



INTRODUCTION TO TYPEWRITING – CARIBBEAN STYLE

By

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The CORRESPONDENCE section of this textbook would not have been possible without the cooperation and permission for the use of letterheads and copy from the offices of local Industry, Government, Insurance Companies, Retail Stores, Travel Agents, Hotels, Banks, the Chamber of Commerce and the Legislature.

The TABLES & MANUSCRIPT sections of this textbook contain material from Island Center, Williams Public Library, Fountain Valley Golf Course, and Government publications.

* * * * *

The following letterheads have been incorporated in the textbook and WORKBOOK PAD for student use in introducing a measure of 'reality' as she/he types a business letter on a "real" letterhead.

THE CHASE MANHATTAN BANK, N.A.
THE ROYAL BANK OF CANADA

MARTIN MARIETTA

ANTILLES INSURANCE
COMPANION ASSURANCE COMPANY

GRAPETREE BAY HOTEL
ST. CROIX BY THE SEA HOTEL

OFFICE OF THE LT. GOVERNOR
OFFICE OF THE GOVERNOR'S REPRESENTATIVE
SMALL BUSINESS ADMINISTRATION

LEGISLATIVE OFFICE OF SIDNEY LEE

ST. CROIX CHAMBER OF COMMERCE

COLLEGE OF THE VIRGIN ISLANDS

Thank you, Prestige Press and Southerland Tours, for permission to use your name and address for Personal Business Correspondence.

Mary R. Stewart

PREFACE

"Introduction To Typewriting - Caribbean Style" has been written to fill a pressing need for the college, secondary, and post-secondary student in the Caribbean, particularly in the U. S. Virgin Islands.

Textbooks abound in typewriting, written by experts in the U. S. These textbooks have been and are presently being used in the Caribbean. However, as the majority of typists who begin their clerical and secretarial training in these islands enter the job market in these islands, and remain in the islands, the need for a textbook geared to the island scene is self-evident.

GOALS & OBJECTIVES

"Introduction to Typewriting - Caribbean Style" is designed with the following objectives:

- 1) To provide a basic 50-lesson course for use in a 16-week college semester.
- 2) To provide a basic 50-lesson course (half year) to be used by the secondary and post-secondary student.
- 3) To provide an introduction to 'touch' typewriting; that is, to develop the ability to typewrite accurately and rapidly by touch.
- 4) To provide an introduction to the beginning student (after the keyboard mastery) to Business and Personal Correspondence, Business Tables, Manuscript typing, Theme Outlines and speed development.
- 5) To provide the student with local island copy using local business and government letterheads.
- 6) To provide a pattern to guide the student through a speed cycle of one-minute, two-minute, three-minute and five-minute speed writings.
- 7) To provide the student with a saleable vocational skill which may enhance a 'first job' entry into the island's government and business community.
- 8) To provide the student with a relevant base upon which to build and progress to the Intermediate and Advanced levels of typewriting.
- 9) To provide the student with the techniques involved in operating a typewriter.
- 10) To provide motivation throughout the first semester on straight-copy speed and accuracy.

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A WORKBOOK PAD IS PROVIDED WITH THIS
TYPEWRITING TEXTBOOK. The WORKBOOK PAD
contains the following material which is listed in detail
on the CONTENTS page of the Pad:

STUDENT RECORD FOR SPEED WRITINGS

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INTRODUCTION TO TYPEWRITING

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THE ALPHABET KEYS
LESSONS 1 – 12
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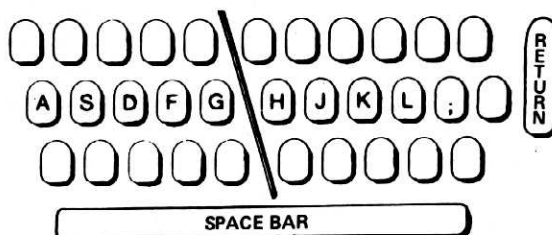
HOME ROW KEYS
SHIFT KEYS
SHORT SENTENCES
ONE-MINUTE WRITINGS
HOW TO PARAGRAPH
HOW TO CENTER
SHORT LETTERS
TWO-MINUTE WRITINGS

PART I – THE ALPHABET KEYS

LESSON 1 HOME ROW KEYS

LEFT HAND:

Little Finger...a
Third Finger ...s
Second Finger...d
Forefinger.....f
and g



RIGHT HAND:

j...Forefinger & ...h
k...Second Finger
l...Third Finger
; ..Little Finger

RIGHT THUMB:

...Over space bar

TYPE EXACT COPY

Whisper each
letter as you
type it.

1-A. - HOME ROW KEYS (asdfg hjkl;)

asdfg hjkl; asdfg hjkl; asdfg hjkl; asdfg
asdfg hjkl; asdfg hjkl; asdfg hjkl; asdfg

Tap RETURN once
Tap RETURN twice

aaa sss ddd fff ggg hhh jjj kkk lll ;;;
aaa sss ddd fff ggg hhh jjj kkk lll ;;;

Tap RETURN once
Tap RETURN twice

Little Fingers

1-B. - TAP the a AND THE ; KEYS

a ;

aaa aaa ;;; ;;; aaa ;;; aaa ;;; aaa ;;;
aaa aaa ;;; ;;; aaa ;;; aaa ;;; aaa ;;;

Third Fingers

1-C. - TAP THE s AND THE l KEYS

s l

sss sss lll lll sss lll sss lll sss lll
sss sss lll lll sss lll sss lll sss lll

Second Fingers

1-D. - TAP THE d AND k KEYS

d k

ddd ddd kkk kkk ddd kkk ddd kkk ddd kkk
ddd ddd kkk kkk ddd kkk ddd kkk ddd kkk

Forefingers

1-E. - TAP THE f AND j KEYS

f j

fff jjj fff jjj fff jjj fff jjj fff jjj
fff jjj fff jjj fff jjj fff jjj fff jjj

1-F. - TAP THE g AND h KEYS

g h

Return to the
f finger after
you type the g.

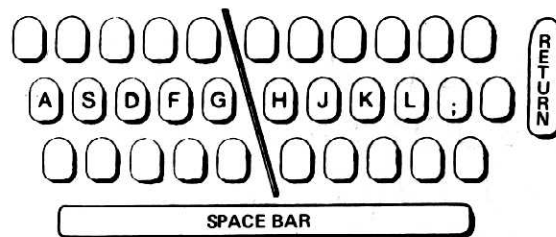
ggg ggg hhh hhh ggg hhh ggg hhh ggg hhh
ggg ggg hhh hhh ggg hhh ggg hhh ggg hhh

Return to the
j finger after
you type the h.

PART I – THE ALPHABET KEYS

LESSON 1 HOME ROW KEYS

LEFT HAND:
 Little Finger....a
 Third Finger.....s
 Second Finger....d
 Forefinger.....f
 and g



RIGHT HAND:
 j...Forefinger & ...h
 k...Second Finger
 l...Third Finger
 ; ..Little Finger

RIGHT THUMB:
 Over SPACE Bar

1-G. - SHORT WORDS AND PHRASES (exact copy)

Left Hand Only

a a as as dad dad fad fad gas gas asdfg
 a a as as dad dad fad fad gas gas asdfg

a s d f g

as ask asks fall falls lad lad lads lads
 sad sad fads fads lass lass flask flask

a s d f
 k l

Left and Right
 Hands

a sad lass; a sad lad; a flask; a fall;
 a sad lass; a sad lad; a flask; a fall;

a s d f
 k l ;

DOUBLE SPACE
 (one blank
 line between
 lines)

1-H. - REVIEW ALL LETTERS OF HOME ROW KEYS

KEEP
 FINGERS
 CURVED!

a as as as as as as as as as as as as

s sad sad sad sad sad sad sad sad sad sad

d dad dad dad dad dad dad dad dad dad dad

f fad fad fad fad fad fad fad fad fad fad

g gas gas gas gas gas gas gas gas gas gas

h has has has has has has has has has has

j jjj fff jjj fff jjj fff jjj fff jjj

j and f

k ask ask ask ask ask ask ask ask ask ask

l lad lad lad lad lad lad lad lad lad lad

; ask dad; ask a lad; ask a lass; ;;;

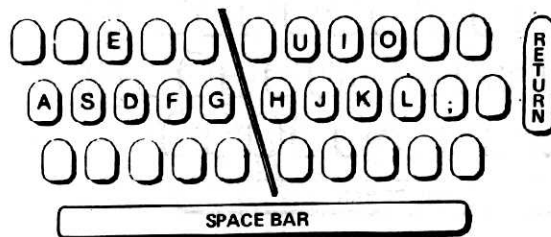
- - - - -

R E M I N D E R S :

1. Always start with fingers on HOME ROW.
2. Always keep fingers CURVED over keys.
3. Use the RIGHT THUMB for spacing.
4. WHISPER the keys as you tap them.
5. TAP the keys; do not PUSH them down.

PART I – THE ALPHABET KEYS

LESSON 2
NEW KEYS:
VOWELS: e u i o



EACH LINE
TWICE

2-A. - REVIEW HOME ROW KEYS (10 keys)

aaa sss ddd fff ggg hhh jjj kkk lll ;;;
aaa sss ddd fff ggg hhh jjj kkk lll ;;;
asdfg hjkl; asdfg hjkl; asdfg hjkl; a;a

Left Hand

2-B. - TAP THE e KEY (use d finger)

e

EACH LINE
TWICE

ddd eee ddd eee ddd eee ddd eee ddd eee
ded ded ded ded deed deed deed deeds de
see see sees sees sees fee fee fed feed

Right Hand:
Forefinger

2-C. - TAP THE u KEY (use j finger)

u

jjj uuu jjj uuu jjj uuu jjj uuu jjj uuu jjj
uu juj us us use use uses uses due due dues
sue sue sues sues feud feud feuds feuds use

Right Hand:
Second
Finger

2-D. - TAP THE i KEY (use k finger)

i

kik kik kik kik kik kik kik kik kik kik
kid kid kid is is is if if if air air jails

Right Hand:
Third
Finger

2-E. - TAP THE o KEY (use l finger)

o

lll ooo lll ooo lll ooo lll ooo lll ooo lll
lol lol lol go go dole dole sole sole do do
does does goes goes foes foes hose hose ode

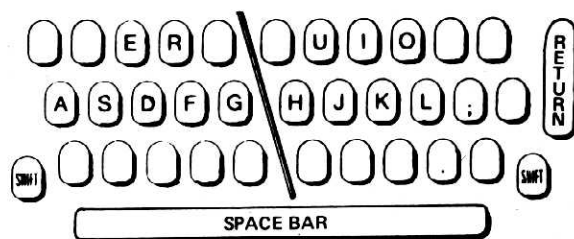
EACH LINE
TWICE

2-F. - REVIEW OF VOWELS (a e i o u)

a as ad gas has lass sad as ad gas has lass
e see fee lee he seed feed lead heed eel el
i is aid kid lid said his hill kill gill if
o so do doe foe go loss gloss goes load hoe
u us use uses fuse fuses due fuss hull dull

PART I – THE ALPHABET KEYS

LESSON 3 NEW KEYS: . r LEARN TO SHIFT (CAPITALIZE)



EACH LINE
TWICE

3-A. - REVIEW KEYS (asdfg hjkl; e u i o)

aa ss dd ff gg hh jj kk ll ;; ee uu ii oo aa
sad fad gad had jade jug go ask lid is as us

3-B. - TAP THE . KEY (use l finger)

lll ... lll ... lll ... lo. lo. lo. 1.1 1.1 1.1
lll ... lll ... lll ... lo. lo. lo. 1.1 1.1 1.1

DOUBLE

3-C. - TAP THE r KEY (use f finger)

SPACE

fff rrr fff rrr fff rrr fff rrr frf frf frf frf
fir fir fur fur are are reel reel real real frf
rail rail role role rule rule ruler ruler rules

BETWEEN

EACH

3-D. - RIGHT SHIFT KEY (For all keys on the left
side of the keyboard.)

TWO

LINES

As As Add Add Alf Alf Sal Sal Fall Fall Ask Ask
Al Al Al Ask Ask Ada Ada Red Red Del Del Dad As

IN

3-E. - SPACE AFTER TITLES (one space after period)

3-C

Dr. Dr. Dr. Dr. Dr. Sr. Sr. Sr. Sr. Sra. Srta.
Dear Dr. Dear Sr. Dear Sra. Dear Dr. Dear Prof.

THROUGH

3-G

3-F. - LEFT SHIFT KEY (For all keys on the right
side of the keyboard.)

Jr. Jr. Jr. Jr. Jud Jud Jill Lou Lou Lisa Lisa
Kid Kid Lass Lass Had Had Hall His His Her Her

3-G. - SHORT SENTENCES (Two spaces after . at end
of sentence.)

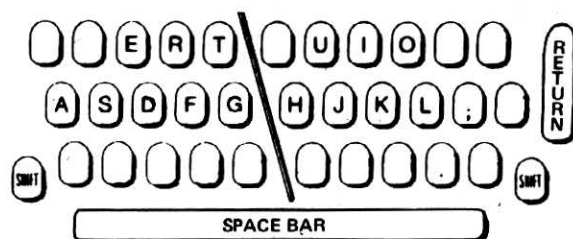
Dr. Suh is here. Ask Sra. Louisa for her red jug.
Al likes Gail; Jake likes Sal; Louis likes Gussie.

PART I – THE ALPHABET KEYS

LESSON 4

NEW KEY: t

SHORT SENTENCES
ONE-MINUTE WRITINGS



PRACTICE
ALL
LINES
TWICE

4-A. - REVIEW KEYS (asdfg hjkl; e r u i o)

- 1 asdfg hjkl; asdfg hjkl; asdfg hjkl; asdfg hjkl; as
- 2 ded deed frf fur fgf gar jhj has jar kik kiss loss

4-B. - TAP THE t KEY (use f finger)

- 3 fff ttt ftf fgf fgf gtg gtg fff ttt ftf gtg ftf
- 4 at sat tag hat hut hit hot jot lot got let toot
- 5 to to too too tour tour rot rot tore tore tears t
- 6 tree tree trees trees rut rut ruts ruts true to
- 7 it it sit sit tide tide fit fit gut gut get get
- 8 hat hat hit hit hut hut jut jut lat lat lit lit

4-C. - SHORT SENTENCES (Type complete line; do not look up.)

- | | | | |
|-----------|----|--|----|
| Whisper | 9 | Sue has a desk. She oils her teak desk. | 8 |
| each | 10 | Sal likes to eat salad. I like it also. | 16 |
| letter | | | |
| as you | 11 | Sue likes hat sales. Al likes red hats. | 8 |
| type it. | 12 | She has the glass jar. The jar is hers. | 16 |
| Space | 13 | He is a judge here. He is a dull judge. | 8 |
| twice | 14 | She asked Dr. Suh to take a look at her. | 16 |
| at end | | | |
| of | |1....2....3....4....5....6....7....8 | |
| sentence. | | | |

4-D. - COMPUTING SPEED FOR ONE-MINUTE WRITINGS

In typewriting, each five strokes you type is counted as one word. Computing your speed is very easy. If you type the first two lines, your speed is 16 words a minute. This figure is a cumulative count. If you typed one line and up to "I" in the second line, you would add the first line: 8, and 6 on the second line, for a total of 14 words. It is that simple to compute your speed for a minute.

PART I – THE ALPHABET KEYS

LESSON 4 PROOFREADING CIRCLING ERRORS

4-E. - PROOFREADING

It is your responsibility as a typist to proofread carefully all material typed. Careful reading of all words and letters is part of your training as a typist. Find all errors you type and circle each error in pencil. These are some of the common errors you will make as you type:

- | | |
|---------------------|----------------------|
| 1. omit a letter | 6. add a space |
| 2. omit a space | 7. add a word |
| 3. omit a word | 8. transpose letters |
| 4. omit punctuation | 9. repeat a word |
| 5. add a letter | 10. strike over |

4-F. - HOW TO CIRCLE ERRORS AND COUNT TYPING ERRORS (Refer to 4-C on p. 5)

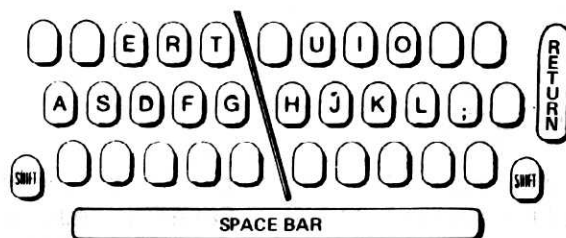
- | | |
|--|---------------------|
| Sue <u>ha s</u> a desk. <u>Shh</u> oils her teak desk. | 1. adds a space |
| Sal likes to eat salad. <u>I</u> like it also. | 2. wrong letter |
| Sue likes hat sales. Al likes <u>rer</u> hats. | 3. 2 spaces after . |
| She has the glass <u>jar</u> . The jar is hers. | 4. wrong letter |
| He is a judge <u>heer</u> . He is a dull judge. | 5. strikeover |
| She asked Dr. Suh to to take a look <u>at</u> her. | 6. reversed letters |
| You asked for a good salad. Here it is. | 7. added word |
| | 8. omitted word |
| | 9. omitted space |
- - - - -

TO THE BEGINNING TYPING STUDENT:

1. Practice. You will make errors; don't panic!
2. Develop good typing habits as you practice by:
 - a. keeping eyes on the copy;
 - b. keeping palms off the typewriter;
 - c. tapping keys and the return QUICKLY and;
 - d. relaxing as you type.

PART I – THE ALPHABET KEYS

LESSON 5 REVIEW OF LETTERS AND SHORT WORDS SHORT SENTENCES



50-SPACE LINE
(margins:
25 - 75)

5-A. - REVIEW KEYS (each line twice)

REVIEW
SHIFTING

1 asdfg asdfg asdfg asdfg hjkl; hjkl; hjkl; hjkl;
2 a; a; sl sl dk dk fj fj gh gh dd ee ff rr gg tt
3 jj kk ll ;; hh uu ii oo .. hjh juj kik lol lo..
4 Dr. Sr. Jr. Sra. Fr. Hal Les Jill Joe Alfie Jud
5 Ted Louis Kirk Louise Dee Sal Ada Kit Susie Sue

5-B. - REVIEW SHORT WORDS (each line twice)

6 gas has ask fall fell fill lass glass as so got
7 to too the deed here her hue hurt red rail role
8 rule raid lead leads teak salad right judge eat
9 ear fear gear tear leer seer sails still rights

5-C. - ONE-MINUTE TIMED WRITINGS

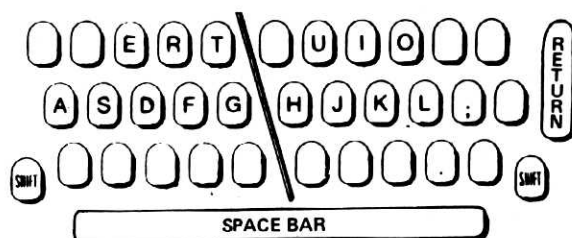
10 Al is here; Sal is here; Joe is here; Lou is here. 10
11 Ask Alfie to go to see Ada. Del likes to see her. 20
12 The girls were at the seashore. Louis will go off 10
13 to fish. Ted and three of us also fish. The fish 20
14 Ted likes is the eel. Kit and Jake like fallfish. 30
15 Three of us rode out to the East End. Jake got us 10
16 a seahorse and shellfish. Dee and Sue go to fish. 20

....1....2....3....4....5....6....7....8....9...10

x		x
x	RECORD ONE-MINUTE SPEED WRITINGS:	x
x		x
x	SPEED _____	x
x		x
x	ERRORS _____	x
x		x
x	DATE _____	x
x		x

PART I – THE ALPHABET KEYS

LESSON 6 REVIEW ALL KEYS AND SHORT SENTENCES



POSTURE REMINDERS:

Fingers
Curved

Wrists Up

Feet
Flat on
Floor and
6" Apart

Shoulders
Up

Sit One
Hand Span
From
Machine

One Space
After , ;

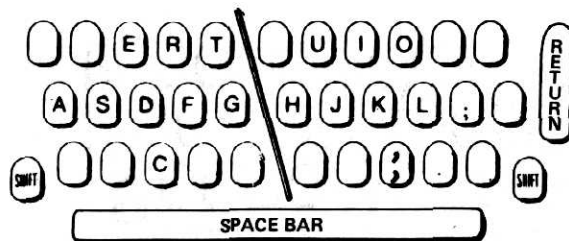
Two spaces
after the
 . at end
of sentence.

