin to enjoy your conversations rather than rush through them. This is an easy way to become a more relaxed, loving person.

From *Don’t Sweat the Small Stuff* by Dr. Richard Carlson