

KEYBOARDING 5TH HOUR INSTRUCTION SHEET

Hello Students!!!! I miss you all so much! I hope that you all are staying safe, getting lots done, and are enjoying some extra time at home. Below is the list of assignments that will be due at the end of the school year. **ALL ASSIGNMENTS ARE DUE BY MAY 15TH.** All of the assignments given will average together to give your grade for the final quarter. If you do not turn in an assignment, or turn it in late you will get a **zero** on that assignment, and that will affect your grade.

Your assignments will include two worksheets, one quiz and one paper.

For both worksheets you must watch the video with the link provided. Use the video to answer the questions. You may turn in the worksheets one of two ways:

- 1) Hand it in personally either by bringing it in to the office, or handing it to either of the men that come to your house in Chicago.
- 2) You may email it to me at sabrina.aubrecht@cbshammond.com

The quiz is on the City Baptist website.

The paper will be on your choice of one of the following topics:

1. Write a paper on how you would teach a friend or family member how to touch-type.
2. Write a paper on the benefits of touch typing.
3. Write a paper on how touch-typing was developed.

The paper you choose to write must be one page long and double spaced, it must also be neat and easy to read.

You **MUST** have the following information printed/written on any assignment you turn in:

- 1) Your name.
- 2) Assignment name (ex: Keyboarding Worksheet 1).
- 3) The answer sheet **MUST** be numbered.
- 4) If you are handing your assignment in on paper, it must be neat and easily readable.

If you have any questions feel free to email me at the address above, or call the school office and they can get a message to me. Remember, again, **ALL** assignments are due on **MAY 15TH.**