6-A. - REVIEW ALL KEYS (each line twice)

- 1 aaa sss ddd fff ggg hhh jjj kkk lll ;;; asdfg
- 2 asded deed feed asdfr far asdfgt gas tag gets
- 3 hjkl; he her juj kik lol lo. jar us kit lot a
- 4 hjkl; hjklo look hjuj jut hhh has he his here
- 5 the this that there their theirs those horses
- 6 a s d e f r g t h j u k i l o ; . asdfg hjkl;

6-B. - SHORT SENTENCES (each sentence twice)

- 7 a Alas the door is ajar. The data are right here. 10
 - 8 s This is the true test. Ask to see the good lad. 20
 - 9 d Do not go to see Dell. The red dolls are there. 10
 - 10 e See us all at the seashore. Shell fish is good. 20
 - 11 f Feel free to flee. The edge of the flag is red. 10
 - 12 r These are rare reeds. This error is so foolish. 20
 - 13 g Grease is used for gears. The grads are so sad. 10
 - 14 t The test is for us all. Those tufts were right. 20
 - 15 h Those hats had hoods. Hess has oil stored here. 10
 - 16 j It is just a good joke. The judge did see Jill. 20
 - 17 k I like to go to a lake. Kate had the teak desk. 10
 - 18 l Look out for Lulu. Al likes to look out to sea. 20
 - 19 u Just use the full jar. Jude used the full jars. 10
 - 20 i It is a good idea. Jill signed the kites also. 20
 - 21 o Look out there. Ole hurt his foot. It is oleo. 10
 - 22 ; a sad lass; a sad lad; ask the judge; ask Louis; 20
 - 23 . lo. See her hat. See us. Ask Jill. Do ask Al. 10
-1....2....3....4....5....6....7....8....9...10

EACH LINE
TWICE7-A. - REVIEW ALL KEYS LEARNED (each line twice)

- 1 asdfg asdfg hjkl; hjkl; ded ded frf frf gtg gtg
- 2 hjh hjh juj juj kik kik lol lol l.l l.l see jut
- 3 as sad deed dead dread red fear free tree greet
- 4 hill hull joke look his her lure jog fog fig is

7-B. - TAP THE c KEY (use d finger)

- 5 ddd ccc ddd ccc ded dec cde ccc dec ccc ddd ccc
- 6 dcd deck deck decks decks act act acts acts ccc
- 7 dice dice cede cede acted acted actor actor act
- 8 ccc cod cod coos coos code code codes codes ccc

Use Right
Hand to
Capitalize
C7-C. - REVIEW PROPER NAMES (names starting with C)

- 9 Cass Cass Cassie Cassie Carol Carol Chase Chase
- 10 Charles Charles Chuck Chuck Chad Chad Clio Clio

7-D. - TAP THE , KEY (use k finger)Keep
Elbows
and
Hands
Still

- 11 kkk kik k,k kkk kik k,k kkk ,,, k,k k,k kkk ,,,
- 12 cake, coke, make, code, check, checkers, chokes
- 13 is, as, it, his, her, has, act, red, jog, frog,
- 14 k,k if, k,k off, k,k to, k,k too, k,k cat, eat,

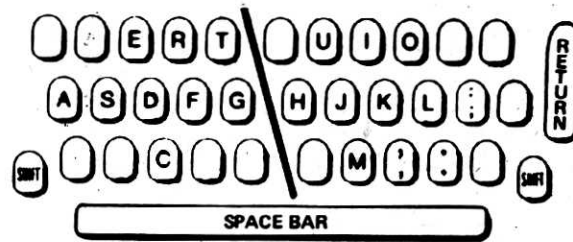
7-E. -SHORT SENTENCES (each sentence twice)

- 15 Chuck, Cathie, or Carole could go to the seashore. 10
- 16 Charles caught trout, cod, eels, jacks, and cusks. 20

....1....2....3....4....5....6....7....8....9...10

PART I - THE ALPHABET KEYS

LESSON 7 (CONTINUED) NEW KEYS: M :



50-SPACE LINE
(margins:
25 - 75)

EACH LINE
TWICE

7-F. - TAP THE m KEY (use j finger)

m

1 jjj mmm jjj mmm jmj jmj mmm jjj jmj jmj jjj mmm
2 jum jum jum jum jam jam jams jams mat mat me me
3 mar mar mare mare more more mite mite mire mire
4 hem hem ham ham dam dam lame lame tam tam em em

Two Spaces
After the
Colon

7-G. - TAP THE : KEY (use j finger)

:

5 ;;; ::: ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;;
6 Dear Sir: Dear Sir: Dear Jo: Dear Jo: Dear Al:
7 : Dear Sir: Dear Mr. Louis: Dear Mrs. Hall: Al:
8 : Dear Father: Dear Mother: Dear Sister: Doris:

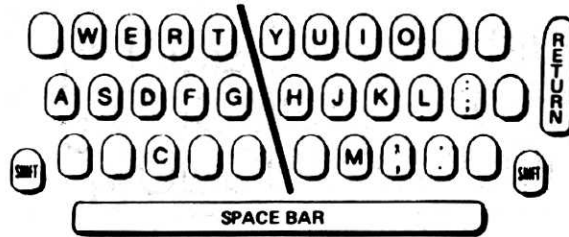
7-H. - SHORT SENTENCES (each sentence twice)

GOAL:

Two
Sentences in
one-minute
writing;
one error
only.

9 Dear Mother: I would like to see sis soon. Gilda 10
10 might come to see us also. Cora, I heard, is ill. 20
11 Dear Dad: Mother and I are due to come to see Dr. 10
12 Stevens as it is time for us to go for a check up. 20
13 Dear James: Check game time for our team. Others 10
14 could come to the game later. Mell will come too. 20

....1....2....3....4....5....6....7....8....9....10	
x	x
x	RECORD ONE-MINUTE SPEED WRITINGS:
x	
x	SPEED _____
x	
x	ERRORS _____
x	
x	DATE _____
x	



50-SPACE LINE
(margins:
25 - 75)

8-A. - REVIEW ALL KEYS (each line twice)

1 asdfg hjkl; asdfg hjkl; asdfg hjkl; asdfg hjkl;
2 ded deed deck frf far fur fgf gear tag tar tear
3 ftf tire to too jmj jum jam aim kik is its ills

8-B. - TAP THE w KEY (use s finger)

4 sws sws sws sws sss www sws sws sss www sss www
5 saw saw was was sow sow wow wow woe woe wet wet.
6 sws swell swell sweet sweet tweet tweet two two
7 www swear swear sweat sweat whose whose who who

8-C. - SHORT SENTENCES (each sentence twice)

8 She was with me. Make a wish. She was with Will. 10
9 We would like to talk with William, Wade, or Walt. 20
10 She walks fast. She walked faster. Wade is here. 30

8-D. - TAP THE y KEY (use j finger)

11 jj jyj jhj yyy jjj jyj jjj yyy jjj yyy jjj yyy jjj
12 jyj jay jay lay lay yes yes yet yet you you jj yyy
13 jyj shy shy hay hay your your yours yours year yyy
14 jyj way way we we ways ways may may yam yam ye yyy

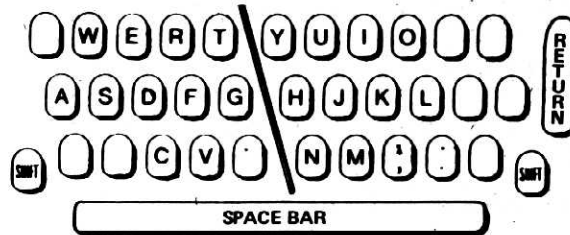
8-E. - SHORT SENTENCES (each sentence twice)

15 Your way is too slow. Wally says you are so slow. 10
16 She would always yield the right of way as you do. 20
17 Yes, Walter is shy. Yes, William is also too shy. 30
18 I wish to see her. We saw them. We were all wet. 40

....1....2....3....4....5....6....7....8....9...10

PART I – THE ALPHABET KEYS

LESSON 8 (CONTINUED) NEW KEYS: v n



50-SPACE LINE
(margins:
25 - 75)

EACH LINE
TWICE

8-F. - THE THE v KEY (use f finger)

v

1 ff fv fv fv fvf vvv vvv fff vvv fvf fvf vvv fvf vv
2 fvf fvf veer veer via via view view vat vat fvf vv
3 vvv fff vote vote voter voter vie vie vale vale vv
4 fvf fvf valid valid vivid vivid votes votes ff vvv

Two Spaces
After :

8-G. - SHORT SENTENCES (each sentence twice)

5 Dear Vi: We are very glad to have your vote. Get 10
all of your teams to vote for Wallace and William. 20
6 Dear Sir: The valves we asked you to get us could 10
very well come via air. Send these items via air. 20
.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

8-H. - TAP THE n KEY (use j finger)

n

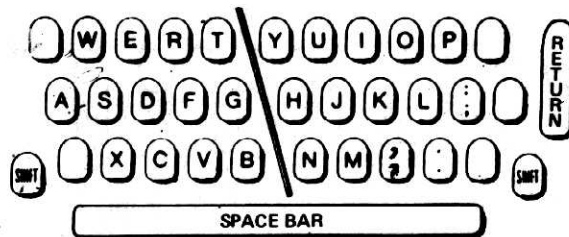
7 jj nn jj nn jnj jnj jnj jnj jjj nnn jjj nnn jjj nn
8 jnj noon noon run run runs runs sun sun not not nn
9 jnj no no not not nor nor north north note note nn
10 noon noon nine nine fine fine din din dine dine nn

8-I. - SHORT SENTENCES (each line twice)

11 Dear Vin: When you see Nan, you can ask her for a 10
12 new name to go on the list. My list has one name. 20
13 Dear Nan: We wish you lots of luck in your career 10
14 in the Navy. I shall be glad to see you on leave. 20
.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

PART I – THE ALPHABET KEYS

LESSON 9 NEW KEYS: p x



50-SPACE LINE
(margins:
25 - 75)

9-A. - REVIEW ALL KEYS (each line twice)

1 asdfg hjkl; asdfg hjkl; as sad fast red we fear go
2 jade us use used gun gum talk looked liked very to

EACH LINE
TWICE

9-B. - TAP THE p KEY (use ; finger)

p

3 ;;; ppp ;;; ppp ;p; ;pp pp;; ;p; ;p; ;pp ;pp pp
4 sap sap sup sup tap tap rap rap lap lap map map pp
5 pun put purr pot pan pore pare putter pay pays ppp
6 pass puss pans pans naps naps pens plans plays ppp

9-C. - SHORT SENTENCES (each sentence twice)

7 Put the pen down. Tap or rap on the door. I will 10
8 put the pan in the pantry. Pay the paper boy now. 20
.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

Tap
Return
QUICKLY

9-D. - TAP THE x KEY (use s finger)

x

9 sss xxx sss xxx sxs sxs sxs xx ss xx ss xx sss xxx
10 sxs sex sex six six sax sax fix fix fox fox lax xx
11 sss xxx wax wax waxes waxes taxes taxes lax lax xx
12 xxx sss oxen oxen waxen waxes vixen tax tax tox xx

9-E. - SHORT SENTENCES (each sentence twice)

KEEP EYES
ON COPY

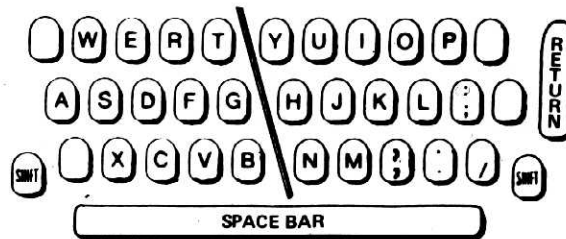
13 Dear Tex: Please pay your income taxes which were 10
due today. Next week is too late to pay your tax. 20
14 Dear Max: Your text on taxes came to my house. I 10
will return the text to you when I come in a taxi. 20

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

PART I – THE ALPHABET KEYS

LESSON 9 (CONTINUED)

NEW KEYS: b /



50-SPACE LINE
(margins:
25 - 75)

EACH LINE
TWICE

9-F. - TAP THE b KEY (use f finger)

1 fff bbb fff bbb fff bbb fff bbb fff bbb ff
2 fbf fbf fbf fbf fbf gbg gbg gbg gbg fbf fbf ff
3 fob fob fib fib rib rib rob rob web web rob rob bb
4 robe robe be be beer beer been been beef beef rubs

9-G. - SHORT SENTENCES (each sentence twice)

5 Dear Debby: There is a box at the post office for 10
6 you. Please stop by my house. Bud will be there. 20
7 Dear Bob: Come by next week to pick up a blue box 10
8 which was left here by Debby. Deb has a big boat. 20

....1....2....3....4....5....6....7....8....9...10

9-H. - TAP THE / KEY (use ; finger)

9 ;;; /// ;;; /// ;;; /// ;;; /// ;;; ///
10 a/c d/c a/c d/c and/or and/or you/your his/her

EACH LINE
TWICE

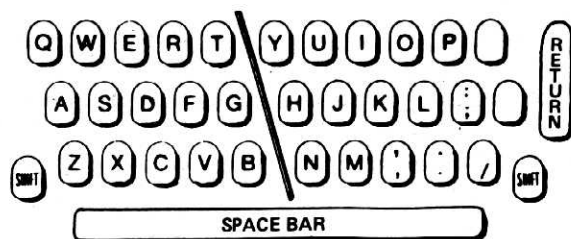
9-I. - SHORT SENTENCES (review of b x p v /)

11 The bill which is marked with n/c means no charge. 10
12 She paid her bill; it was stamped n/c: no charge. 20
13 Dear Sir: Please install d/c current in my house. 10
14 The a/c current is no longer needed. I thank you. 20
15 Dear Mary: The following friends will be here for 10
the party: Bill, Bob, Tex, Axel, Peter, Peg, Don, 20
Max, Bobbie, Debby, Amy, Van, Victor, and Charles. 30

....1....2....3....4....5....6....7....8....9...10

PART I – THE ALPHABET KEYS

LESSON 10 NEW KEYS: z q



50-SPACE LINE
(margins:
25 - 75)

10-A. - REVIEW ALL KEYS (each line twice)

1 aaa able beet can dot ever free goes his idea jump
2 kkk kite little me not open pay rate so to us very
3 www we axe your a/c, d/c, Dear Sir: Dear Dr. Suh:

10-B. - TAP THE z KEYS (use a finger)

z

EACH LINE
TWICE

4 aaa zzz aaa zzz aaa zzz aaa zzz aaa zzz aa
5 aza aza aza aza zoo zoo zip zip zig zig zag zag zz
6 zed zed zee zee buzz buzz fuzz fuzz jazz jazz zero

10-C. - SHORT SENTENCES (each sentence twice)

7 I was very dizzy after I zigged and zagged to that 10
8 zoo in the red zone. It was two below zero there. 20
9 Please push the buzzer. She forgot the zip codes. 10
10 Zip codes need to be affixed to all letters today. 20
11 Luz plans to bring us some jazz records very soon. 10
12 Listen to jazz with Jimmy Hamilton. He has a sax. 20
....1....2....3....4....5....6....7....8....9...10

10-D. - TAP THE q KEY (use a finger)

q

EACH LINE
TWICE

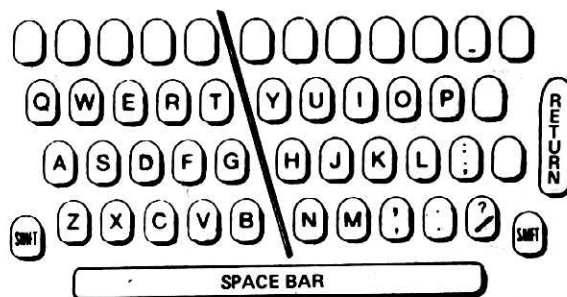
13 aaa qq q aa qq q aa qq q aa qq q aa qq q aa
14 aqa aqa aqa aqa aaqq aaqq qqaa aaqq qq q aa qq q aa
15 aqua aqua quit quit quits quits quite quite qq q qq
16 quick quick quickly quickly quiet quiet quietly qq

10-E. - SHORT SENTENCES (each sentence twice)

17 Dear Buzz: Remember that we have a quiz tomorrow. 10
18 Let us study for that quiz in a quiet section of a 20
library. Many equations will be in the quiz, too. 30
....1....2....3....4....5....6....7....8....9...10

PART I – THE ALPHABET KEYS

LESSON 10 (CONTINUED) NEW KEYS: ? –



LINE: 50

USE LEFT
SHIFT KEY

Two Spaces
After ?

10-F. – TAP THE ? KEY (use ; finger capitalized) ?

- 1 ;?; ;/; ;?; ;?? ;;; ;/; ;/? ;/? ;?? /// /// ???
- 2 ;/; ;?; we? Who? why? How? You? Yours? I?
- 3 ;?; ;?; How? How? There? There? No? No? Yes?
- 4 Who? Who? Which? Which? When? When? Why not?

10-G. – SHORT SENTENCES (practice the ?)

EACH LINE
TWICE

- 5 Who is there? Is that you, Debby? Yes, may I go? 10
- 6 Where are you going? Where? Where have you been? 20
- 7 Where have we been? Can you guess? Do they know? 30
- 8 Will you see Axel? Who? Would you see her today? 40

10-H. – TAP THE = KEY (use ; finger) –

- 9 ;;; --- ;;; --- ;;; --- ppp --- ;p- ;-- ;-- --
- 10 one-half one-third part-time part-time left-handed
- 11 one-fourth one-fifth one-sixth one-eighth one-half

10-I. – SHORT SENTENCES (type paragraph twice)

Type entire
* P without
looking up
or stopping.

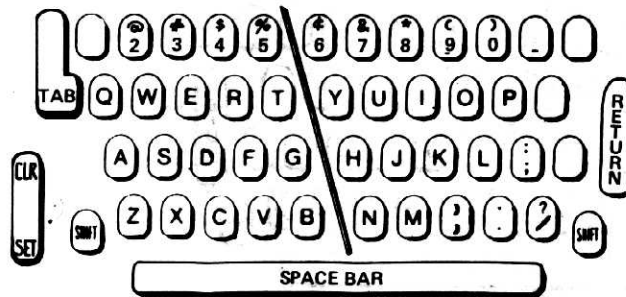
- 12 Hyphens are used when the typist must divide words 10
- at the end of a line. A rule-of-thumb in division 20
- is that the typist never divides a single-syllable 30
- word. There are many more rules which the typists 40
- will learn; such as, words must not be divided for 50
- a single letter. The typist does not divide short 60
- words of five or fewer letters. 66

....1....2....3....4....5....6....7....8....9...10

* Type capital P and small 1.

PART I — THE ALPHABET KEYS

LESSON 11 LEARN TO TABULATE: — PARAGRAPH — CENTER OF PAGE



LINE: 50

11-A. - INDENT (tabulate) FOR PARAGRAPHS

FIRST:

Do you know how to indicate a paragraph? The 10
secret is in following the routine pattern below: 20

Read 11-A.
completely
and set
paragraph.

First, you will clear the machine. How is it 30
done? It is done by pushing the tab key just once 40
with your little finger of the left hand and stop. 50

SECOND:

Second, you will push the clear or minus key, 60
with the little finger of the left hand, and stop. 70

Type each
paragraph
twice.

Third, you will go back to the tab key at top 80
left of the machine, and tap it once again. These 90
two keys will be tapped until you have cleared all 100
the stops in the line. 104

THIRD:

Keep eyes
on the copy;
do not look
back and
forth as you
type.

Fourth, you will tap the return key after the 114
bell rings at the end of the line. At this point, 124
you are at the left-hand margin. Space five times 134
and push the set or plus key once. That sets five 144
spaces for the paragraph. 149

In the lessons ahead, you will become experts 159
in setting your machine correctly for a paragraph. 169
Practice this technique now for you will type many 179
short paragraphs in this lesson or future lessons. 189

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

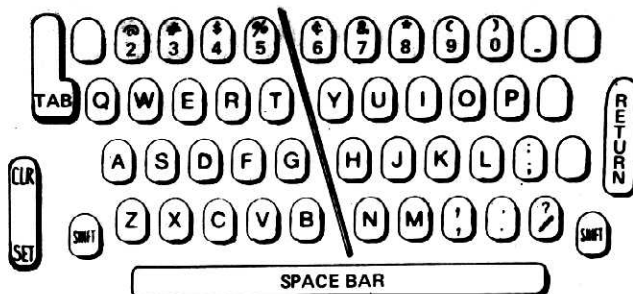
11-B. - TABULATE FOR THE CENTER OF THE PAPER.

Your machine is now set for paragraphing. It 10
is always five spaces. The next tab you need when 20
you type letters is for the center of the page. 30

How is this done? Space in and stop at fifty 10
on the line scale. Push the plus or set key once. 20
The center setting will be used when you type many 30
closing lines for a business or a personal letter. 40

PART I - THE ALPHABET KEYS

LESSON 11 (CONTINUED) SHORT LETTERS



LINE: 50

11-C. - REVIEW ALPHABET AND PUNCTUATION

EACH LINE	1	a lesson a book a beach an island an idea an essay
TWICE	2	an open door a jazz quintet a foolish joke a viper
	3	a wax museum a hard quiz a good life the interview
	4	Al, Bob, Cathie, Dee, Ed, Frank, Gordon, Harry, Al
	5	a cat; a sled; a dog; a joke; a quail; a zone; Me.
	6	Who? You? No, thank you. Yes, thank you. When?
	7	one-half, one-fourth, d/c, a/c, Dear Sir: Dear Al:

Single Space
Set Tabs:
-Paragraph
-Center (50)

11-D. - SHORT LETTERS

One Space After:
Dr., Prof.,
Mrs., and Mr.

Two Spaces After:
Colon and Period

Dear Dr. Johnson:

Our family is very grateful to you, sir. You will be glad to know that we have fully recovered.

We wish to thank you for making a house call, even though yours is a very busy schedule, indeed.

