

GRADE 10 KEYBOARDING (25S)

Module 1 Cover Sheet

Please place on top of your assignments to assist in proper recording of your work.

Send to:
ISO Tutor/Marker
555 Main Street
Winkler MB R6W 1C4

Name: _____ Phone: _____

Address: _____

City/Town: _____ Postal Code: _____

Attending School: No Yes Email: _____

School Name: _____

For Office Use Only

Module 1: The Alphabetic Keyboard

Date Received: _____ Date Returned: _____

	Marks
Assignment 1.1	
<input type="checkbox"/> Phone Call to Your Tutor/Marker	<input type="checkbox"/>
Assignment 1.2	
<input type="checkbox"/> Theory, Shortcuts, and Ergonomics—Mod1Assign12	____ /30
Assignment 1.3	
<input type="checkbox"/> Part A: Continuity Keying—Mod1Assign13A	____ /12
<input type="checkbox"/> Part B: Indents—Mod1Assign13B	____ /16
<input type="checkbox"/> Part C: Timing—Mod1Assign13C	____ /10
Total:	____ /68

Remarks:

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Module 2 Cover Sheet

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555 Main Street
Winkler MB R6W 1C4

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City/Town: _____ Postal Code: _____

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School Name: _____

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Module 2: Numeric Keys on the Alphabetic Keyboard

Date Received: _____ Date Returned: _____

	Marks
Assignment 2.1	
<input type="checkbox"/> Part A: Continuity Keying—Mod2Assign21A	____ /15
<input type="checkbox"/> Part B: Tabs—Mod2Assign21B	____ /24
<input type="checkbox"/> Part C: Timing—Mod2Assign21C	____ /10
Assignment 2.2	
<input type="checkbox"/> Part A: Letter—Mod2Assign22A	____ /27
<input type="checkbox"/> Part B: Poster—Mod2Assign22B	____ /17
<input type="checkbox"/> Part C: Timing—Mod2Assign22C	____ /10
Total:	____ /103

Remarks:

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Module 3 Cover Sheet

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Send to:
ISO Tutor/Marker
555 Main Street
Winkler MB R6W 1C4

Name: _____ Phone: _____

Address: _____

City/Town: _____ Postal Code: _____

Attending School: No Yes Email: _____

School Name: _____

For Office Use Only

Module 3: The Numeric Keypad

Date Received: _____ Date Returned: _____

	Marks
Assignment 3.1	
<input type="checkbox"/> Part A: Continuity Keying—Mod3Assign31A	____ /14
<input type="checkbox"/> Part B: Timing—Mod3Assign31B	____ /10
Assignment 3.2	
<input type="checkbox"/> Part A: Report—Mod3Assign32A	____ /25
<input type="checkbox"/> Part B: Report Composition—Mod3Assign32B	____ /15
<input type="checkbox"/> Part C: Timing—Mod3Assign32C	____ /10
<input type="checkbox"/> Part D: Reflection—Warmups	____ /10
Total:	____ /84

Remarks:
