
MEMO

TO: STUDENT _____ ID _____

FROM: VANCE STEVENS, COMPUTING LECTURER, PETROLEUM INSTITUTE

SUBJECT: SCORES ON TYPING PROGRESS REPORT

DATE: DECEMBER 17, 2003

Thank you for your memo reporting your progress with Typing Tutor. Here is a chart showing how your score was derived. I hope that this feedback will help you make improvements to your work in the future.

Here is how the assignment was marked. Your score is in the column at right.

| Stated Requirement | Point Value | Your score |
|--|-------------------------------------|------------|
| Create an Excel spreadsheet to track your work with DOS Keyboarding Tutor | 5 | |
| Enter your data in the spreadsheet (exercise, date, speed, and accuracy) | 5 | |
| Use the chart wizard to create a line graph like the one in the example given | 5 | |
| Rename series 1 and 2 to Speed and Accuracy | 10 | |
| Give the chart a title and label the X and Y axes | 10 | |
| Produce a chart and copy it to your computer RAM | 5 | |
| In Word use File / New to create a MEMO (Elegant or Contemporary) | 5 | |
| Delete the memo text (body) and paste your chart object there | 5 | |
| Address the memo to your teacher | 5 | |
| From you (and don't forget to include your ID) | 5 | |
| Delete the cc (carbon copy, not needed) | 5 | |
| Subject or Re: DOS Keyboard Tutor Progress Report for (give time period) | 5 | |
| Above the chart, write a <i>paragraph (a few sentences)</i> to REPORT (describe, explain) your progress. For example, explain what the lines mean, tell whether or not you are satisfied with your progress, state reasons for performance, and/or say what you can do to improve in the future. | <i>5 per good sentence up to 15</i> | |
| In this part of the report state whether you are looking at your fingers when you type or not | 5 | |
| Report on the lessons assigned for this week (10-20, 21-30 etc) | 10 | |
| Totals | 100 | |

HERE IS AN EXAMPLE OF A WELL-DONE KEYBOARDING PROGRESS MEMO.

MEMORANDUM

TO: Vance Stevens
FROM: A Real Student (with some corrections)
DATE: 15/12/2003
RE: Dos Keyboard Tutor Progress Report

Below is my Keyboard Tutor Progress Chart for the week of 10 to 14 December, 2003. As you can see, my accuracy in keyboarding has increased to 99% and this is good development for me. My speed in keyboarding has remained approximately constant and has ranged between 29 to 36. I am still looking sometimes at the keyboard, but I hope to overcome that, and improve my accuracy to be ready for Monday's test.