--TAB-----TAB-----Cordially,

9 Dear Prof. Garcia:

Class lists for your courses will be ready on the first day of this semester: September fourth.

Attendance must be taken on the first day the class meets. Students will give you a class admit card on the first day the class is scheduled.

Yours truly,

....1....2....3....4....5....6....7....8....9...10

Tap Return
Twice

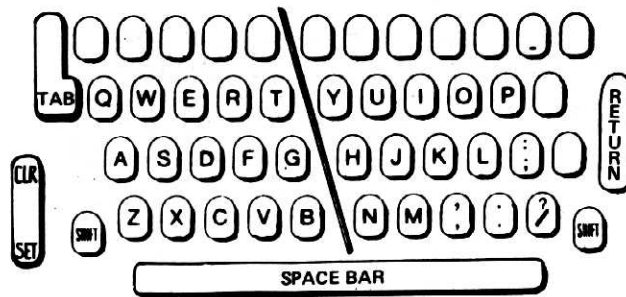
Tap Return
Twice

NOTE:

After the
complimentary
close, space
down 4 spaces
and type
your name.

PART I – THE ALPHABET KEYS

LESSON 12 REVIEW SPEED WRITINGS



LINE: 50
TAB: CENTER

12-A. - REVIEW ENTIRE ALPHABET (each line twice)

1 abcdefg hijklmnop qrst u v w x y z abcdefg hijklmn
2 op qrst u v w x y z abcdefg hijklmnop qrstuv w xyz

Shift
Keys

3 College of the Virgin Islands - St. Thomas Campus-
4 St. Croix Campus - Charlotte Amalie, St. Thomas --
5 Christiansted, St. Croix - Frederiksted, St. Croix

12-B. - SHORT PHRASES (each line twice)

6 it is it is it is not it is not to be to be to get
7 we are we are we are not we are not to have to let
8 have not have not has not has not for her for them
9 she said she said he said he said she says he says
10 I will You will He will She will He will She would
11 I want You want He wants She wants We want I could

12-C. - SHORT LETTER (Type letter without stopping.
Repeat a second time.)

NOTE:

Paragraphs
Not
Indented.

12 Dear Mrs. Zoltan: 4
5
I wish to apply for a secretarial position in your 15
company. Your ad in the paper asked for some work 25
experience with figures. I have that experience. 35
36
I am free to come in for an interview at your con- 46
venience. Please call at the below-listed number. 56
57
Cordially, 61

(Space down 4 and type your name
under the closing.)

....1....2....3....4....5....6....7....8....9...10

PART I – THE ALPHABET KEYS

LESSON 12 (CONTINUED) SPEED WRITINGS

LINE: 50
TAB: 5
DOUBLE SPACE

PRACTICE EACH
PARAGRAPH
TWICE

GOAL:

Only one
error in
each paragraph.

12-D. - TWO-MINUTE SPEED WRITINGS

- 1 I, the beginning typist, have now completed a 10
unit in typewriting. I view it as a milestone and 20
can now type all letters in the alphabet from a to 30
z. It is a very pleasant sensation to be able now 40
to type short words, sentences, and short letters. 50
- 2 I find that I am able to type short sentences 10
and can find the period, the comma, the semicolon, 20
and the hyphen. I use the shift keys for capital- 30
izing words and have learned to set the machine to 40
indicate a paragraph and the center of each page. 50
- 3 I am pleased with myself. My next goal is to 10
find the time to practice and improve my skills in 20
building accuracy and speed for use in any office. 30

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

x		x
x	RECORD TWO-MINUTE SPEED WRITINGS:	x
x		x
x	SPEED _____	x
x		x
x	ERRORS _____	x
x		x
x	DATE _____	x
x		x

INTRODUCTION TO TYPEWRITING

PART II SKILL DEVELOPMENT – CENTERING

**LESSONS 13 – 18
pp. 21 – 29**

ALL CAPITALS CENTERING

**HORIZONTAL
VERTICAL & HORIZONTAL
ON FULL PAGE
ON HALF PAGE
DISPLAY
A NOTICE
A PARAGRAPH
BLOCK
SPREAD**

**TWO-MINUTE WRITINGS
THREE-MINUTE WRITINGS
SHORT LETTERS**

PART II – SKILL DEVELOPMENT

LESSON 13 CENTERING

LINE: 50
TAB: 5 &
Center

SINGLE SPACE

13-A. - REVIEW THE ALPHABET KEYS (each line twice)

1 a b c d e f g h i j k l m n o p q r s t u v w x y z
2 _am in box cad grow zed yes joke hull flip quit vies

13-B. - REVIEW SHIFT KEYS AND COMMA (each line twice)

3 James, Clara, Mary, Vernon, Norman, Albert, Carmen
4 Adams, Brown, Cuna, Dubois, Engler, Finney, Gordon

13-C. - SHORT LETTER (two-minute writing)

5 Gentlemen: 2
3
The Island Center of St. Croix has a free day 13
at the end of next month to book your dance group. 23
24
A fee schedule is enclosed. If there are any 34
other details which you need, please write again. 44
45
(Tab)----- (Tab) Sincerely, 49
....1....2....3....4....5....6....7....8....9...10

TAB TWICE

13-D. - SHORT LETTER (two-minute writing)

6 Dear Mr. Eckley: 4
5
Thank you for the booking of our dance group 15
and for the schedule of fees which you mailed us. 25
26
We plan to rehearse on the day of performing. 36
It will be exciting to return to your fine island. 46
47
(Tab)---- (Tab)---- Cordially, 51
....1....2....3....4....5....6....7....8....9...10

x		x
x	RECORD YOUR LETTER SPEED (2 Min.)	x
x		x
x	SPEED _____	x
x		x
x	ERRORS _____	x
x		x
x	DATE _____	x
x		x

PART II – SKILL DEVELOPMENT

LESSON 13

(CONTINUED)

CENTERING HORIZONTALLY

LINE: 50

TAB: 5 &

Center

DOUBLE SPACE

Read 13-E
carefully
and follow
directions
for hori-
zontal
centering.

Practice
typing
paragraph
with no
more than
3 errors.

13-E. - SHORT PARAGRAPH (three-minute writing)

7 All typists follow a simple formula to center 10

a list of names on a page. Follow these steps and 20

you will be able to center the six names which are 30

listed below. Start at the center of the machine. 40

Tap the backspace key once as you whisper each two 50

letters, spaces and periods. If you have a letter 60

```
left over when you come to the end of the line, do    70
```

not backspace for that one letter. Type the first 80

name, return the carriage, tab to the center again 90

and repeat the formula for the other names listed. 100

....1....2....3....4....5....6....7....8....9...10

SINGLE SPACE

CENTER EACH
LINE

13-F. - CENTER EACH LINE HORIZONTALLY (Type 13-F, 13-G,
Jaime Hulberts and 13-H on one
page.)

Jaime Hulberts

Clara DuBois

Carmela Robinson

Mary Ann Bowen

Norman F. Bronson

Jeffrey A. Roberts, Jr.

(All the b's
should line up.)

DOUBLE SPACE

13-G. - CENTER EACH LINE HORIZONTALLY

The College of the Virgin Islands

St. Thomas Campus

St. Croix Campus

SINGLE SPACE

13-H. - CENTER EACH LINE HORIZONTALLY

Bolero

Continental

Copenhagen

Little Switzerland

A. H. Riise

PART II – SKILL DEVELOPMENT

LESSON 14 SHORT LETTERS

LINE: 50
TAB: 5 and
Center
SINGLE SPACE

14-A. - REVIEW THE ALPHABET KEYS (each line twice)

1 adz win vie cod pox quo fig yell stub home not met
2 feels hears stubs homes meets notes hikes jokes as

14-B. - SHORT WORDS - Double Letters (each line twice)

3 arrive addition affect agreed press attack profess
4 assist apples tomorrow too soon eggs possible been
5 grammar success inner process stagger queen effect

Practice
each
letter
twice.
(no errors)

14-C. - SHORT LETTER (3-minute writing for 2 letters)

6 Dear Mrs. Mead: 4
5
Thank you for notifying me that the new Royal 15
Copenhagen Christmas plates have arrived from Den- 25
mark. I plan to come in to pick up my plate later 35
in the week--probably during my noon lunch hour. 44
45
Cordially yours, 50

14-D. - SHORT LETTER

7 Dear Mrs. King: 4
5
I am interested in applying for a job in your 15
bank as a teller. I would like to come in to your 25
bank for an application blank. I am interested in 35
a part-time position while I am attending college. 45
46
Sincerely yours, 50

....1....2....3....4....5....6....7....8....9...10

EACH LINE
TWICE

14-E. - SHORT WORDS - (letters t, p, and y)

GOAL:

8 type types typist typists typewriter three typists t
9 pipe pipes pay pays paper papers pull pulls pulley p
10 you your yours yes yesterday ye yea yeas yell tell y
11 Type an order for ten typewriters for our offices.
12 We hoped to see you and your professor here today.

No Errors!

PART II – SKILL DEVELOPMENT

LESSON 14

(CONTINUED)

ALL CAPITALS

THREE-MINUTE WRITINGS

LINE: 50
DOUBLE SPACE

14-F. - LEARN TO TYPE ALL CAPITALS

- 13 To capitalize complete words, sentences, and 10
entire lines, push down on the shift lock. After 20
a word or sentence has been typed, unlock the key. 30
Practice locking the shift lock by typing SHIFT. 40
It is that simple. Type the names of the two 50
St. Croix corporations: MARTIN MARIETTA is one of 60
the corporations, and AMERADA-HESS is the other. 70
....1....2....3....4....5....6....7....8....9...10

SINGLE SPACE

14-G. - SHORT PARAGRAPHS (3-minute writings)

- 14 The typist who can center letters and reports 10
correctly is the typist who will never lack for an 20
office position. It takes only a moment to center 30
a notice for a bulletin board or a term paper. An 40
office typist must know how to set the margins and 50
on which line to start the letter and the report. 60
The typist who masters centering and can make 70
the process look easy is the professional typist. 80
The professional typist knows how to plan and how 90
to organize all her office work very efficiently. 100
....1....2....3....4....5....6....7....8....9...10

CENTER EACH
LINE
HORIZONTALLY

14-H. - CENTER HORIZONTALLY (observe CAPITALS)

(1)

(2)

MARTIN MARIETTA
and
AMERADA-HESS
are located
on the island of
St. Croix, USVI

MARTIN MARIETTA ALUMINA
Presented the
Nineteen Hundred Seventy-seven
Scholarship Award to
AUBREY COMACHO
St. Croix Central High School

LESSON 15
SHORT LETTERS
CENTERING

LINE: 50
TAB: 5

15-A. - REVIEW THE ALPHABET KEYS (each line twice)

1 five take cot hex dry big jive kill name quiz paws
2 zoo act beg fudge hay jam ankle pique ruts wave ax

15-B. - SHORT WORDS (practice the comma)

3 one, two, three, four, five, six, seven and eight.
4 nine, ten, eleven, twelve, thirteen, and fourteen.

15-C. - PREVIEW WORDS FOR SHORT LETTERS

5 it is for me of your at the of the as an and wish
6 please pleasure accept acceptance campus campuses

DOUBLE SPACE
LETTERS.

15-D. - SHORT LETTERS (two-minute writing)

7 Dear Miss Garcia: 4

Practice
typing
each
letter
completely
without
stopping.

It is a pleasure for me to inform you of your 14

acceptance at the College of the Virgin Islands as 24

an undergraduate student in the School of Business. 34

We look forward to your entrance in September 44

and wish you every success in your college studies. 54

Sincerely, 58

....1....2....3....4....5....6....7....8....9...10

Use this
letter
as a
3-minute
timed
writing.

8 Dear Mr. Roebuck: 4

The staff and I are very pleased that you are 14

able to come for a campus visit. We shall be pre- 24

pared to answer your questions regarding admission. 34

I am sure that if you decide to enroll in the 44

Science Technology program, it will be a decision 54

you will never regret. 59

Sincerely, 63

VERTICAL CENTERING
DISPLAY CENTERING

LINE: 50
TABS: 5 &
Center

15-E. - LEARNING TO CENTER: VERTICALLY & HORIZONTALLY

Full Sheet
contains
66 lines.

HALF SHEET
contains
33 lines.

The standard typing paper is eleven inches in length. Memorize the number of lines on this page as sixty-six. Thirty-three lines is the number to remember when you center material on a half sheet.

As you prepare to center a notice, a listing, or a paragraph, first count all lines to be typed, including blank lines between the headings and the body. Subtract this number from sixty-six, if the material must be placed on a full sheet. However, if the material must be placed on a half sheet, it must be subtracted from thirty-three. Divide this number by two. The next step is to space down the number from the top of the page. You can now prepare to center and type in the first line of copy.

....1....2....3....4....5....6....7....8....9...10

Center on
Full Page

Double Space

Center each
line.

15-F. - DISPLAY CENTERING (Center a Notice)Computation:

The next meeting of

THE CVI BUSINESS CLUB

will be held on

MAY ONE :: ONE P.M. :: LOUNGE

Full Page	66
Total Lines	-
Divide by 2	<u>7</u> *
*Start on Line	<u> </u>

15-G. - DISPLAY CENTERING (Center a Notice)Computation:

Center on
Half Page

Single Space

STUDENT COUNCIL MEETING

Will be Held On

SEPTEMBER ONE at THREE-THIRTY

Student Lounge

PURPOSE: Student Council Budget

Half Page	33
Total Lines	-
Divide by 2	<u>7</u>
*Start on Line	<u> </u>

PART II – SKILL DEVELOPMENT

LESSON 16 CENTERING A NOTICE

LINE: 50
TAB: 5 and
Center

16-A. - ALPHABET REVIEW (each line twice)

1 abcdefg abcdefg abcdefg abcdefg hijklmnop hijklmnop
2 hijklmnop hijklmnop qrstuvwxyz qrstuvwxyz qrstuvwxyz

16-B. - WORD PREVIEW (short phrases--each line twice)

3 to type this case it is the paragraph can be typed
4 these notices would be to be on the bulletin board

Read 16-C
carefully.

16-C. - SHORT PARAGRAPHS (3-minute writings)

Practice
each
paragraph
twice.

5 The typist is requested to type announcements 10
which require a short paragraph. In this case, it 20
is necessary to type the paragraph by centering it 30
both vertically and horizontally. Can it be done? 40

The announcements below can be typed by using 50
the formulae you have learned. Center the longest 60
line and set your left-hand margin. The first one 70
is also centered but capitalized. Leave one space 80
between the first line and the text. Both notices 90
below would be typed and posted on bulletin boards. 100

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

FULL PAGE

16-D. - CENTER NOTICE FOR BULLETIN BOARD (vertically and horizontally)

DOUBLE
SPACE

DEREK WALCOTT

FAMED CARIBBEAN POET AND PLAYWRIGHT
will speak in the theatre on C V I
CAMPUS, on Monday, April eleven, at
eleven a.m. He is the guest of the
students of INTRODUCTION TO THEATRE.
All students, faculty, and visitors
are cordially invited to join them.

LINE: 50
TAB: 5 and
Center

17-A. - ALPHABET KEYS (each line twice)

- 1 lax dam ten bid cur fig jag hit kin lad top quorum
2 save way your jazz are bar car red fed green water

17-B. - SHORT LETTER (two-minute writing)

- 3 Dear Mrs. Roebuck:

Thank you for supporting our local museum. A
museum for the community can only be successful by
personal contributions from all island residents.

Sincerely,

....1....2....3....4....5....6....7....8....9...10

Read 17-C
carefully
before you
type 17-D.

17-C. - BLOCK-CENTERING A GROUP OF LINES (2-minute writing)

- 4 To block-center a group of lines which are to
be typed under the heading, the typist will center
the heading in capitals. The typist will pick the
longest line and center it. She will then set the
left-hand margin at that point. The list is ready
to be typed line-for-line and should be centered.

....1....2....3....4....5....6....7....8....9...10

Block-center

- a) Full Sheet
b) Half Sheet

DOUBLE SPACE

17-D. - BLOCK-CENTER A GROUP LISTING

PARTS OF SPEECH

Noun
Pronoun
Adjective
Verb
Adverb
Preposition
Conjunction
Interjection

LINE: 50
Tab: 5 and
Center

18-A. - ALPHABET KEYS (each line twice)

abcdefghijklmnopqrst uv w x yz
I am I can I did I may I will You are You can I do
I am quite sure you can pay the tax due this year.

....1....2....3....4....5....6....7....8....9...10

18-B. - SHORT WORDS (double letters b c l m s n)

call commit arrive abbot account apply assume mall
college committee announces application admissions

18-C. - SHORT LETTER (type letter twice)

Dear Miss Willette:

The committee on admissions has acted favorably on
your application for admission to the college this
fall. Please accept our personal congratulations.

Sincerely,

....1....2....3....4....5....6....7....8....9...10

Read 18-D
carefully
and type
18-E and
18-F.

18-D. - SPREAD-CENTERING. (type paragraph twice)

Spread centering letters is an attractice and
unique way to set up notices or announcements. It
is a simple process: just leave one space between
each letter in a word and three spaces between the
words of the notice. Spread-center these notices.

CENTER EACH
LINE

18-E. - SPREAD-CENTER INDIVIDUAL WORDS ON A LINE

R e g i s t r a t i o n
N o t i c e
C o m m e n c e m e n t
E x e r c i s e s

CAPITALIZE
EACH WORD.

18-F. - SPREAD-CENTER DOUBLE WORDS ON A LINE

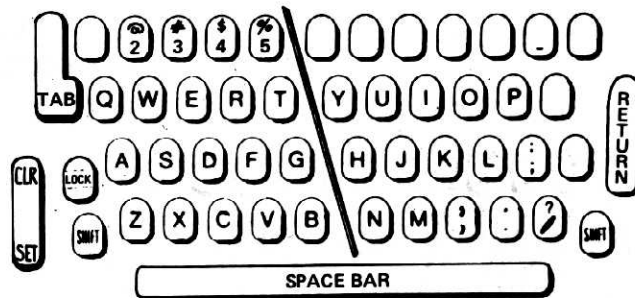
R E G I S T R A T I O N N O T I C E
C O M M E N C E M E N T E X E R C I S E S

PART III – NUMBERS

LESSON 19

NUMBERS

1 – 5



19-A. - ALPHABET KEYS

TYPE EACH
LINE TWICE

one two three four five six seven eight nine ten
These are the numbers to be typed in the top row.

19-B. - LEARN NUMBERS IN TOP ROW - (2-Minute Writing)

Type paragraph through completely. No more than 2 errors.

The top row of keys on the typewriter are the number keys, except for the one. Use e1 as a one. These fingers are always used for numbers: s is a two, d is the three, and f for the four and fives.

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

TYPE EACH
LINE TWICE

[illegible]

1 & 2

```
1 1 1 11 11 11 111 111 111 sw2 sw2 sw2 sw2 sw2 sw2
s12 s22 s112 s221 s121 s2s s2s s2s s11 s22 s11 s22
```

19-D. - PRACTICE THE 3 KEY (use the d finger)

3

Keep finger
on f as you
tap the 3.

de3 de3 de3 33d 33d 33d dd33 dd33 dd33 33 31 32 13
33 toys 33 hits 33 cats 33 dogs 13 days 3 fish 313
We scored 2 hits, then 11 hits, for a total of 13.

Keep
eyes on
copy.

19-E. - PRACTICE THE 4 KEY (use the f finger)

4

fr4 fr4 fr4 44f 44f 44f ff44 ff44 ff44 44 41 43 42
44 boys 44 hats 44 mats 44 bags 14 days 4 fish 414
We scored 3 hits, then 11 hits, for a total of 14.

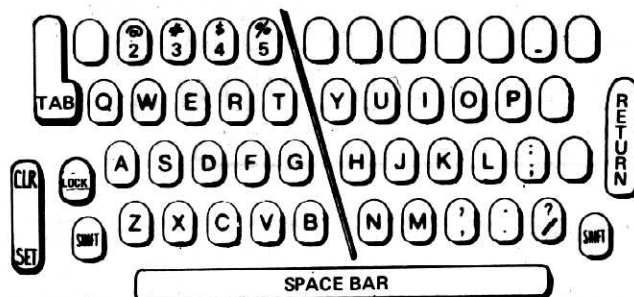
Come back
to f after
you tap 5.

19-E. - PRACTICE THE 5 KEY (use the t finger)

5

ft5 ft5 ft5 55f 55f ff5 ff55 ff55 ff55 55 51 54 53
55 cats 55 dots 55 lads 55 cads 55 days 5 fish 515
We sold 5 hats, then 5 bags, and 5 mats--total 15.

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

20-A. - REVIEW ALPHABET KEYS AND NUMBERSTYPE EACH
LINE TWICE

Jim has a jazz quartet. They played at a concert.
 Kate will go over with us next time they are here.
 The show had rows of 11, 12, 13, 14, and 15 seats.

20-B. - REVIEW NUMBERS AND MONTHS AND COMMASTYPE EACH
LINE TWICE

May 1, 2, 3, 4, and 15. June 1, 2, 3, 14, and 15.
 April 11, 12, 13, 14, and 15. July 22, 23 and 24.
 Total the following numbers: 12, 13, 4, and 1253.

20-C. - SHORT LETTER AND NUMBERSType letter
through with-
out stopping.

