

## Education

Instruction, Curriculum and Assessment Branch  
 Distance Learning Unit  
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<b>RECORD OF PROGRESS</b>		<b>GRADE 10 KEYBOARDING (25S)</b>		
Name _____				
School _____				
		TARGET DATE FOR COMPLETION	ACTUAL DATE OF COMPLETION	MARK
<b>Mod 1</b>				
1.1	Phone Call to Your Tutor/Marker			<input type="checkbox"/>
1.2	Theory, Shortcuts, and Ergonomics			/30
1.3	Part A—Continuity Keying			/12
	Part B—Indents			/16
	Part C—Timing			/10
<b>Mod 2</b>				
2.1	Part A—Continuity Keying			/15
	Part B—Tabs			/24
	Part C—Timing			/10
2.2	Part A—Letter			/27
	Part B—Poster			/17
	Part C—Timing			/10
<b>Mod 3</b>				
3.1	Part A—Continuity Keying			/14
	Part B—Timing			/10
3.2	Part A—Report			/25
	Part B—Report Composition			/15
	Part C—Timing			/10
	Part D—Reflection—Warmups			/10
<b>Final Exam</b>				<b>/100</b>
<b>Final Grade</b>				<b>Date</b> _____ <b>%</b> _____

## EVALUATION GUIDE

Evaluation for Grade 10 Keyboarding is based on

- Assignments 70%
- Final Exam 30%
- Assignments can be redone once