EYES ON COPY

GOAL:No More Than
2 Errors

Dear Mr. Benjamin:

Please reserve these dates for our club: May
 11, 12, 13, 14, and 15. We plan a luncheon on May
 13, a dinner on May 14, a bazaar on May 15, and an
 auction on the first two days: May 11 and May 12.

Cordially,

....1....2....3....4....5....6....7....8....9...10

4
5
15
25
35
45
46
4920-D. - SHORT PARAGRAPH (two-minute writing)KEEP PALMS
OFF MACHINETap the keys
and the release
quickly.

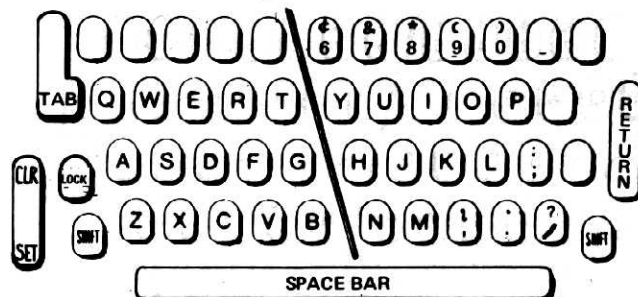
It takes a bit of patience and practice to go
 to the top row of the keyboard for a number. Each
 key in the home row has an assigned number. These
 numbers are typed by touch. There is no reason to
 look at your keyboard when reaching for any one of
 the numbers. Type the following letters with your
 corresponding numbers: s2, d3, f45, s2, d3, f45.

10
20
30
40
50
60
70

....1....2....3....4....5....6....7....8....9...10

PART III – NUMBERS

LESSON 21 NUMBERS 6 – 10



21-A. - ALPHABET KEYS AND NUMBERS

TYPE EACH
LINE TWICE

Jimmy Hamilton plays jazz each week on our island.
Fred was vexed by Jack and the questions he asked.
The course number is 125; there is no 3 or 4 here.

21-B. - LEARN NUMBERS IN TOP ROW (2-minute writing)

Type para-
graph with no
more than
2 errors.

Reaching for numbers from six to zero is easy 10
if you use the proper fingers. For six/seven, use 20
the j finger only. For number eight, use k; for a 30
nine, use the el, and semicolon for the zero. For 40
practice, type your name and date on every lesson. 50

....1....2....3....4....5....6....7....8....9...10

21-C. - PRACTICE THE 6 AND 7 KEYS (use the j finger) 6 & 7

TYPE EACH
LINE TWICE

jy6 jy6 j66 j66 jj6 jj6 66j 66j ju7 ju7 j7j j7j 67
June 6 June 7 July 6 July 7 May 6 May 7 67 jets 67
She plans to leave either on July 7 or on July 16.

21-D. - PRACTICE THE NUMBER 8 (use k finger)

8

Do not move
all fingers
as you tap
number 8.

ki8 ki8 888 888 k8k k8k 88k 88k kk88 kk88 k8k8 k8k
88 kits 88 kegs 8l kits 8l kits 888 kits 888 kites
The lottery number 88 won today. I like number 8.

21-E. - PRACTICE THE NUMBER 9 (use el finger)

9

Do not move
arm as you
reach for 9.

lo9 lo9 lo9 19 19 19 191 191 191 1199 1199 1199 19
99 less 9 99 less 9 99 less 19 99 less 19 999 logs
The club had 19 members in 1919; today we have 99.

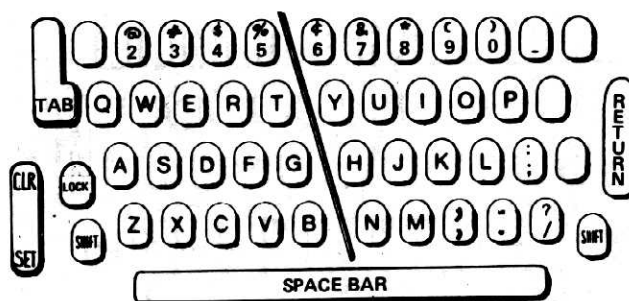
21-F. - PRACTICE THE ZERO--0 (use semicolon finger)

0

Concentrate.
Do not try
to speed.

;p0 ;p0 ;p0 0;0 0;0 0;0 000 000 000 00; 00; 00; 00
010 010 110 110 600 700 800 900 090 0099 0099 0099
Over 100 people saw the 10 plays held on April 10.

....1....23....4....5....6....7....8....9...10

EACH LINE
TWICE22-A. - ALPHABET KEYS

a b c d e f g h i j k l m n o p q r s t u v w x y z
jazz vexed question islands book clog turn greater

50-Space
Line22-B. - REVIEW NUMBERS ZERO - 9 (3-minute writing)DOUBLE
SPACE

Public and private schools in the 3 US Virgin 10
Islands graduated 918 seniors in 1977. This was a 20
12 percent increase over 1976. In St. Thomas, the 30
Charlotte Amalie High School graduated 364. These 40
figures were 4 percent higher than 1976. Graduat- 50
ing seniors at St. Croix Central High numbered 302 60
which was an 11 percent increase from 285 in 1976. 70
....1....2....3....4....5....6....7....8....9...10

22-C. - SHORT PARAGRAPH - (2-minute writing)

Some typing elements do not have fractions on 10
the keyboard. It is easy to type fractions by us- 20
ing the diagonal on the bottom row. The diagonals 30
are used between each number to signify fractions. 40

EACH LINE
TWICE22-D. - LEARN TO TYPE FRACTIONS (Diagonal - ; finger)

;;; /// 1/2 1/3 1/4 1/5 1/6 1/7 1/8 1/9 1/10 1/100
Compute these problems: 1/2 of 8, 1/4 of 16, 1/10
of 100. Space after 10 1/2, 8 1/4, 9/13, 15 1/12.

PART III – NUMBERS

LESSON 23 LETTERS WITH NUMBERS REVIEW SHIFT KEYS

EACH LINE TWICE	<u>23-A.</u> - ALPHABET & NUMBERS	
	abcdefghijklmnopqrstuvwxyz live lives order orders I live at 21 King Street; she lives 3 blocks away. Order 40 boxes, 55 rulers, 68 pencils, and 9 pens.	
DOUBLE SPACE	<u>23-B.</u> - SHORT LETTER (with numbers)	
	Dear Ishmael:	3
Tab for paragraph & center.	We are planning for 250 alumni for the June 1	13
	luncheon and about 630 alumni for the banquet June	23
	4. There are 7 committees coordinating the activ-	33
	ities for both functions. Call me on Ext. 890.	43
	Jonathan Arnold	48
	1....2....3....4....5....6....7....8....9...10	
SINGLE SPACE	<u>23-C.</u> - SHORT LETTER (with numbers)	
	Dear Ron:	2
		3
	Thank you for the figure on the June 1 lunch.	13
	You know that I will need the exact count for this	23
	lunch by May 23. I plan to have 4 to 6 waiters to	33
	serve this group. Call me at 3-9755 to make plans	43
	for the dinner/banquet. The dinner count was 700.	53
		54
	Joseph James	58
Type these five lines twice.	<u>23-D.</u> - REVIEW SHIFTING, COMMAS, PERIODS.	
	I live in St. Croix. She lives in St. Thomas. He	10
	lives on the island of St. John. St. Thomas has a	20
	beautiful harbor; St. Croix has a large oil refin-	30
	ery called Amerada-Hess and a bauxite plant called	40
	Martin Marietta. St. John boasts a National Park.	50
	1....2....3....4....5....6....7....8....9...10	

24-A. - ALPHABET REVIEW

alas fish tack eels game adz daze jazz wish voters
six rule way been beam press wish kites asked goal
type typist typists typewriter center centers noun

DOUBLE
SPACE
1/2 SHEET

24-B. - REVIEW CENTERING (Vertically & Horizontally)

A D M I T O N E
To the Annual Banquet of
THE ALUMNI ASSOCIATION
June 1, 1977, at 7:00 p.m.
THE INN OF THE PALMS

SINGLE
SPACE
FULL
SHEET.

24-C. - REVIEW CENTERING (Announcement)

A N N O U N C E M E N T (Spread Center)

(2 blank spaces)

2 blank
spaces
after
heading.

The Annual Banquet of CVI Alumni
will be held on Monday, March 1,
at 7:00 p.m. at the CLUB CARIBE. (ALL caps)

Tickets are ten dollars for each
couple and may be purchased from

Ron Harrigan, Chairman
Raymond Andrews
Judith Vanderpool

The reservations deadline is for
early Monday, February 26, 1977.

SINGLE
SPACE
1/2 SHEET.

24-D. - REVIEW CENTERING (Block Center A Listing)

BASIC PARTS OF SPEECH

2 blank
spaces
after
heading.

1. Noun
2. Pronoun
3. Verb
4. Adjective
5. Adverb
6. Preposition
7. Conjunction
8. Interjection

PART V – CORRESPONDENCE

Use WORKBOOK PAD Page III-A

LESSON 25
PROGRESS TEST NO. 1

TESTING: 2-MINUTE SPEED WRITING; SHORT LETTERS;
NUMBERS; AND CENTERING.

.....			
. TEST 1-A .			
. .	Typing is a skill. It is a skill which every	10	
.2-MINUTE .			
.WRITING .	college student should master. Ask the instructor	20	
. .			
.LINE: 50 .	who requires one-page reports or long term papers.	30	
.TAB: 5 .			
. .	The instructor prefers a well-spaced typed report.	40	
.DOUBLE .			
.SPACE .	Typing is a skill which is required for every	50	
.....			
	secretary and most office workers in business. It	60	
	is a skill which pays dividends to the typists who	70	
Straight	wish to open a typing service for island business.	80	
Copy			
	1....2....3....4....5....6....7....8....9...10		

Use WORKBOOK PAD Page III-B

	Dear Carmen:	2	
	The June 1 alumni banquet was a success. The	12	
.....			
. TEST 1-B .	alumnae who helped with all the tickets should all	22	
. .	be thanked in writing.	26	
.2-MINUTE .			
.WRITING .	1. Judy Adams sold 88 tickets.	35	
. .			
.LINE: 50 .	2. Dot Jacobs sold 33 tickets.	42	
.TABS: 5 & .			
. Center. .	3. Elaine Rasch sold 65 tickets.	49	
. .			
.DOUBLE .	4. Jan sold 57 tickets, including those from	59	
.SPACE .			
.....	our other campus. These ticket sales total 243	69	
Short Letter			
With	May we help again next year?	76	
Enumeration			
	Marie Gilchrist	80	
Scoring for	1....2....3....4....5....6....7....8....9...10		
Speed			
(within 4 errors):			

40 wam or higher: A 35-39 wam: B 25-34 wam: C 20-24 wam: D

PART V – CORRESPONDENCE

Use WORKBOOK PAD Page III-C

LESSON 25
(CONTINUED)
PROGRESS TEST NO.1

TESTING: LINE-CENTERING; GROUP-CENTERING

.....	STUDENTS
. TEST 1-C .	
. TEN MINUTES .	Elizabeth Alexander
. CENTER EACH .	Judith C. Browne
. LINE .	Hilary Clark
. FULL PAGE .	Virgil Donker
. DOUBLE SPACE .	Hattie Edwards
.....	Anna Francis
LINE-FOR-LINE	Esther Granger
CENTERING	Chrisita Matthews

/ / / / / / / / /

.....	BEGINNING TYPEWRITING PROJECTS
. TEST 1-D .	
. TEN MINUTES .	1. Keyboard Control
. BLOCK .	2. Paragraphs
. CENTERING .	3. Numbers
. HALF SHEET .	4. Speed Writings
. TAB: CENTER .	5. Centering
. SINGLE SPACE .	6. Word Division
.....	7. Short Sentences
	8. Correspondence
	9. Tabulation
	10. Manuscripts
	11. Outlines
	12. Bibliography

/ / / / / / / / /

PENALTY SCALE FOR Test 1-C and Test 1-D GRADING SCALE

-1 for each typing error	A..0-1 penalty
-2 for centering errors	B..2-3 penalty
-3 for incorrect form: top margin;	C..4-6 penalty
line length	F..7-8 penalty

PART IV – SPEED DEVELOPMENT

LESSON 26
SPEED: 1 MINUTE
3 MINUTES

LINE: 50
TAB: 5

EACH LINE
TWICE

26-A. - WARM UP DRILL

Home Row: asdfg hjkl; asdfg hjkl; asdfg hjkl; a;a
an and be been can could do did ever even for from
and the in the it is it was We Wish She likes I am

26-B. - SHORT SENTENCES (one-minute writing)

EACH LINE
TWICE

Tap each key, and then release it. Use right 10
thumb only to space. Do not punch keys; tap them. 20
Do not make spacing errors. You can control this. 30

....1....2....3....4....5....6....7....8....9...10

DOUBLE SPACE

Use right
thumb for
space bar

26-C. - SPEED WRITING (three-minute writing)

Listen to yourself type. What is your typing 10
pace? Is it fast, slow, jerky, hesitant? You can 20
control your typing pace if your mind signals each 30
key. You can help by whispering each letter as it 40
is to be typed. Then, tap the key quickly and re- 50
lease it. Use the right thumb only to space. Try 60
to tap the space bar lightly once after each word. 70
The trick is to release the space bar as soon as a 80
word has been typed. Avoid making spacing errors. 90

26-D. - Word Drills

EACH LINE
TWICE

as ask ash mask mash lash task bask last pass past 10
be bet bed bee beg bet beer bees bets been beam be 20

ca cad car can cam cat cab cap cay cake cakes call 30
fo for fob fog fox foam form fork fold fowl for fo 40

26-D. - SHORT PARAGRAPH (with numbers)

In the fall of 1973 the College of the Virgin 10
Islands had 569 full-time undergraduates. Of this 20
number 491 were in St. Thomas and 78 in St. Croix. 30
There were 583 part-time students in St. Thomas; a 40
total of 511 part-time students in St. Croix. 49

....1....2....3....4....5....6....7....8....9...10

INTRODUCTION TO TYPEWRITING

PART IV
SPEED DEVELOPMENT
LESSONS 26 – 31
pp. 38 – 46

DIVISION OF WORDS
SHORT PARAGRAPHS
SHORT PHRASES
SHORT LETTERS
SPEED WRITINGS
ONE MINUTE
THREE MINUTES
FIVE MINUTES
WORD DRILLS
PIVOTING DATE

PART IV – SPEED DEVELOPMENT

LESSON 27 SHORT SENTENCES PARAGRAPH COPY

LINE: 50
TAB: 5

27-A. - WARM UP DRILL (each line twice)

now, the, and, are, you, for, row, key, all, keep.
typing, typist, project, fingers, yourself, errors

27-B. - SHORT SENTENCES (one-minute writing)

EACH LINE
TWICE

One minute
for each
line.

This is the time for all typists to reduce errors. 10
Strive for accuracy and reduce your typing errors. 20
Type speed writings slowly and gradually speed up. 30

Keep elbows and arms still as you type any number. 40
Remember to keep fingers curved over the home row. 50
Remember to anchor fingers on the f key and g key. 60

Fatigue results if you rest palms on your machine. 70
Do not pump your hands up and down while you type. 80
Typing skill takes a great deal of daily practice. 90

....1....2....3....4....5....6....7....8....9...10

TYPE EACH
PARAGRAPH
TWICE.

27-C - SPECIAL PARAGRAPH COPY

Do you hear the bell when it rings at the end 10
of each line? Listen for this bell for it signals 20
seven or eight more spaces to be typed. You shall 30
keep typing but divide a word, if it is necessary. 40

....1....2....3....4....5....6....7....8....9...10

The material you are copying in your textbook 10
is all counted for a fifty-space line. However, a 20
typist must be aware of the number of spaces which 30
remain after the bell rings. As you practice, you 40
must not stop or hesitate at the end of any lines. 50

27-D. - SPEED PHRASES

do you this is for all as you if you on your it is 10

as you over the home row do not great deal if your 20

for this you shall if it is what is use the to the 30

....1....2....3....4....5....6....7....8....9...10

PART IV – SPEED DEVELOPMENT

LESSON 28 3-MINUTE WRITING

LINE: 50
TAB: 5

28-A. - WARM-UP DRILL

- 1 are, ten, eight, keys, when, each, more, very, are
- 2 become, expert, keyboard, master, number, practice

28-B. - SHORT SENTENCES (one minute for each sentence)

- 3 Al is here; Sal is here; Joe is here; Lou is here.
- 4 Ask Alfie to go to see Ada. Del likes to see Hal.
- 5 Now is the time for word processing in our office.
- 6 Bill plans to sell all his farm food at your fair.
- 7 I cannot miss the book fair. The stalls are full.
- 8 Our gross was less this year. The boss was cross.

DOUBLE SPACE

28-C. - PARAGRAPH COPY (three-minute writing)

Two spaces
after ?
and .

KEEP EYES
ON COPY

What does your typing sound like? Is it very 10
fast, slow, or hesitant? You can control the pace 20
of your typing by making an extra effort always to 30
tap the keys quickly. If you can keep your wrists 40
at an angle but in line with the home row of keys, 50
your typing touch is certain to improve. Remember 60
never to allow your palms to touch the machine. A 70
beginning typist is tempted to lower her palms and 80
rest them on the machine. Keep your wrists up and 90
your stroking will improve without becoming tired. 100
....1....2....3....4....5....6....7....8....9...10

X		X
X	RECORD YOUR SPEED BELOW:	X
X		X
X	(1 minute) (3 minutes)	X
X		X
X	SPEED _____	X
X		X
X	ERRORS _____	X
X		X
X	DATE _____	X
X		X

PART IV – SPEED DEVELOPMENT

LESSON 29 5-MINUTE WRITING DIVISION OF WORDS

LINE: 50
TAB: 5

29-A. - WARM UP DRILL (each line twice)

- 1 to, the, sound, of, it, so like, you, keep, wrist
- 2 typing, control, making, always, quickly, certain

29-B. - WORD DRILLS (each line twice)

- 3 profess profession professional syllable syllables
- 4 stopped cannot suffix allows following follows all

29-C. - PARAGRAPH COPY (one-, three-, and five-minutes)

- 5 Professional typists know how to divide words 10
at the end of the typing line. Do you know that a 20
one-syllable word cannot be divided? You will not 30
divide words like stopped, harmed, should or club. 40

....1....2....3....4....5....6....7....8....9...10

HOW TO
DIVIDE
WORDS.

- 6 Don't divide abbreviations such as CVI, WSTX, 10
or U.S.C.G. You divide before a suffix. It means 20
that you can divide before -ing in growing, before 30
-tion in nation, and before -tive in native. When 40
you divide words like in-dex, ex-port, de-mon, you 50
are following a rule which allows division after a 60
prefix. Other prefixes are: pro-, pre-, or con-. 70

- 7 Divide between a whole syllable, such as den- 80
tist-ry, knowl-edge, prod-uce, pal-ate, in-er-tia. 90

- 8 Avoid a hyphen in short words like again, and 100
about. 101

....1....2....3....4....5....6....7....8....9...10

X		X
X	RECORD YOUR SPEED BELOW:	X
X		X
X	(1 minute) (3 minutes) (5 minutes)	X
X		X
X	SPEED _____	X
X		X
X	ERRORS _____	X
X		X
X	DATE _____	X
X		X

PART IV – SPEED DEVELOPMENT

LESSON 29

(CONTINUED)

FIVE-MINUTE WRITING

LINE: 50

TAB: 5

DOUBLE
SPACE

29-D. - WORD DRILLS (each line twice)

1 study habits college career plan, organize, study,
2 ability, assigned, outlining, technique, It is not
3 management considerations assignments examinations
4 current course climate comply commence underscores
5 in your to plan from the each day you are you will
6 abbreviate brief briefs abbreviations before bores

29-E. - PARAGRAPH COPY (five-minute writing)

4 Study habits reveal much about your future and 10
current success in your college career. Give seri- 20
ous consideration to your future management ability 30
to plan, organize and control your techniques while 40
studying. Plan how, when, and where you will study 50
for each required course. Study away from the main 60
areas which are noisy, study in the same place each 70
day, and read assigned material twice. The reading 80
includes two phases: first, scan and underscore as 90
you go through the chapter and secondly, prepare to 100
outline the entire assignment before you are due in 110
class. The notes which you take as you outline can 120
become your study notes for reviewing purposes when 130
examinations are scheduled. Try this technique and 140
your grades will improve. It is worth a try, is it 150
not? Good study habits insure college success now. 160

.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10

PART IV – SPEED DEVELOPMENT

LESSON 30 SHORT SENTENCES

LINE: 50
TAB: Center

30-A. - WARM-UP DRILL

- 1 chef chief doze dozed book took nook look hook the
- 2 prefix become conclude decide explain forego enter

SINGLE
SPACE

30-B. - WORD DRILLS

Build Up
Your Speed

- 3 bu bus but bug bum buy buses bugs bums buys butter
- 4 do dot don doe dock doze done dome dove dope dopes

30-C. - BLOCK FORM LETTER (five-minute writing)

	5	Dear Mr. Walker:	4
			5
TYPE		We understand you are proposing a program for Boys	15
		Club members to start them in a vocational field.	25
LETTER		Logically, as they advance and grow older, the OIC	35
		would continue to train them in their own program.	45
WITH			46
	6	We at Martin Marietta would encourage the adoption	56
NO		of such a program. For our company, it would mean	66
		hiring better qualified local young men and women.	76
MORE			77
	7	Congratulations for initiating such a program, Mr.	87
THAN		Walker. You have our support for this vocational	97
		program for the young people of our great islands.	107
FOUR			108
ERRORS.	8	Cordially,	111

....1....2....3....4....5....6....7....8....9...10

30-D. - SHORT SENTENCES (type each sentence for one minute)

EACH	9	Are your wrists up and your palms off the machine?	10
LINE	10	You will not tire easily if you sit very properly.	20
THREE			
TIMES	11	Keep eyes on the copy, shoulders up, elbows quiet.	30
	12	Train yourself to keep your eyes on textbook copy.	40

....1....2....3....4....5....6....7....8....9...10

- 13 Are you satisfied with your speed? Practice those letters which give you problems. You know, errors occur for many reasons. Which words are a bother?

LINE: 50

tab: 5

30-E. - PARAGRAPH COPY (three-minute timed writing)

14 Analyzing your typing errors at this point is 10
 of value. Practicing each day is of value, but it 20
 is the TYPE of practice which is valuable. As you 30
 practice, it is important to stop and analyze your 40
 errors. Your goal is for accuracy and speed, too. 50

What type of errors are you making? Is there 60
 a particular key you are striking for another? If 70
 so, list all the misspelled words which occur in a 80
 speed writing and use this list to practice. Your 90
 goal is accuracy first, but speed is sure to come. 100

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

30-F. - COMMON TYPING ERRORS (each line twice)

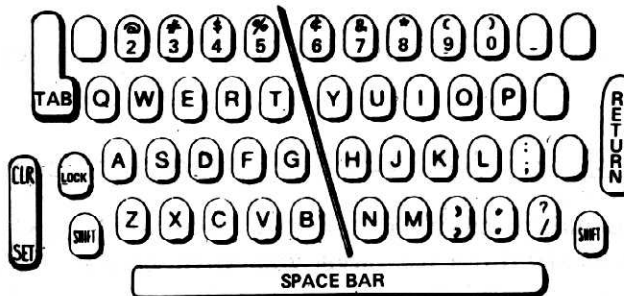
15	row ran run rig rag fear dear deer mere hare hires	r & t
16	tab tub dot hot pot lot got act bit but hut jut at	
17	may mad met mop moo more moon mood mire more masts	m & n
18	no nee not note new net nod now new name near neat	
19	van vet vain vane vail veil vast vote voter voodoo	v & b
20	be been beet beer but buy boy bop boom band better	
21	in it ice icy ill ill's into fit hit tie win nicely	i & o
22	on to odd ode old out how mow now you yours ounces	
23	you yours yet yell yelp yen yes year yellow yonder	y & u
24	us under udder uncle union umpire unreal use usage	
25	as ad ads air ate ape awe axe adz all alms law aye	a & s
26	so sew sod sop soap asp aster base set sit yes sad	
27	if miss kiss kit fish dish ail lid bid slide bliss	i & e
28	ear eat eddy earth end ending tear tire needs need	

PART IV – SPEED DEVELOPMENT

LESSON 31

NEW KEYS: & ()

PIVOT THE DATE



LINE: 50
TAB: 5

31-A. - WARM-UP DRILL (each line twice)

1 draw dear dress drag free were was wax cards great
2 him you jump poll oil loin hill only pony mime joy
3 Total 11, 21, 29, 38, 47, 56, and 180, 134, 88, 9.

31-B. - SHORT SENTENCES (each line three times)

4 Our islands enjoy climate which is nearly perfect. 10
5 Lunar rocks were exhibited on our islands in 1973. 20

....1....2....3....4....5....6....7....8....9...19

31-C. - LEARN NEW KEYS: & (capitalize 7)

EACH LINE
TWICE

6 ju7 j&j j&j j7j j7j j&j Rios & Son, Roebuck & Sons &
7 King & Queen, East & West, Gibbs & Garrison, J & B
8 Enrico & Yolanda, Sanford & Son, Young & Christian

LEARN NEW KEYS: (open parenthesis
(capitalize 9) (

9 191 999 (((1(1 1(1 19(19((19 (19 (19 (11 (11 (1

LEARN NEW KEYS:) close parenthesis
(capitalize 0 - top row))

10 ;0; ;0; 000))) ;); ;); ;);))) ;;;))) ;0) ;)) 1)
11 (11) (1) (99) (100) (10) (10) (10) (100) (100) (1)

31-D. - SHORT PARAGRAPH (pivoting date)

Read 31-D.
carefully,
and pivot
lines below.

12 To pivot the date in a letter, means to back- 10
space it so it appears flush with the margin. For 20
a 50-space line, set the margin at 76 and then you 30
will space back one stroke for each letter and the 40
numbers. Type the date at this point, and the end 50
stroke should end at seventy-five. It is so easy. 60

....1....2....3....4....5....6....7....8....9...10

PRACTICE PIVOTING THE DATE AND YOUR NAME:

Your Name
Sec 125
October 1, 1978

LINE: 50
TAB: 5

31-E. - SHORT SENTENCES (type each one twice)

- | | | |
|---|--|----|
| 1 | The dance team of Maria & Jose will perform today. | 10 |
| 2 | We would like to have you ship us ten (10) scales. | 10 |
| 3 | The tickets for the jazz concert are all sold out. | 10 |
| 4 | The only requisite for relaxed typing is practice. | 10 |

31-F. - SHORT PHRASES (type each line twice)

- | | | |
|---|--|----|
| 5 | next week they will to ask of us to sign the paper | 10 |
| 6 | to be to have to see to go to swim to laugh to cry | 10 |
| 7 | she types she sings she reads she smiles she plays | 10 |
| 8 | to know to sew to get to grow to try to fry to sit | 10 |

31-G. - WORD DRILLS (each line twice)

- | | | |
|----|--|----|
| 9 | eve ever every even evens evening evidence evident | 10 |
| 10 | let lets letter letters skill skills skull skilled | 10 |
| 11 | door doors floor floors ooze oozes moor moors hook | 10 |
| 12 | what whet where wheel when shenever wheat whispers | 10 |
| 13 | rat tar rate tear tree shirt short trot port court | 10 |
| 14 | quire inquire require quit acquit quits quite quip | 10 |
| 15 | type typing typed typewriter typesetter typography | 10 |
| 16 | going saying playing feeding holding being judging | 10 |

31-H. - SHORT PARAGRAPH (type twice)

- | | | |
|----|--|----|
| 17 | Are you tired after typing for more than half | 10 |
| | an hour? Does your neck get stiff and the muscles | 20 |
| | ache in your hands? If this happens, check typing | 30 |
| | posture. Feet flat on the floor, fingers curving, | 40 |
| | palms off the machine, and shoulders straight. If | 50 |
| | you make this mental check each time you go to the | 60 |
| | typewriter, your typing will improve, I guarantee. | 68 |

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

PART V – CORRESPONDENCE

LESSON 32 PARTS OF LETTER

Use Letterhead provided in
WORKBOOK PAD for all
Letters in PART V.

LINE: 50
TAB: 5

32-A. - WARM UP DRILL (each line twice)

- 1 run runs ran dear fear hear peer pear near our are
- 2 tub put dot let lot tie tide must mast toad set at
- 3 It is not hard to learn to type a complete letter.
- 4 The blocked letter style will be your first letter.

PARTS OF
A LETTER:

32-B. - SHORT PARAGRAPHS (type each twice)

- | | | |
|------------|--|-----|
| 5 | You will learn to type a complete business letter. | 10 |
| | Before you type a business letter, you shall learn | 20 |
| | the basic parts of all business letters. You must | 30 |
| Date | then type these basic parts in the same order each | 40 |
| Address | time. You will start with the date, space down to | 50 |
| Salutation | the inside address, and then type the salutation. | 60 |
| 6 | You are ready to type the body of the letter, with | 70 |
| Body | appropriate paragraphs. You will always close the | 80 |
| Close | letter with a complimentary close, space down five | 90 |
| Signature | spaces for the signature line (written signature), | 100 |
| | followed by the typed name of the dictator and the | 110 |
| Initials | title. To complete the letter, you will return to | 120 |
| | the left margin (one space down) and type in those | 130 |
| | initials of the dictator and your own initials. | 139 |

....1....2....3....4....5....6....7....8....9...10

Review:
Numbers
()

32-C. - SHORT PARAGRAPHS (type each twice)

- | | | |
|---|--|----|
| 7 | The basic parts of most business letters are: | 10 |
| | (1) the Letterhead, (2) the Date Line, (3) the In- | 20 |
| | side Address, (4) the Salutation, (5) the Body of | 30 |
| | the Letter, (6) the Complimentary Close, (7) the | 40 |
| | Signature Line, (8) the name of the Dictator, (9) | 50 |
| | Initials of the Dictator and Typist, and (10) the | 60 |
| | Enclosure Line. Memorize the basic letter parts. | 70 |
| 8 | You shall be typing short letters and it will | 10 |
| | be easy to remember to use a fifty-space line; the | 20 |
| | line length is 25 - 75. All letters which contain | 30 |
| | under 100 words in the body may be set for a fifty | 40 |
| | space line. Turn the page, follow directions, and | 50 |
| | you may now type your first real business letter. | 60 |

....1....2....3....4....5....6....7....8....9...10

INTRODUCTION TO TYPEWRITING

PART V
CORRESPONDENCE *
LESSONS 32 – 37
pp. 47 – 62

BASIC PARTS OF BUSINESS LETTERS

LETTER STYLES

- 1. BLOCK STYLE**
- 2. MODIFIED STYLE**
- 3. STRICT BLOCK**
- 4. PERSONAL BUSINESS LETTERS**
- 5. UNARRANGED LETTERS**

SHORT PARAGRAPHS FOR SPEED WRITINGS

THREE-MINUTE SPEED WRITINGS

FIVE-MINUTE SPEED WRITINGS

*** LETTERHEADS are provided in a separate WORKBOOK PAD.**
Each letter is identified with the lesson number, letter and page number at the bottom of the page.

PART V – CORRESPONDENCE

The Chase Manhattan Bank, N.A.

P.O. Box 100
Christiansted, St. Croix, Virgin Islands 00820
Cable Address: Chamanbank



CHASE

LESSON 32 BLOCK LETTER STYLE

LETTER 1
LINE: 50
SINGLE SPACE
CENTER TAB
BODY: 90 Words

BLOCK LETTER STYLE

PARTS OF BUSINESS LETTER

June 12, 1978

Pivot on
Line 15

(Tap Return
5 TIMES)

INSIDE ADDRESS-----

Miss Judith Bastian
Estate Welcome
Christiansted, St. Croix
U. S. Virgin Islands 00820 (Tap Return TWICE)

SALUTATION--

Dear Miss Bastian: (Tap Return TWICE)

B

Thank you for opening an account with us. We always welcome the opportunity to serve new friends and show what we mean by the phrase: YOU HAVE A FRIEND AT CHASE. (Tap Return TWICE)

O

D

We would like to call your attention to the fact that we can take care of all your banking needs: checking accounts, safe deposit boxes, personal and mortgage loans, and collection and remittance services. (Tap Return TWICE)

Y

Please feel free to consult us at any time for all your banking needs. (Tap Return TWICE)

COMPLIMENTARY CLOSE-----

Sincerely, (Tap Return 5 TIMES)

Dictator's
Initials &
Yours

DAM/(Your Initials)

Darryl A. Moorehead
Assistant Manager (Tap Return ONCE)

Instructions:

- (1) Type letter on blank paper on first try.
- (2) Type letter on CHASE LETTERHEAD.
- (3) If you make more than 4 errors, type letter again on back of letterhead.

The Chase Manhattan Bank, N.A.

P.O. Box 100
 Christiansted, St. Croix, Virgin Islands 00820
 Cable Address: Chamanbank

LETTER 2

LINE: 50
 TAB: Center
 BODY: Under 100 words
 SINGLE SPACE

**CHASE****BLOCK LETTER STYLE**

January 15, 1978 12
 (Tap RETURN 5 times) 13

Mrs. Carmen Richards 14
 1616 Hill Street 15
 Charlotte Amalie 16
 U. S. Virgin Islands 00801 (Tap return TWICE) 20
 23
 26
 32
 33

Dear Mrs. Richards: (Tap return TWICE) 37
 38

Our bank will begin servicing all checking accounts 48
 through our new computer facilities. This means 57
 that your deposit slips and checks must have your 67
 name and account number preprinted on them. 76
 77

Please stop in at any one of our branches if you 87
 do not have a supply of these preprinted deposit 97
 slips and checks. We shall place an order for you. 107
 108

This new service will mean we can speed up delivery 118
 of your monthly statement. 123
 124

Remember, YOU HAVE A FRIEND AT CHASE MANHATTAN. 134
 135

Yours truly, (Tap return 139
 5 times) 140
 141

Robert H. Pequot 142
 Manager 143
 148
 150

RHP:(YOUR INITIALS) 152

NOTE: If you type the letter with more than
 four (4) errors, retype it on plain
 paper until you type within 4 errors.

PART V – CORRESPONDENCE

LESSON 33 TYPING OFFICE CORRESPONDENCE

LINE: 50
TAB: 5

33-A. - WARM UP DRILL (each line twice)

- 1 line letter letters date body close name enclosure
- 2 letterhead inside address salutation carbon copies

Keep your
eyes on
the copy.

33-B. - SHORT PARAGRAPHS (each paragraph twice)

- 3 The beginning typist must plan ahead and must 10
know how to prepare to type office correspondence. 20
First, she checks the letter and estimates whether 30
it is a short, medium, or long letter. If it is a 40
short letter, she automatically sets her margin to 50
type on a fifty-space line. The short letter will 60
contain from eighty to one hundred and ten words. 70
If there are four or more paragraphs in a letter, 80
the line space will be set for a sixty-space line. 90

....1....2....3....4....5....6....7....8....9...10

Tap the
return
quickly.

- 4 The first part of a letter to be typed is the 10
date line. Type the date on the 15th line, as the 20
general rule. Pivot the date by backspacing once 30
for every letter, space, and number in date. Then 40
space down five (5) times and type in the inside 50
address. This address may be three or four lines. 60
The zip code is typed three spaces after the state 70
or territory. Do not mail a letter without a zip. 80

Keep fingers
anchored on
the j and f.

- 5 You have now typed at least three letters and 10
you will automatically tap the return key twice as 20
you finish typing the salutation, a paragraph, and 30
the closing line. After the closing line, you are 40
ready to leave four or five spaces for the written 50
signature. The writer of the letter must have the 60
space to sign his name without writing over any of 70
the words you have typed. Type in the title; then 80
type in both initials at the left margin. This is 90
the last line of type, if there are no enclosures. 100

....1....2....3....4....5....6....7....8....9...10



ANTILLES INSURANCE, INC.

P.O. Box 10, Christiansted, St. Croix, U.S. Virgin Islands 00820 • (809) 773-2700 • Telex: 3471039

LETTER 3
100 WORDS
MODIFIED STYLE
TAB: 5
DATE: Line 15
& Pivot

July 1, 1974

(5)

Your Name
Street or Box Number
Island Address
U.S. Virgin Islands ZIP CODE

Salutation:

Effective September 1, 1974, all premiums not
paid within thirty days of the date of inception
of the policy, installment or endorsement, will be
subject to an interest charge of one percent per
month.

10
20
30
40
41
42

We find it has become necessary to add this
small charge to those accounts not paid within the
normal grace period due to the spiraling increase
in interest rates.

52
62
72
76
77

We hope that this is a temporary measure and
that conditions in the future will permit us to
discontinue this charge.

87
96
101

Sincerely, 106

M. R. Shattock 116
Manager 120

(initials)

Goal:* (1) To type letter with no more than 4 errors.
(2) To type letter in 5 minutes.

*If typed with more than 4 errors, retype letter on
plain paper.

PART V – CORRESPONDENCE

LESSON 33 LETTERS



U. S. GOVERNMENT
SMALL BUSINESS ADMINISTRATION
 PAN - AMERICAN BUILDING - FIFTH FLOOR
 255 PONCE DE LEON AVENUE
 P. O. BOX 1915
 HATO REY, PUERTO RICO 00919

LETTER 4
 85 WORDS
 BLOCK STYLE
 TAB: Center
 DATE: Line 15

May 1, 1977 10
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 131

Ms. Mary R. Stewart
 Business Administration Division
 CVI - St. Croix Campus
 Kingshill P.O., St. Croix
 U. S. Virgin Islands 00820

Dear Ms. Stewart:

The U. S. Small Business Administration would like to express sincere thanks and appreciation for your assistance in helping to sponsor our recent seminar held at the St. Croix Campus of the College of the Virgin Islands.

We look forward to your continued support and assistance in helping to provide managerial and technical assistance for the small business persons of our communities.

Sincerely yours,

Lionel Baptiste

(Initials)

135

LETTER 4a
 85 WORDS
 BLOCK STYLE
 TAB: Center
 Date: Line 15

TYPE LETTER 4 A SECOND TIME BUT USE YOUR NAME AND ADDRESS FOR THE INSIDE ADDRESS.

- *Goal: (1) To type letter with no more than 4 errors.
- (2) To type continuously without stopping.
- (3) To type letter in five minutes.

* If letter is typed with more than 4 errors, retype letter on reverse side of letterhead or on plain paper.

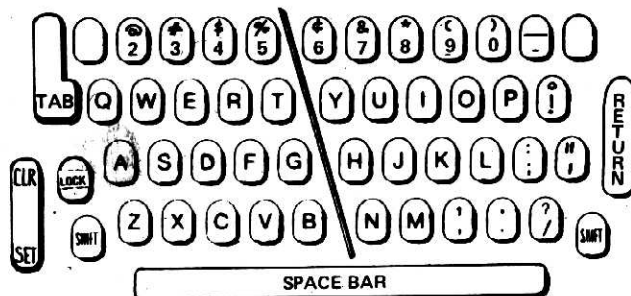
PART V – CORRESPONDENCE

LESSONS 34/35

NEW KEYS: ' " !

CORRESPONDENCE

PERSONAL BUSINESS LETTER



LINE: 50

TAB: 5

34-A. - WARM UP DRILL (each line twice)

- 1 abcdefg hijklmnop qrstuvwxyz 11 22 33 44 55 66 77
- 2 88 (99) (100) VIRGIN ISLANDS 1/2 1/3 1/4 one-fifth
- 3 Note the location of the apostrophe and quotation.

34-B. - SHORT PARAGRAPH (3-minute writing)

- 4 The apostrophe on your electric typewriter is 10
found on the key next to the semicolon. Tap it as 20
you keep the other fingers anchored. You use this 30
key for contractions, and possessives. If you use 40
the apostrophe, backspace once and tap the period, 50
you have an exclamation point. Capitalize, and it 60
is a quotation mark. Quotation marks are typed in 70
pairs. Practice these three (3) punctuation keys. 80

....1....2....3....4....5....6....7....8....9...10

EACH LINE
TWICE

34-C. - LEARN NEW KEYS: ' " ! (little finger, right hand)

- 5 ' ' ' ; ' ; ' ' ; ' ; can't don't girl's dog woman's hat (2 spaces
- 6 !! !! Great! Help! Look out! Smile! Fantastic! after !)
- 7 ' ' ' ' ' ' ' ' Jan asked, "Did Debby say, 'let's have
- 8 a picnic'?" My elite typewriter is a "Selectric."

EACH LINE
TWICE

34-D. - SHORT SENTENCES (with new keys: ' " !)

- 9 Business letters and one's personal letters may be
typed in the "blocked style." It is a good style. ' "
- 10 I have stored all my "belongings" at Alma's house.
- 11 "Senior citizens" are citizens over the age of 65.
- 12 My typewriter is the incomparable IBM "Selectric."
- 13 The "standard" typing paper is size 8 1/2" by 11".
- 14 The Office of Territories "administers" our isles.

PART V – CORRESPONDENCE

LESSONS 34/35

(CONTINUED)

PERSONAL BUSINESS LETTERS

LETTER 5

Personal Business Letter

75 WORDS
BLOCK STYLE
LINE: 50
TAB: Center

Line 13: Date Line
Pivot Date Line and
set Tab
Space down 5 after date

1241 Enfield Grove Lane 13
Enfield, CT 06082 17
March 15, 1978 20

Mr. John Thomas 21
Chamber of Commerce 22
Christiansted, St. Croix 23
U. S. Virgin Islands 00820 24

Dear Mr. Thomas: 27

We are interested in coming to St. Croix for your 30
Fourth Wahoo Fishing Tournament as spectators. 35

Would you please send us hotel rates which apply 41
for hotels near the start of the fishing tourna- 42
ment. How far ahead of this tournament should we 45
reserve? 46

Please let us know as soon as possible so that we 56
can make our plans to fly down and have a hotel 66
reservation for this event. 67

Sincerely, 77

Juan G. Hernandez 87

No initials 97
are used 99
in a Personal 100
Business 110
Letter. 120

LETTER 6

TYPE LETTER 5 A SECOND TIME, WITH YOUR OWN HOME ADDRESS,
ON PLAIN PAPER. TYPE IN YOUR NAME AFTER THE COMPLIMENTARY
CLOSING. Type with no more than 4 errors.



ST. CROIX CHAMBER OF COMMERCE

(809) 773-1435

17 Church Street, Christiansted, St. Croix, U. S. Virgin Islands 00820

LETTER 7

BLOCK STYLE
LINE: 50
TAB: Center
100 words

(Answer to a Personal Business Letter)

March 17, 1977

Mr. & Mrs. Juan G. Hernandez
1241 Enfield Grove Lane
Enfield, CT 06082

Dear Mr. & Mrs. Hernandez:

Thank you for your recent letter in which you ask
about hotel accommodations for the Fourth Wahoo
Fishing Tournament to be held on our island.

We are enclosing a list of hotel and guest houses
on St. Croix, along with the current rates.

If you wish to reserve a double room for the tour-
nament, I suggest that you do so within the next
two weeks. We are expecting a large number of
fishing enthusiasts to compete and view the entire
tournament.

We look forward to meeting you at the tournament.

Cordially yours,

Executive Secretary

JT/(YOUR INITIALS)
Enc.

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150

PART V – CORRESPONDENCE

LESSONS 34/35
PERSONAL BUSINESS LETTERS
UNARRANGED LETTERS

Use this return address for letters 8 and 9. Start on line 13.	1345 Pinebrook Blvd. New Rochelle, N. Y. 01308 Current Date	4 9 15

LETTER 8	Royal Bank of Canada/ Church Street/ Christiansted/ St. Croix/ U. S. Virgin Islands/ 00820/ Gentlemen:	26 39
BLOCKED STYLE	¶ I am planning to move to the island in a month	49
UNARRANGED	and would like to open a savings account in your	59
LINE: 50	bank. I am enclosing a check in this letter for	69
TAB: Center	deposit in a savings account.	75
105 words	¶ Will you please send me all the paperwork for	86
Plain Paper	this savings account? I shall fill out any forms	96
	which you require and mail them back immediately.	106
¶=Paragraph	¶ I have accepted a teaching position in the local	117
	high school for the coming year. If there are any	127
	other documents you need, please write me this week.	137
	Cordially,/ YOUR COMPLETE NAME/ Enc.	145

LETTER 9	St. Croix By the Sea/ Christiansted/ St. Croix/ U. S. Virgin Islands/ 00820/ Gentlemen:	29 37
BLOCKED STYLE	¶ I am an employee of American Airlines and my	48
UNARRANGED	wife and I wish to take a trip to the Virgin	58
LINE: 50	Islands. We would like to come the last two	68
TAB: Center	weeks of May.	71
75 words	¶ I would very much appreciate receiving a list	82
Plain Paper	of room rates, brochures of your hotel, and the	92
	amount of trade discount, if available. I am	102
¶=Paragraph	interested in the MAP plan.	107
	¶ Please advise us how far in advance you	118
	recommend we make our reservations./ Cordially,/	130
	John T. Lombard	140

USE YOUR LOCAL ADDRESS FOR THIS LETTER		
LETTER 10	Ms. Mary Simpson/ Southerland Tours/ Kings Alley/ Christiansted/ St. Croix/ USVI/ 00820/ Dear Ms.	28 38
BLOCKED STYLE	Simpson:/ ¶ I am planning a trip to the Azores in	52
UNARRANGED	early June. The dates I wish to travel are from	62
LINE: 50	June 6 to about July 24. ¶ I wish to leave on the	73
TAB: Center	6th or 7th and spend 2 days in New York before go-	82
100 words	ing on to Portugal. ¶ Are there any "special	93
	coach rates" for a trip of 45 days? Please call	103
¶=Paragraph	me if you need any other information to plan my	123
	itinerary./ Cordially yours,/ YOUR NAME	140

LINE: 50

TAB: 5 &

Center

36-A. - WARM UP DRILL (each line twice)

- 1 in the of a to the to be do not in that if you are
 2 St. Croix, St. Thomas, St. John, November, August,
 3 go goes gone going gong got gotten goat good goods

36-B. - SHORT SENTENCES (each line twice)

- 4 The College of the Virgin Islands started in 1962. 10
 5 You must come to St. Croix's "Christmas Festival." 20
 6 The last week of April is the week for "Carnival." 30
 7 St. John has a big celebration on the 4th of July. 40

....1....2....3....4....5....6....7....8....9...10

36-C. - SHORT PARAGRAPHS (5-minute writings)

- 8 All high school students and college students 10
 are required to develop a theme through the use of 20
 an outline. The three suggested steps in the pro- 30
 cess of beginning a theme include an introduction, 40
 development, and conclusion of a given subject. A 50
 theme which does not contain these three important 60
 categories will be returned to the student without 70
 hesitation to be rewritten. Heed this advice well. 80
- 9 To meet the growing need for higher education 90
 in the Virgin Islands, the college was established 100
 in 1962. This afforded students an opportunity to 110
 achieve occupational and/or professional training. 120
- 10 One of the occupational programs offered is a 130
 two-year program in Executive Secretarial Adminis- 140
 tration. It is designed to round out knowledge in 150
 business subjects, general education and secretar- 160
 ial skills. The office worker needs to learn more 170
 than the major subjects of typing and shorthand. 180

....1....2....3....4....5....6....7....8....9...10

PART V – CORRESPONDENCE

LESSON 36

LETTER 11

STRICT BLOCK STYLE
LINE: 60 (20-80)
TABS: none

(809) 773-6090
TELEX CW/WUI
367815 COMPASS



COMPANION ASSURANCE COMPANY

POST OFFICE BOX 4118, CHRISTIANSTED, ST. CROIX, U.S. VIRGIN ISLANDS 00820

STRICT BLOCK STYLE. In this style letter,
-all lines start at the left-side margin.
-There are no paragraphs indented. The
-closing lines: signature, title, initials,
-enclosures-- are all started at the left-
-hand margin.

April 1, 1977
(line 15)

Mr. and Mrs. John Bixby
Box 166A
Christiansted, St. Croix
U. S. Virgin Islands 00820

Dear Mr. & Mrs. Bixby:

Many people in the Virgin Islands have been critical of the insurance industry for not making investments in the Virgin Islands. With the formation of Companion Assurance Company, that criticism can no longer be valid.

Companion, organized under Title 22 of the Virgin Islands Code, has made a large initial investment and is prepared to make further investments in the future.

We will be contacting you in the days to come to offer you our services in all areas of insurance, be it life, health, fire, liability, automobile, bonding, marine, etc.

If you have any immediate questions, call us at 773-6090, or contact your agent or broker.

Sincerely yours,

B. B. Watkins
Manager

(YOUR INITIALS)

NOTE: If you type this letter with more than 4 errors, retype it on plain paper.

PART V – CORRESPONDENCE

LESSON 36 STRICT BLOCK LETTERS

LETTERS 12, 13, and 14 . USE STRICT BLOCK FORM
(All letters are SHORT letters, under 100 words.)

LETTER 12	Current Date	5
LINE: 50	Mrs. Louisa Caron/ Panorama Travel/ Clemson 400/	18
TABS: None	University Garden/ Rio Peidras/ Puerto Rico/ 00927	27
UNARRANGED	Dear Mrs. Caron: Thank you for your letter of	37
P=Paragraph	October 19 and your kind words regarding Grapetree	48
	Beach Hotels.	53
	P I am delighted to see that you are planning to	63
	spend your second wedding anniversary with us on	73
(Grapetree Bay	December 10. We certainly would be very happy to	83
Letterhead)	have you here at a 50 percent agency discount.	93
	P If you would like us to reserve the space, do	103
	write us and give us the firm dates. Sincerely,/	110
	C. G. King/ Managing Director	115

LETTER 13	Current Date	5
LINE: 50	Miss Pauline Joseph/ 4525 Hill Street/ Christiansted	14
TABS: None	St. Croix/ U. S. Virgin Islands/ 00820/	21
UNARRANGED	Dear Miss Joseph: May I take this opportunity to	33
P=Paragraph	welcome you as a savings depositor of this branch.	42
	I am enclosing the forms necessary to open an account	53
	with us.	55
	P We hope that our relations will be very cordial.	66
	We promise that the services extended to you by our	77
(Royal Bank	institution will be of the highest order.	84
of Canada	P I should like you to call me at any time you feel	95
Letterhead)	I might be of assistance in the solution of your bank-	105
	ing problems. I will endeavor to help in every possible	115
	way./ Sincerely,/ Manager/ YOUR INITIALS	130

LETTER 14	Current Date/ Mr. & Mrs. John H. Tierney/ 120 East 20	12
LINE: 50	Street/ New York, NY/ 10009/ Dear Mr. & Mrs. Tierney/	24
TABS: None	Thank you for your letter of January 16. As you re-	34
UNARRANGED	quested, I have enclosed brochures and rate sheets. P	44
P=Paragraph	As an employee with the airlines, you are eligible for	55
	a conventional airline discount rate. We are happy to	65
	extend this discount to you. P I would advise that	76
	you make your reservations at least one month in ad-	86
	vance. Our reservation board is filling up fast. P	96
(St. Croix	If there are any further questions you might have, do	108
By the Sea	not hesitate to write us. Most of your questions will	118
Letterhead)	be answered in our enclosed brochures./ Sincerely,/	131
	Manager/ Your Initials	140

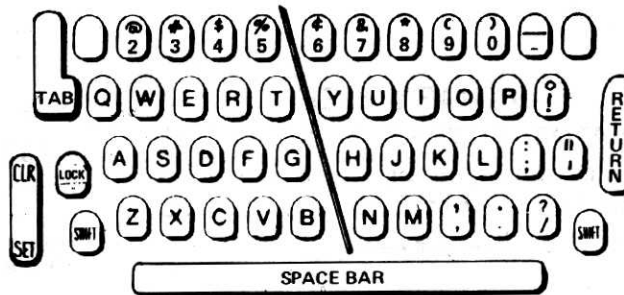
PART V – CORRESPONDENCE

LESSON 37 CORRESPONDENCE NEW KEYS:

NUMBER: # (3)

PERCENT: % (5)

UNDERSCORE: _ (-)



LINE: 50
TAB: None

37-A. - WARM UP DRILL (each line twice)

1 to report very much too much thank you your career
2 deed deeds deal deals dealer detail demon decipher
3 free from frog fret frill frame freeze front fresh

EACH LINE
TWICE

37-B. - LEARN THREE SYMBOLS: # (Cap 3) %(Cap 5) _ (Cap -)

4 de3 de3 d#d d#d ### #3, #4, #13 switch #33 mailers #
5 Mail the following orders: #3, #23, #45, and #55.
6 Mail us these catalogue numbers: #1, #7, and #22.

Capitalize the 5 for %.

7 ft5 ft% 5%f %%% 5% 6% 7% 8% 9% 10% 15% 18% 19% 20% %
8 She was interested in 8% bonds or utilities at 9%.
9 18 equals 9% of 200. She earns 30% less than Jan.

Capitalize the Dash for _ (Underscore)

10 Use the semicolon finger for the underscore. _____
11 ;_ ;_ ;_ Invoice For your information CVI Help! -

....1....2....3....4....5....6....7....8....9...10

Practice
typing
letter
through
without
stopping.

37-C. - STRICT BLOCK STYLE LETTER (3-minute writing)

12 Dear Dean Willis: 3
4
Thank you very much for the glowing recommendation 14
you gave me on my application to the University of 24
Connecticut Law School. I am happy to report that 34
I received notification of acceptance for the fall 44
term. 45
46
Over the years your guidance, suggestions, advice, 56
and friendliness have been an inspiration to me. 65
66
I do not know how I can thank you enough for the 76
encouragement you have given me during my under- 86
graduate days. I shall write you from time to 95
time when I am in law school in Connecticut. 104
105
Respectfully, 108

PART V – CORRESPONDENCE

LESSON 37 STRICT BLOCK STYLE

Telephone

St. Croix St. Thomas
773-5255 774-3656
773-0300

Cable Address: Westind
Telex: Westind 3471070

Chairman :
Committee on Housing and Planning
Vice-Chairman:
Committee on Conservation,
Recreation and Cultural Affairs

SIDNEY LEE
SENATOR, DISTRICT OF ST. CROIX
TWELFTH LEGISLATURE OF THE VIRGIN ISLANDS
BOX 130, CHRISTIANSTED, ST. CROIX, 00820

Member :
Committee on Agriculture
and Property
Committee on Education
Committee on Finance
Committee on Government Operations,
Home Rule and Interstate Cooperation

April 25, 1978

LETTER 15

STRICT BLOCK STYLE

LINE: 50
TAB: None
83 words

Mrs. Mary H. Wilson
Box 1044 - Christiansted
St. Croix, U.S.V.I. 00820

Dear Mrs. Wilson:

The duties of the legislature make it difficult to
have as many personal contacts as I would desire.
However, I need comments and suggestions from the
community whether it relates to ideas for legisla-
tion or ideas for legislative oversight.

If you have drafts of proposed legislation or any
suggestions for governmental areas I can work on
and develop as a senator, please write to me at the
above address.

Sincerely,

Sidney Lee
Senator
District of St. Croix

SL/(YOUR INITIALS)

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LETTER 16 TYPE LETTER 15 - but USE YOUR NAME AND COMPLETE ADDRESS.

LETTER 17 TYPE LETTER 15 - but USE THE NAME AND ADDRESS OF A NEIGHBOR.

LINE: 50
TAB: 5
DOUBLE SPACE

37-D. - SHORT PARAGRAPHS (5-minute timed writing)

13	I, the beginning typist, have now completed a	10
Keep	correspondence unit in typewriting. It is another	20
fingers	milestone in my typing career. I have learned the	30
curved.	basic parts of a business letter, and have learned	40
	that these basic parts are applied to any personal	50
	letters which I may wish to type. There is little	60
<u>GOAL:</u>	difference between business correspondence and the	70
No	personal business letters which are typed. For an	80
more	application letter, for instance, the typist would	90
than	fill in her return address and the date on line 13.	100
4		
errors!	I find that I am able to type short letters,	110
	both business and personal, and am training myself	120
	to keep typing at an even pace rather than looking	130
	back and forth as I type. I am trying to type the	140
	letters with few errors so that they are mailable.	150
	I am pleased with myself. My next goal is to	160
	find the time to practice and improve my skills in	170
	building accuracy and speed. I am learning that a	180
	typist must have the proper balance between a high	190
	speed and accuracy. I will try for that balance.	200
	1....2....3....4....5....6....7....8....9...10	

INTRODUCTION TO TYPEWRITING

PART VI – TABLES

LESSONS 38 – 42

pp. 63 – 73

**TWO-COLUMN TABLES
THREE-COLUMN TABLES
FOUR-COLUMN TABLES
COLUMN HEADINGS**

FIVE-MINUTE WRITINGS

REVIEW (LESSONS 41 & 42)

TABLES *

CENTERING *

CORRESPONDENCE **

* All TABLES and CENTERING exercises are to
be typed on 8½" x 11" typwriting paper
either on a half sheet or a full sheet.

** LETTERHEADS are provided in a separate WORKBOOK PAD
Each letter is identified with lesson number, letter number,
and page number at the bottom of the page.

LINE: 50	38-A. - WARM UP DRILL (each line twice)	
TAB: 5		
	1 table tables tabulate tabulating tabulation tablet	
	2 Invoice #3 lists this item: 12 6' boards & nails.	
	3 "Pay the 5% interest rate, <u>not</u> the 6% rate there."	
Read 38-B. carefully and type it twice.	38-B. - SHORT PARAGRAPH (with enumerations)	
	4 To arrange a simple table on a full sheet is easy;	10
	that is, after you have cleared all tabs. This is	20
	a step-by-step procedure you may follow to arrange	30
	column work horizontally.	35
		36
	1. Select the longest word in each column.	46
	2. Place that number under the column.	55
	3. In the open area between columns, write	65
	in the figure six.	69
	4. From the center of the machine, backspace	79
	one half of each of those numbers.	86
	5. When you stop, set the left-hand margin.	96
TYPE TWICE	38-C. - SHORT PARAGRAPH (with enumerations)	
	5 To set the tabs for each column, follow this plan.	10
		11
Double space between enumer- ations.	6. For the first column tab, space in the	21
	first number under column one, plus six.	29
		30
	7. Stop and set the tab.	36
		37
	8. For the second column, tab, space in the	47
	number under that column, plus six.	53
		54
	9. Set that tab. If there are more columns,	64
	just repeat that spacing.	69
		70
	10. You are now ready to type the table by	79
	capitalizing the heading, spacing down for line of	89
	typing and tabulating as you go from one column to	99
	the next.	102

....1....2....3....4....5....6....7....8....9...10

PART VI – TABLES

LESSON 38 3-COLUMN TABLES

TABLE 1

3-COLUMN TABLE
HALF PAGE
SINGLE SPACE
Space 2 lines
after heading.

ISLANDS IN THE SUN (Tap RETURN 3
times after
Heading)

1. CLEAR TABS
2. CENTER HEADING
3. COUNT LONGEST
WORD and write
it under column.
4. WRITE IN number
6 between columns.
5. From CENTER backspace
1/2 of each number and
set left margin.

The Virgin St. Croix, the	three Islands St. Thomas, island	U. S. are and St. John
------------------------------------	---	---------------------------------

10	6	11/12	6	8
----	---	-------	---	---

6. Space in first number plus 6 and set TAB.
7. Space in second column number plus 6; set TAB.
8. TYPE ACROSS PAGE, and tab for each column.

TABLE 2

COLLEGE TERMS

3-COLUMN TABLE
FULL PAGE
DOUBLE SPACE
TAB STOPS: 2

academic	accreditation	application
associate	advisement	accounting
baccalaureate	credits	grades
degree	education	transcripts
provost	president	probation
university	withdrawal	humanities

Write in the number
of longest word.

6	6
---	---

TABLE 3

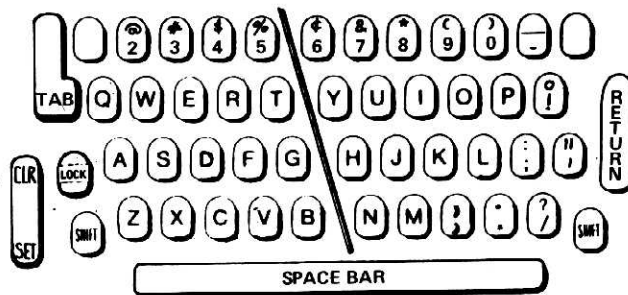
ACCOUNTING TERMS

3-COLUMN TABLE
HALF PAGE
SINGLE SPACE
TAB STOPS: 2

debit	credit	auditor
entry	journal	asset
liability	invoice	ledger
receivables	payables	ratios

PART VI – TABLES

LESSON 39 TABLES NEW KEY: \$



LINE: 50
TAB: 5

39-A. - WARM UP DRILL (each line twice)

- 1 column columns man's men's woman's women's typists
 - 2 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 5% #3 7 & 8
 - 3 Do you know the average cost of a business letter?
-1....2....3....4....5....6....7....8....9...10

EACH LINE
TWICE

39-B. - PRACTICE THE \$ KEY (capitalize 4)

- 4 f\$f f\$f f\$f 44 \$4 \$5 \$4.00 \$5.00 \$14 \$15 \$44 \$4.00
- 5 Total these figures: \$40, \$44, \$51, \$11, and \$13.
- 6 Do not pay more than \$4 or \$5. Don't pay over \$1.

\$

Practice
paragraph
with no
more than
2 errors.

39-C. - SHORT PARAGRAPH (5-minute writing)

- 7 Planning, organizing, and controlling any and all office assignments are a challenge to the good typist. She knows that she is expected to produce documents which are accurate and mailable. She is a careful proofreader and productive member of the office team. She is concerned with her image as a typist who knows how to plan her day, organize her assigned work, and evaluate her production. Plans help her reach daily, weekly and monthly goals. A typist and secretary must be aware of most management functions in the office process. The typists who are familiar with management principles may be promoted to jobs which deal with the flow of data. In the office, flow of data means paper work. Set your goals, plan your work, determine how and when it is to be done, and who will do it. Management, like typewriting, is a skill. Management can be a process, an art and an occupation. How far a typist will advance depends on the individual typist.

....1....2....3....4....5....6....7....8....9...10

TABLE 4

4-COLUMN TABLE
FULL PAGE
DOUBLE SPACE
TAB STOPS: 3

BANKING TERMINOLOGY

account	arrears	amortize	affidavit
bankrupt	bookkeeper	borrower	budget
cash	credit	cashier	check
debit	debenture	deed	dividend

TABLE 5

3-COLUMN TABLE
HALF PAGE
DOUBLE SPACE
TAB STOPS: 2

INSURANCE TERMS

annuity	medical	disability
policy	endorsement	insured
liability	collision	uninsured
bodily	premium	accident
renewal	coverage	residential
homeowners	construction	property

TABLE 6

2-COLUMN TABLE
FULL PAGE
DOUBLE SPACE
TAB STOP: 1

WEDDING ANNIVERSARIES

1 Year	Paper
2 Years	Cotton
3 Years	Leather
4 Years	Fruits & Flowers
5 Years	Wooden
6 Years	Sugar or Candy
7 Years	Wool or Copper
8 Years	Bronze or Pottery
9 Years	Pottery or Willow
10 Years	Tin
11 Years	Steel
12 Years	Silk or Linen
13 Years	Lace
14 Years	Ivory
15 Years	Crystal

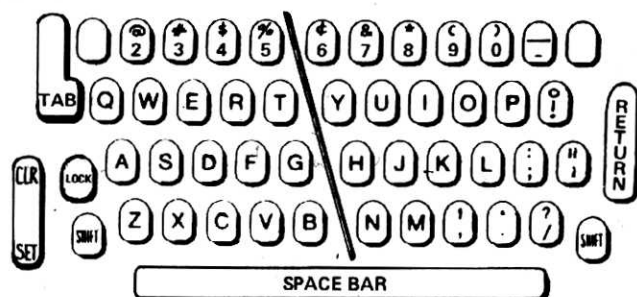
PART VI – TABLES

LESSON 40

TABLES – WITH HEADINGS

NEW KEYS: @ (Capitalize the 2)

¢ (Capitalize the 6)



LINE: 50
TAB: 5

EACH LINE
TWICE

40-A. - WARM UP DRILL (each line twice)

1 the this these is its was were where when am there
2 thesis theses datum data basis bases crisis crises
3 She was gathering data for her thesis on "Nurses."

40-B. - TAP THE @ KEY (capitalize the 2)

4 sss 222 @@@ s@s s@s sss 222 @@@ s@s s@s s@s @@@ 22
5 Prices show 10 @ \$1.00, 20 @ \$1.00 and 15 @ \$1.00.

40-C. - TAP THE ¢ KEY (capitalize the 6)

6 jjj j¢j j¢j j6j j¢j ¢¢¢ ¢¢¢ 1¢ 2¢ 3¢ 4¢ 5¢ 6¢ ¢¢ ¢
7 Add these items: 10 @ 25¢, 10 @ 24¢, and 2 @ 56¢.

Read 40-D
Carefully.

Practice
paragraph
with no
errors.

40-D. - LEARN TO CENTER COLUMN HEADINGS

8 The next phase in table typing is arranging a 10
table which contains headings over each column. A 20
heading over a column must also be centered. Note 30
the difference between the length of a heading and 40
the longest word in its column and divide it by 2. 50
This indicates how many spaces to indent to center 60
the shorter line. Practice the next exercise. It 70
will give you practice in trying out this formula. 80

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

40-E. - CENTER A HEADING ABOVE A COLUMN

a)

<u>Installation</u>	<u>Installation</u>
\$50.00	\$50.00

FORMULA:
12-6=6÷2=3*

(Installation: 12 letters; Minus \$50.00: 6 letters;
Divide 6 by 2: Answer: *3. Space in 3 under heading).

b)

<u>Branch</u>	<u>Branch</u>
Frederiksted	Frederiksted

FORMULA:
5-12=7÷2=3*

(Branch: 5 letters; Minus 12 letters = 7 letters;
Divide 7 by 2: Answer: *3. Space out 3 under heading).

PART VI – TABLES

LESSON 40
(CONTINUED)

- INSTRUCTIONS: (1) Single Space Machine up to first line of column.
(2) Reset TAB when HEADING is shorter than word in column or longer than word in column.

TABLE 7

3-COLUMN TABLE
FULL SHEET
DOUBLE SPACE

PLURALS OF FOREIGN WORDS⁽³⁾

IN PENCIL,
WRITE IN
COUNT OF
LONGEST
WORD(S)

() 1 / Singular	() 2 / Plural	() Singular Definition
alumna	alumnae	2 / Female Graduate
alumnus	alumni	Male Graduate
analysis	analyses	Examination
basis	bases	Foundation
crisis	crises	Turning Point
datum	data	Fact
hypothesis	hypotheses	Supposition
()	()	()

TABLE 8

3-COLUMN TABLE
HALF SHEET
DOUBLE SPACE

COLLEGE CATALOGUE BIDS

January 15, 1978

Company	Quantity & Rate	Amount
Garcia Printing	1,500 @ \$1.25	\$1,875
Island Printing	1,500 @ \$1.35	2,025
Johnson & Johnson	2,500 @ \$1.45	3,625
Thomas & Sons	2,000 @ \$1.50	3,000
West End Printing	2,000 @ \$1.40	2,800

TABLE 9

3-COLUMN TABLE
FULL SHEET
DOUBLE SPACE

ISLAND DREDGING COMPANY

NOTE: 2-line

Heading in

3rd column.

Branch	Manager	Years of Service with the Company
Charlotte Amalie	J. J. Garvey	22
Christiansted	Ishmael H. O'Toole	20
Chocolate Hole	Agatha Simmons	18
Cruz Bay	Howard Sewer	15
Frederiksted	Fred J. Miller	12
Mandahl Bay	Horatio Berger	8

LESSONS 41 & 42
CENTERING
CORRESPONDENCE
TABLES

LINE: 50	41-A. - SHORT PARAGRAPHS (5-minute writings)	
TAB: 5		
<u>BASIC PARTS</u>	1 The efficient typist knows the basic parts of	10
<u>OF A LETTER.</u>	a business letter and types each element automati-	20
Letterhead	cally. The basic parts of a business letter start	30
Date Line	with a printed letterhead. The letter must have a	40
	date, so the date line is the first line under the	50
	letterhead. The date line may be pivoted or flush	60
	with the left-hand margin or completely centered.	70
	2 When the date is typed, the typist will reach	80
Inside	for the return key and tap it five times. She can	90
Address	now type in the inside address. The number varies	100
	as to lines, but the typist must check to see that	110
	there is a full name, a street, or box number, and	120
	the city, and state. The post office requires all	130
Zip Code	letters to end in a zip code. This insures faster	140
	delivery of all correspondence. Two spaces below,	150
	(the zip code) the typist fills in the salutation:	160
	either Dear Mr. Jones, Dear Mr. and Mrs. Jones, or	170
Body	Dear Sir, or Gentlemen. After the salutation, the	180
	body of the letter is then typed, with appropriate	190
	paragraphs. The typist will automatically tap the	200
	return key twice in a single-spaced letter as each	210
Complimentary	paragraph ends. After another two taps on the re-	220
Closing	turn key, the complimentary close is typed. It is	230
	tabbed and typed at the center point of the sheet.	240
	1....2....3....4....5....6....7....8....9...10	
	3 The typist is now ready to type in the signa-	10
Signature	ture line four or five spaces below the close, and	20
Line	the title follows the signature line; for example,	30
	Manager, Vice President, etc. One space below the	40
	dictator's title, on the left-hand margin, typists	50
Initials	will indicate their initials after the dictator's.	60
	4 If the letter indicates an enclosure, abbrevi-	70
Enc.	ation Enc. is typed in. If a carbon copy of this	80
	letter is made to be sent to another division, the	90
cc	carbon copy is indicated by "cc" on the line below	100
	the enclosure.	
	5 The letter is now complete and ready for sig-	110
	nature. The typist must pride herself on complete	120
	accuracy regarding placement, punctuation, grammar	130
	and spelling. The typist develops good proofread-	140
	ing habits, and avoids embarrassing her employers.	150
	1....2....3....4....5....6....7....8....9...10	

PART VI – REVIEW CENTERING

LESSONS 41 & 42 CENTERING

CENTERING LINES

No. 1

SINGLE SPACE

TIME: 3 minutes

TIME: 3 minutes

CENTER THE FOLLOWING LINES (center each line)

Your Name

Date

College of the Virgin Islands

Sec 125

Beginning Typewriting

BLOCK CENTERING

No. 2

HALF SHEET

SINGLE SPACE

TIME: 5 minutes

CENTER THE FOLLOWING: BLOCK CENTER A GROUP OF LINES

BASIC PARTS OF A BUSINESS LETTER

1. Letterhead
2. Date Line
3. Inside Address
4. Salutation
5. Body
6. Complimentary Close
7. Signature Line
8. Dictator's Name
9. Dictator's Title
10. Dictator's & Typist's Initials
11. Enclosure Line
12. Carbon Copy Line

CENTERING WITH CAPS

No. 3

HALF SHEET

DOUBLE SPACE

TIME: 5 minutes

CENTER THE FOLLOWING TEXTBOOK INFORMATION (Center each line horizontally)

PRINCIPLES OF MANAGEMENT

A Systems Approach To the Management Process

Henry L. Sisk

Professor of Business Administration

North Texas State University

SOUTH-WESTERN PUBLISHING COMPANY

CENTERING AN ANNOUNCEMENT

No. 4

FULL SHEET

DOUBLE SPACE

TIME: 3 minutes

CENTER THE ANNOUNCEMENT IN LESSON 24 (24-C, p. 35)

After third line: 2 lines

Before the second to last line: 2 lines

Single space the three names.

PART VI – REVIEW



GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
CHRISTIANSTED - ST. CROIX - U. S. VIRGIN ISLANDS 00820

Office of
The Governor's Representative

LETTER 18

BLOCK STYLE LETTER
BODY: Under 100 words
TAB: Center

March 10, 1977

TYPE AN EXACT COPY

Mr. Joseph Samuel, President
Elmo Plaskett Little League Baseball-West
P. O. Box 213
Frederiksted, St. Croix, Virgin Islands
00840

Dear Mr. Samuel:

Thank you for the invitation to attend the ceremonies on Sunday, March 27, which will officially open the Elmo Plaskett Little League-West.

I regret, though, that other commitments on that same day prevent my being present at the ceremonies.

Mr. Teofilo Espinosa, my special assistant, has been designated to represent the Governor's Office on St. Croix at the event.

I wish the league continued success.

Cordially,

Clement L. Sackey
Administrator for St. Croix

CLS/--

10
20
29
30
40
50
51
52
62
72
77
78
85
86

LETTER 19

MODIFIED STYLE
WORDS: 75
TAB: CENTER

UNARRANGED

Current Date/ Mrs. Vivian Bennerson/ P.O. Box 271/
Frederiksted, St. Croix / U. S. Virgin Islands/ 00840
Dear Mrs. Bennerson:

Congratulations once again for your outstanding
work with the St. Croix Explorers Program. It is a
pleasure to honor you for your many years of dedicated
service to the youth of our community.

Enclosed is a photograph taken at the awards pre-
sentation. I thought you might like to have this for
your scrapbook.

Best regards to you./ Cordially, / Clement L.
Sackey / Administrator for St. Croix / Initials/Enc.

LETTER 20

STRICT BLOCK
WORDS: 100

UNARRANGED
LETTER

Current date/ Commanding Officer Smith / USS
"Manley" D/D 940/ Frederiksted, St. Croix, / U. S.
Virgin Islands/ 00840 / Dear Commander Smith:

On behalf of the Governor of the Virgin Islands,
the Honorable Cyril E. King, and the people of St.
Croix, Virgin Islands, I hereby express to you and
to your officers our appreciation for the assistance
in extinguishing a house fire in the town of Frederik-
sted on Tuesday, February 8, 1977.

It is gratifying to know that there is a group of
men who are willing to assist when called upon, and
to give up their "liberty time." The response of
your men and the esprit de corps demonstrated by the
men are worthy of commendation.

Please accept the sincere thanks of a grateful
community. /Sincerely, / Clement L. Sackey / Administrator
for St. Croix/ Initials/ cc: Gov. Cyril E. King /

PART VI – REVIEW: TABLES

TABLE 10

2-COLUMN TABLE
HALF-PAGE
SINGLE SPACE

PLAIN PAPER

TROPICAL BLOSSOMS OF THE CARIBBEANEnglishSpanish

Air Plant	Flor de Aire
Anthurium	Anturio
Beaumontia Vine	Beaumonita
Chenille Plant	Califa
Congea	Lluvia de Orquideas
Ginger	Alpinia
Heliconia	Barco de Caridad

TABLE 11

3-COLUMN TABLE
FULL PAGE
DOUBLE SPACE

REPORT ON PERSONNEL AND OPERATION APPROPRIATIONS
OF GOVERNMENT DEPARTMENTS*

NOTE: Two
departments
typed on 2
lines.

PLAIN PAPER

<u>Department</u>	<u>Personnel</u>	<u>Operating Appropriation</u>
Agriculture	149	\$ 1,664,049
College of the Virgin Islands	291	3,500,000
Commerce	93	3,421,391
Education	2500	27,959,136
Lt. Governor	69	993,052
Public Relations & Information	6	316,641
Public Works	1425	13,284,856
Public Safety	677	12,366,085

*1974 Annual Report of the Governor of the Virgin Islands

TABLE 12

4-COLUMN TABLE
FULL PAGE
DOUBLE SPACE

PLAIN PAPER

MONTHLY VIRGIN ISLANDS TEMPERATURES

<u>Month</u>	<u>Mean Temp.</u>	<u>Mean Max.</u>	<u>Mean Min.</u>
January	75.8	82.5	69.1
February	75.9	82.7	69.0
March	76.6	83.7	69.5
April	78.1	84.7	71.5
May	79.8	85.8	73.7
June	81.0	87.0	75.0
July	82.0	88.7	75.2

LINE: 50
TAB: 5

43-A. - WARM UP DRILL (each line twice)

- 1 What reason do you have for learning to type well?
- 2 We plan to go swimming at Cramer's Park next week.
- 3 After class we plan to meet at Brewer's Bay Beach.

43-B. - PREVIEW WORDS (each line twice)

- 4 out outer outside outline outlines ouster outsider (ou)
- 5 the them theme themes thematic then theology their (th)
- 6 man many manuscript manuscripts manual manage Mary (ma)

DOUBLE
SPACE

43-C. - LEARN THE BASIC PARTS OF A SHORT MANUSCRIPT

	7	As a college student, you will be required to write a few themes, book reports, and manuscripts. As a typist, you enjoy an advantage which non-typing students lack. The typist can save much time, energy, and tension if she is able to type all her themes and reports in good form. There is no substitute for a neatly typed and well-spaced report.	10 20 30 40 50 60 70
Title	8	Like the business letter, the typist must try to identify the basic parts of a short manuscript.	80 90
Subtitle		The TITLE is centered and in caps. A SUBTITLE may be centered but double spaced below the title with	100 110
By Line		a BY LINE on the next line. The By Line means the author's name; that is, your name if you are writing the manuscript. Come down two spaces, and you are ready to start the body of the manuscript. Of course, you will indent five spaces for each paragraph. Any SUBHEADINGS are centered, underscored, and preceded by two blank lines. SIDEHEADINGS are usually all caps and preceded by 2 blank lines. A BALANCE LINE completes the short manuscript. This line is so named because it balances the typing on the page and the date is placed either on the left margin or pivoted from the right margin. When you are ready to type a manuscript, the machine is set for double spacing and the title is placed on line 13. This means you have a top margin of 2 inches. If your manuscript is short, a fifty-space line is adequate.	120 130 140 150 160 170 180 190 200 210 220 230 240 250 260 270 272
Subheadings			
Sideheadings			
Balance Line			
Under 200 words: use 50-space line			

....1....2....3....4....5....6....7....8....9...10

PART VII

Note: Type MANUSCRIPT 2
with your Instructor's
Name and your By line.

MANUSCRIPT 1
MANUSCRIPT 2

ONE-PAGE REPORT
BODY: 105 words
DOUBLE SPACE
TITLE: Line 13
LINE: 50
PLAIN PAPER

THE FOUNTAIN VALLEY GOLF COURSE

A Report to Mr. MacFarlane
By Mary R. Wilson

The Fountain Valley Golf Course is located on
the island of St. Croix, U. S. Virgin Islands.

13
14
30
40
41
42
52
61
62
63
64

SIDEHEADING: LOCATION

This spectacular course nestles in a valley
surrounded by groves of palm trees, lush vegeta-
tion, and rolling hills.

74
84
89
90
91
93

SIDEHEADING: DESIGNER

This spectacular golf course was designed by
the world-famous Robert Trent Jones. By golfing
standards, this course is superb and challenging
to all golfers.

103
113
123
125
126
128

SIDEHEADING: AVAILABILITY

This course is open to all golfers the year
round. The course is open in the winter months
from December 1 through April 15 and in the summer
months from April 16 through November 30.

138
147
157
165

BALANCE LINE: December 1, 1975

....1....2....3....4....5....6....7....8....9...10

ONE-PAGE REPORT WITH SIDEHEADINGS

PART VII

Note: 2 lines before subheadings.
Use single space while typing the heading; then double space for body.

MANUSCRIPT 3

ONE-PAGE REPORT
135 WORDS
PLAIN PAPER
LINE: 50

	TYPING A NEWS RELEASE	13
		14
	A Report to Mrs. Browne	28
	By (YOUR NAME)	38
		39
	This short report is designed to serve all of	49
	our club members as a guide for publicizing activ-	59
	ities of our club and professional association.	68
		69
SUBHEADINGS (capitalized, centered, and underscored):	<u>FIRST SENTENCE</u>	86
	In the first sentence of the release, every	96
	reader should know WHO, WHAT, WHEN, WHERE, and WHY.	106
	If possible, HOW should also be included.	114
		115
SUBHEADING:	<u>DEVELOP PARAGRAPHS</u>	137
	Develop each paragraph, but each one should be	147
	of declining importance. Why? If the editor does	157
	not have space or time to use the entire release,	167
	it can be cut from the bottom paragraphs, which	176
	contain the least important details.	183
		184
SUBHEADING:	<u>CONCISE EXPRESSIONS</u>	195
	Use short words, short sentences and short	214
	paragraphs. Type your news release on one page	233
	and double space the material.	239
		240
BALANCE LINE:	May 15, 1977	243
	1....2....3....4....5....6....7....8....9...10	

ONE-PAGE REPORT WITH SUBHEADINGS

LINE: 50 44-A. - WARM UP DRILL (each line twice)

1	title titles tighten time timer tips tires tickets	(ti)
2	head headings heed heeds heat heater hear hew here	(he)
3	ball balls bale bail bat bats batter bar bars bare	(ba)

44-B. - SHORT SENTENCES (each line twice)

4	We saw Professor Cooke and Dr. Forbes at the meet.	10
5	She talked and I listened. We came but he didn't.	20
6	I purchased pens, pencils, erasers and a notebook.	30

....1....2....3....4....5....6....7....8....9...10

LINE: 60
TAB: 5

44-C. - SHORT PARAGRAPHS (5-minute timed writing)

7	The editor of the newspaper who receives your publicity	12
	release prefers to have the item typewritten on 8 1/2" x 11"	24
	white paper. As a typist and a secretary, you know the size	36
	of this standard business page. Also, use good quality bond	48
	paper. Avoid using onionskin paper or tissue-weight paper.	60
8	Avoid mailing carbons of a story to newspapers or radio	72
	stations. Carbons may smear when handled by the editor of a	84
	newspaper or a radio or TV announcer. Keep copies of all of	96
	the releases you mail out. List the club name, the address,	108
	a telephone number, and the person releasing the news story.	120
9	Indicate when the story is to be released. Do not type	132
	on both sides of the paper; type only on one side. To add a	144
	professional touch, use a few ## under the final paragraph.	156

....1....2....3....4....5....6....7....8....9...10...11...12

MANUSCRIPT
4 44-D. - TYPE 44-C. AS A ONE-PAGE MANUSCRIPT

TITLE: PUBLICITY RELEASES
By Line: Your Name
Sideheading for Paragraph 2: AVOID CARBONS
Sideheading for Paragraph 3: RELEASE DATE
Balance Line: Current Date
Line: 60; Double Space.
Plain Paper

PART VII – MANUSCRIPT TYPING

LETTER 45 OUTLINE A THEME

LINE: 50 45-A. - WARM UP DRILL (each line twice)
 TAB: 5 1 as ask ash aster asthma asp ascot assign assert as (as)
 2 cot cod cop core court could come comes collie coy (co)
 3 pet pen peg pea peer pear pearl pert petty peoples (pe)

REVIEW 45-B. - SHORT SENTENCES (each line twice)

4	Imperative sentences: Close that door. Be quiet.	10
5	Declarative sentence: Robert read the newspapers.	20
6	Interrogative sentence: Where are we going today?	30
7	Introductory clause: During his many years in San	40
8	Juan, Puerto Rico, he spoke Spanish very fluently.	50
9	Coordinate adjectives: It was a dark, gloomy day.	60
10	Nonrestrictive clauses: Miss Bleecker, who is our	70
	librarian, will assign each department its budget.	80
12	Merle Joseph, living at 77 King Street, won a car.	90
13	That dress, however, is much too expensive for me.	100
14	Parenthetical clause: Miss Santiago, I think, was	110
15	an excellent teacher. This teacher, you know, was	120
16	a teacher par excellence. You know, she has left.	130
17	Direct Address: Nilsa, read the entire paragraph.	140
18	Miss Granger, it is your turn. Nan, you are next.	150
19	She asked, "How can I get to Magen's Bay Beach?"	160
20	"The place to visit," she added, "is our campus."	170

....1....2....3....4....5....6....7....8....9...10

45-C. - SHORT PARAGRAPH (type paragraph twice)

21	How do you prepare to compose a theme, report	10
	or story? You prepare by selecting a topic. With	20
	a topic that interests you and the reader, you can	30
	proceed by establishing the who, why, when and the	40
	where of your subject. You will develop the topic	50
	step-by-step by illustration, by example, or by an	60
	amplification of your research. You will conclude	70
	either with a summary, a personal reaction or by a	80
	personal touch. Use these simple steps in themes,	90
	reports and stories. Always follow these 3 steps.	100

....1....2....3....4....5....6....7....8....9...10

PART VII – OUTLINE

HOW TO OUTLINE A THEME

Line 10

MANUSCRIPT 5

THEME OUTLINE
LINE: 50
FULL SHEET
CENTER EXACT
COPY
TABS: 5 & 9
PLAIN PAPER

I. INTRODUCTION

- A. Select a topic. Restrict the limits so you can handle it thoroughly in the space available.
- B. Begin with a generalized thought which can be developed.
- C. Empathize with the reader. Orient the reader.
- D. Establish WHO, WHY, WHEN and WHERE of your subject.
- E. Remember to include the personal touch if it can be included harmoniously.

II. DEVELOPMENT (prove your thesis)

- A. Step-by-step logical proof--as in a geometry theorem
- B. By illustration and example
- C. Amplify information as a result of research.
- D. Comparison or contrast; implied comparison; ironical commentary.
- E. Judgments of the idea by authorities.

III. CONCLUSION

- A. Summary
- B. Personal reaction or response.
- C. The personal touch where applicable.

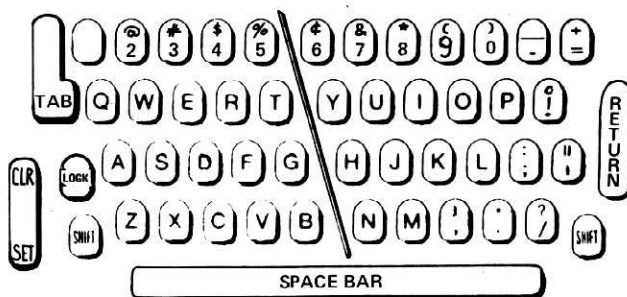
CURRENT DATE

YOUR NAME

LESSON 46

ENUMERATIONS

SPECIAL CHARACTERS



LINE: 50
TAB: 5

46-A. - WARM UP DRILL (each line twice)

1 It was in July, 1960, that I came to your islands.
2 It's a lovely day to travel. Let's go to Jamaica.
3 Mr. Michael's car was at James's house in Welcome.

46-B. - WORD DRILLS (each line twice)

4	complete compel compact compound comforts composes	(com)
5	ear eat ease easel easy eagle eager eagerly earner	(ea)
6	lie lies light lights library libraries lira liter	(li)
7	lone local locale lot lots lope lore lorry low log	(lo)

46-C. - SHORT SENTENCES (each line twice)

8	Complete the application blank for a library card.	10
9	All library books are checked out for only a week.	20
10	Fines are charged for overdue books at 5¢ per day.	30
11	You may now check out up to six circulation books.	40
12	We plan to fly to Rio de Janeiro for the Carnival.	50

....1....2....3....4....5....6....7....8....9...10

46-D. - SPECIAL CHARACTERS NOT ON THE KEYBOARD

13	ROMAN NUMERALS: Capitalize I, V, X, L, C, and DM.	
14	PARAGRAPH DESIGNATION: Capitalize the P and an l.	P
15	CHEMICAL FORMULAS: Type in the letters of a formula but leave spaces for the numbers. Turn platen up slightly and strike the numbers: C ₆ H ₅ O, H ₂ O.	H ₂ O
16	FRACTIONS: When there are no fractions on a keyboard, use the number separated by the oblique; as 1/2, 2/3, 3/5, 4/5, 5/6, 6/8, 8/9, 8/10, 1/6, 1/4.	1/2
17	DASH: Tap the hyphen key twice. She returned the book--after keeping it a day--without a thank you!	--
18	MULTIPLICATION SIGN: Use a small "x". 10 x 2500.	x
19	MINUS SIGN: Use the dash (-). 9 - 3 = 6; 20-9=11.	-
20	DEGREES: Use the small "o", but turn the platen down slightly: 78 ^o ; 88 ^o ; 92 ^o ; 95 ^o ; and 100 ^o .	70 ^o

PART VII – ENUMERATIONS

(An ENUMERATION is a listing of any type)

MANUSCRIPT 6

ENUMERATION
HALF SHEET
SINGLE SPACE
TAB: 4
EXACT COPY

WILLIAMS PUBLIC LIBRARY	14
	15
<u>PROCEDURE FOR OBTAINING A LIBRARY CARD</u>	30
(3)	31
	32
1. Complete application card obtain- able at the main desk.	40
	45
	46
2. Present proof of mailing address; or	54
	55
3. Give two references of persons who can verify your mailing address.	63
	70
	71
4. Library card may be picked up at the main desk after two days.	79
	85

....1....2....3....4....5....6....7....8....9...10

MANUSCRIPT 7

ENUMERATION
FULL SHEET
DOUBLE SPACE
TAB: 4
EXACT COPY

<u>CIRCULATION REGULATIONS</u>	14
(3)	15
	16
1. Each patron may check out up to six circulation	26
books. (Reference V. I. collection books and	36
magazines do not circulate.)	42
2. Books are checked out for two weeks.	49
3. Fines are charged for overdue books at the rate	59
of five (5¢) cents per day, per book.	66
4. Persons having overdue books may <u>not</u> check out	80
additional books until the overdue books are re-	90
turned and the fine paid.	95
5. During hours when library is closed, books may	105
be returned through the night deposit located	115
next to the back entrance of the library.	124
(4)	

WILLIAMS PUBLIC LIBRARY

Current Date

PART VII – MANUSCRIPT TYPING

LESSON 47 BIBLIOGRAPHY TITLE PAGE

LINE: 50
TAB: 5

47-A. - WARM UP DRILL (each line twice)

1	as is do if go he jib kit long en em we ire to you	
2	pot vote boat coat note name mane oxen zoo jazz or	
3	quit quite quitter quote quotes quoted quintet quo	(qu)

47-B. - SHORT SENTENCES (each line twice)

4	It's our turn. Hilda had her two weeks' vacation.	10
5	The family had three days' supply of food in camp.	20
6	Gather a bibliography for your psychology classes.	30
7	Many Spanish-speaking families live on St. Croix.	40
8	Many French-speaking families live on St. Thomas.	50
9	Make a carbon copy of every business letter typed.	60

....1....2....3....4....5....6....7....8....9...10

47-C. - SHORT PARAGRAPHS (5-minute speed writings)

10	The pace of business is on the increase. The	10
	increased pace means that the executive finds that	20
	much of the detail work must be delegated to other	30
	staff members. As a matter of fact, he depends on	40
	his secretary to take care of details he previous-	50
	ly handled. The secretary who develops the skills	60
	which make her competent is the secretary who will	70
	never want for a secretarial job. Do you qualify?	80

11	Has your pace increased in your business day?	90
	If you are to assist your boss by absorbing detail	100
	work for him, your attitude is vital. Keep up the	110
	pace your boss sets by planning and organizing all	120
	your work to anticipate and meet weekly deadlines.	130
	Discipline yourself to analyze all the typing work	140
	you will produce during the working day. Planning	150
	each project is important. Here are the questions	160
	you ask. How long will it take me to type the ten	170
	letters the boss dictated? Can I type them up the	180
	first time and place them in the mail? Can I type	190
	them carefully without spelling or grammar errors?	200

....1....2....3....4....5....6....7....8....9...10

PART VII

MANUSCRIPT 8

BIBLIOGRAPHY
FULL PAGE
LINE: 60
TAB: 10
EXACT COPY

BIBLIOGRAPHY(3)

A. Books (2)

- Canegata, D. C. St. Croix at the 20th Century. New York: Carlton Press, Inc., 1968.
- Douglass, Donald McNutt. Rebecca's Pride. New York: Harper & Row, 1956.
- Dookhan, Isaac. A History of the Virgin Islands of the United States. Caribbean Universities Press in association with the Bowker Publishing Company, Epping, Essex, England, 1974.
- Gladwin, Ellis. Living In the Changing Caribbean. New York: The Macmillan Company, 1970.
- Holbrook, Sabra. Getting To Know The Virgin Islands, USA. New York: Coward McCann, Inc., 1959.
- Knox, John P. A Historical Account of St. Thomas, W. I. New York: Charles Scribner, 1852.
- Westergaard, Waldemar Christian. The Danish West Indies. New York: The Macmillan Company, 1917.
- Wouk, Herman. Don't Stop The Carnival. New York: Doubleday & Co., Inc., 1965.

B. Magazine Articles

- Armstrong, Rachael H. "St. Croix - Her Storied Past," Virgin Islands Magazine. Vol. XII, (1961-62)
- Hurley, Margaret. "Our Virgin Islands--So Jet-Near Yet So Foreign--Air-Cooled by Tradewinds All Year Round," Town & Country, (September 1961)
- Mitchell, Carleton. "Our Virgin Islands - 50 Years Under The Flag," National Geographic (January 1968) pp. 67-103
- Wilson, Liz. "Creatures Of The Lagoon," Today (Martin Marietta), No. 2. (1975), pp. 1 - 3.

(SAMPLE OF A TITLE PAGE)

MANUSCRIPT 9

TITLE PAGE
FULL PAGE
START: 2 1/2"
from top

A HISTORY OF THE VIRGIN ISLANDS
OF THE UNITED STATES (3)

by

Isaac Dookhan

(Down 2 1/2" =
15 lines)

A Book Report

by

Blanca Mena Rodriguez

(Down 2 1/2" =
15 lines)

December 1, 1977

LINE: 55
TAB: 448-A. - WARM UP DRILL (type twice with no errors)

1 abcdefg hijklmnop qrstuvwxyz abcdefghijklmnopqrstuvwxyz
 2 Patience and practice in typing can improve your speed.
 3 Listen to jazz by Jimmy Hamilton; he plays a great sax.

48-B. - REVIEW NUMBERS (each line twice)

4 sw2 de3 fr4 ft5 hy6 ju7 ki8 lo9 ;p0 23, 45, 67, 89, 10.
 5 May 1, 1923 May 4, 1935 May 5, 1966 May 7, 1978 May 19.
 6 May 2, 3, 4, and 5. June 1, 16, 26, 27, 28, 30 and 31.

48-C. - REVIEW SPECIAL KEYS (@, #, \$, %, & ")

7 Send us 6 sheets, medium blue, #32 @\$2.50 via air mail.
 8 Her stocks paid 5% interest; her bonds yielded only 7%.
 9 She bought her yarn at Frazer & Smith for 45¢ a skein.
 10 Letters are typed "blocked style" and "strict block."

....1....2....3....4....5....6....7....8....9...10...11

LETTER 21

STRICT BLOCK
ENUMERATIONUNARRANGED
WORDS: 10048-D. - REVIEW STRICT BLOCK LETTER WITH ENUMERATION

Current Date/ Mr. Douglas Burns/ Prestige Press/Christian-
 sted, St. Croix/ U. S. Virgin Islands 00820/Dear Mr. Burns:

Thank you for returning the galleys of the summer session
 catalog. Please note the following changes in the galleys:

1. There are two typo corrections on page 2 of the
 catalog and one typo correction (letters reversed)
 on page 3.
2. We wish to have 1,000 copies of the catalog in place
 of our original order. Use blue stock for the cover.

Please call me at 778-1620 to verify these changes over
 the telephone. I would like to know when we can expect
 delivery on the 1,000 copies.

Sincerely,

Glenn Lukey
 (Closing Lines)

....1....2....3....4....5....6....7....8....9...10...11

PART VII

LESSONS 48 & 49
REVIEW
LETTERS
MANUSCRIPTS

LETTER 22 48-E. - Type 30-C Letter (Lesson 30) - p. 43

STRICT BLOCK
WORDS: 100

Inside Address: Mr. Donald S. Walker/ Boys' Club of
St. Croix, Inc./ Box 68 / Christiansted, St. Croix/
U. S. Virgin Islands 00820/

Signature Line: R. Mack Wilson / Manager / Closing Lines

TABLE 48-F. - Type Table 7, p. 68 - 3-Column Table

Plain Paper.

LETTER 48-G. - Type Letter 5 - Personal Business Letter -
23

Lessons 34/35, p. 54. Use Plain Paper.

5-Minute Timing.

MANUSCRIPT 48-H. Type this unarranged material as a manuscript.
10

UNARRANGED
LINE: 50
TAB: 5
PLAIN PAPER

Title: EXECUTIVE SECRETARIAL ADMINISTRATION
Subtitle: A Report to Dean Robert Rodriguez
By line: Your Name

The College of the Virgin Islands offers a two-year
occupational program in Executive Secretarial Administration.
SIDEHEADING: DESIGNED FOR FULL-TIME STUDENT

This program was designed for the full-time student.
However, for the student unable to pursue an associate in
arts degree full time, it is possible to take courses both
in the evening and during the day.

SIDEHEADING: GENERAL EDUCATION COURSES

This program is further designed to provide students with
general education courses, secretarial and clerical skills, and
related business subjects necessary for entry-level secretarial
positions.

SUBHEADING: WORKING SECRETARIES

For secretaries already holding positions in the island
community, this course is designed to reinforce basic skills.
BALANCE LINE

5 - MINUTE WRITING

.....	The typist finds each assignment a challenge.	10
. TEST 2-A .		
. .	The challenge, however, includes a plan to produce	20
. 5-MINUTE .		
. WRITING .	the letters, tables, and manuscripts within a time	30
. .		
. LINE: 50 .	frame which is reasonable. She knows that all the	40
. TAB: 5 .		
. .	documents, she types must be accurate and mailable.	50
. DOUBLE .		
. SPACING .	The typists who can arrange simple tables are	60
.....		
	assured of success in office work. The basic rule	70
	in arranging, tables for reports or letters is very	80
	easy. Apply the basic formula for all column work	90
No more	and avoid the necessity of retyping any documents.	100
than 4		
errors:	The expert typist is the one who can type all	110
40+ = A	office documents with ease. She becomes an expert	120
35-39 = B		
25-34 = C	because she is organized, knows the basic rules of	130
20-24 = F		
	producing a variety of documents, and combines all	140
	these skills to illustrate good office techniques.	150
	The accurate typist is always in demand. She	160
	can earn small amounts of money typing for student	170
	classmates or for graduate students writing theses	180
	for an advanced degree. Typing need not be an end	190
	in itself, but could lead to an exciting career in	200
	organizing a small business to cater to the typing	210
	needs of the local businesses and budding authors.	220
	1....2....3....4....5....6....7....8....9...10	

.....		
. TEST 2-B .		
. MANUSCRIPT .	CVI PROJECTED AS UNIVERSITY BY 1990	21
. 5 MINUTES .		22
. LINE: 50 .	The College of the Virgin Islands could become	32
. TAB: 5 .	a multi-purpose, multi-campus university by 1990.	42
. START .		
. HEADING .	PREDICTIONS	43
. ON LINE 7. .		45
.....		
	This exciting prospect was one of the predic-	55
	tions of community leaders and faculty members at	65
No more	a Convocation of Higher Education at the Melvin H.	75
than 4	Evans Center for Learning on the St. Croix Campus	85
errors:	held on December 3, 1976.	90
35+ = A		91
30 -34 = B	SPEAKERS	93
25 -29 = C		
28 -24 = F	A CVI alumnus and assistant business manager	103
	at the college stated that by 1990 CVI would in-	113
	clude a college of tropical agriculture, a school	123
	for social research, and an institute for finance	133
	and marketing.	136
	The Director of the Bureau of Public Adminis-	146
	tration predicted that the full-time students could	156
	number in the 5,000 range by 1990.	163
	A special advisor to the board of trustees also	173
	predicted that the community will endorse and support	183
	the concept of one college with two campuses.	192
		193
	December 1, 1977	198
	1.....2.....3.....4.....5.....6.....7.....8.....9...10	

TEST 2-C

3 - MINUTE TIMED WRITING

LETTER:
MODIFIED STYLE
LINE: 50
TABS: 5 &
Center



GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Charlotte Amalie, St. Thomas, V.I. 00801

OFFICE OF THE LIEUTENANT GOVERNOR

P.O. BOX 450
CHARLOTTE AMALIE
ST. THOMAS, VIRGIN ISLANDS 00801
809-774-2991

September 28, 1976

Honorable Cyril E. King
Governor of the Virgin Islands
Charlotte Amalie
St. Thomas, Virgin Islands 00801

Dear Governor King:

I am pleased to submit herewith a Report of
the Activities and Accomplishments of the Office
of the Lieutenant Governor for the fiscal year
ended June 30, 1976.

I take this opportunity to express my thanks
to all the staff members who worked so diligently
to make the accomplishments of the Office of the
Lieutenant Governor truly meaningful during this
period.

Respectfully submitted,

Juan Luis
Lieutenant Governor

Enc.

....1....2....3....4....5....6....7....8....9...10

PENALTY SCALE

-1 for each typing error
-2 for centering errors
-3 for incorrect form: top margin;
line length

GRADING SCALE

A...0-1 penalty
B...2-3 penalty
C...4-6 penalty
F...7-8 penalty

.....
 . TEST 2-D .
 .
 . CENTERING .
 . Half Sheet .
 . Double Space .

DOUBLE SPACE ON A HALF SHEET BOTH
 VERTICALLY AND HORIZONTALLY. Center
 each line.

A D M I T O N E

To the Annual Banquet

THE ALUMNI ASSOCIATION

May 25, 1977, at 7:00 p.m.

ALUMNI LOUNGE

.....
 . TEST 2-E .
 .
 . TABLE .
 . 4-Columns .
 . Half Sheet .
 . DOUBLE SPACE .

PASSPORTS ISSUED IN THE VIRGIN ISLANDS

For the Years 1974-76

	<u>1974</u>	<u>1975</u>	<u>1976</u>
Issued	1847	3237	3834
Amended	40	39	15
Extended	20	33	13
Limited	25	15	32

.....
 . TEST 2-F .
 .
 . TABLE .
 . 3-Columns .
 . Full Sheet .
 . Single Space .

ISLAND CENTER PRODUCTIONS
 1975 - 1976 - 1977

	<u>Title of Play</u>	<u>Leading Parts</u>	<u>Ticket Price</u>
	FORTY CARATS	Cornelia Schierloh Paul Bablove	\$2 - \$5
	HERE'S LOVE	Jan Neussle Phillip Shuman William Martin	\$2 - \$4
	THE ROYAL FAMILY	Shirley Eckley Wendy Darrow	\$2 - \$5
	GUYS AND DOLLS	Michael Balback, Sr. Peggy Molnar Raymond Arlo Lolita Vargas	\$2 - \$4

CHECKLIST FOR THE TYPIST

Preparing to type is as important as typing itself. A few seconds' preparation allows you to plan and organize your desk top, machine settings, posture and control your technique. Use the following checklist before you type to insure a professional approach to each typing assignment, whether you are preparing to type a speed writing, a letter, a table, a manuscript, an outline or a bibliography.

A. THE MACHINE

- Set the margin stops.
- CLEAR all tabs.
- SET the tab for a paragraph.
- SET the center tab.
- SET the PAPER GUIDE.
- Set the Line Space: single/double.

D. GETTING READY TO TYPE

- Turn "ON" Button.
- Tap "Return" Key once.
- Curve fingers over Home Row
- Eyes on Copy
- Relax and commence typing.

B. POSTURE AT THE MACHINE

- FEET - flat on floor, slightly parted.
- BACK - straight, but leaning forward.
- ELBOWS - close to body.
- SHOULDERS - back, but relaxed.
- WRISTS - held low.
- PALMS - NEVER touching machine.
- DISTANCE FROM MACHINE: a hand-span.
- FINGERS - Curved lightly on HOME ROW.
- EYES - to the right; on the copy.
- HEAD - turned to the right, with no movement back and forth.

C. INSERTING PAPER

- Move Paper Bail forward
- Insert Paper
 - Hold in LEFT hand.
 - Placed against Paper Guide.
 - Turn Right Hand Knob in a circle twice.
 - Straighten paper using Paper Release
 - Turn to first line of writing.

.....
THIS CHECKLIST
was developed for
all typists, partic-
ularly the beginner,
to develop a pro-
fessional technique
at the typewriter.

THIS CHECKLIST,
when followed step by
step can be completed
within ten to fifteen
seconds and will avoid
the necessity of re-
moving the paper and
starting over a second
time.

ABOUT THE AUTHOR

Mary Raissi Stewart, born in Enfield, Connecticut, has been a resident of St. Croix since 1960. A product of Connecticut and Massachusetts schools, she completed her undergraduate work at American International College, Springfield, Mass., graduate work at Boston University, and post graduate studies in Business Education at New York University, New York City.

A Chief Yeoman with the U.S. Coast Guard (Women's Reserve) during World War II, she trained Yeomen at the Yeoman School in Palm Beach, Florida and Court Reporters for the Merchant Marine Hearing Unit in New York City.

Her teaching experience in the secretarial/clerical fields ranges from private schools to junior colleges and college-level teaching. She has been on the teaching staff of the College of the Virgin Islands for the past fourteen years and is presently Assistant Professor in the Executive Secretarial Administration program.

Ms. Stewart has engaged in consultant work in office procedures, has conducted seminars for Puerto Rico's Manufacturers Association, and mini-seminars for office personnel in a local island insurance firm.