

# Easy Steps



**Units 16677 - 16680 (V3)**  
**Speed and Accuracy**

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

*A Cheryl Price Publication*

## Speed and Accuracy (Version 3)

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standards:

- Unit Standard 16677 - BUSINESS INFORMATION PROCESSING (Level 1, Credit 1)  
Key in text at 15 words per minute (wpm)
- Unit Standard 16678 - BUSINESS INFORMATION PROCESSING (Level 2, Credit 1)  
Key in text at 25 words per minute (wpm)
- Unit Standard 16679 - BUSINESS INFORMATION PROCESSING (Level 3, Credit 1)  
Key in text at 35 words per minute (wpm)
- Unit Standard 16680 - BUSINESS INFORMATION PROCESSING (Level 4, Credit 1)  
Key in text at 50 words per minute (wpm)

All topics in this Unit Standard are included in this book.

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## Unit Standard 16677 Version 3

<b>Title</b>	<b>Key in text at 15 words per minute (wpm)</b>		
<b>Level</b>	<b>1</b>	<b>Credits</b>	<b>1</b>

<b>Purpose</b>	People credited with this unit standard are able to key in text at 15 wpm.
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<b>Classification</b>	Business Administration > Business Information Processing
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<b>Available grade</b>	Achieved
------------------------	----------

### Explanatory notes

- 1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes OSH 3211 AFC: 1996 *Approved Code of Practice for the use of Visual Display Units in the Place Of Work*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.govt.nz/order/catalogue/pdf/vdu-ac.pdf>.
- 2 Accuracy calculation – five keystrokes represents an average word. Keystrokes include punctuation and spacing. One error only is counted in each word. A 98% accuracy level allows two errors per 100 words.
- 3 Numeric text, keyboard symbols and special characters must comprise at least 5% of the total text.
- 4 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:  
Health and Safety in Employment Act 1992.

### Outcomes and evidence requirements

#### Outcome 1

Key in text at 15 wpm.

#### Evidence requirements

- 1.1 Alphabetic text containing a minimum of 75 words (375 keystrokes) is keyed in within five minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

- 1.2 Text containing alpha and numeric text, keyboard symbols and/or special characters, requiring a minimum of 375 keystrokes, is keyed in within seven minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

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<b>Planned review date</b>	31 December 2015
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**Status information and last date for assessment for superseded versions**

<b>Process</b>	<b>Version</b>	<b>Date</b>	<b>Last Date for Assessment</b>
Registration	1	28 June 1999	December 2011
Review	2	26 September 2005	December 2012
Review	3	17 December 2010	N/A

## Unit Standard 16678 Version 3

<b>Title</b>	<b>Key in text at 25 words per minute (wpm)</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>1</b>

<b>Purpose</b>	People credited with this unit standard are able to key in text at 25 wpm.
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<b>Classification</b>	Business Administration > Business Information Processing
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

### Explanatory notes

- 1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes OSH 3211 AFC: 1996 *Approved Code of Practice for the use of Visual Display Units in the Place Of Work*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.govt.nz/order/catalogue/pdf/vdu-ac.pdf>.
- 2 Accuracy calculation – five keystrokes represents an average word. Keystrokes include punctuation and spacing. One error only is counted in each word. A 98% accuracy level allows two errors per 100 words.
- 3 Numeric text, keyboard symbols and special characters must comprise at least 5% of the total text.
- 4 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:  
Health and Safety in Employment Act 1992.

### Outcomes and evidence requirements

#### Outcome 1

Key in text at 25 wpm.

#### Evidence requirements

- 1.1 Alphabetic text, containing a minimum of 125 words (625 keystrokes), is keyed in within five minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

- 1.2 Text containing alpha and numeric text, keyboard symbols and/or special characters, requiring a minimum of 625 keystrokes, is keyed in within seven minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

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<b>Planned review date</b>	31 December 2015
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**Status information and last date for assessment for superseded versions**

<b>Process</b>	<b>Version</b>	<b>Date</b>	<b>Last Date for Assessment</b>
Registration	1	28 June 1999	December 2011
Review	2	26 September 2005	December 2012
Review	3	17 December 2010	N/A



## Unit Standard 16679 Version 3

<b>Title</b>	<b>Key in text at 35 words per minute (wpm)</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>1</b>

<b>Purpose</b>	People credited with this unit standard are able to key in text at 35 wpm.
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<b>Classification</b>	Business Administration > Business Information Processing
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

### Explanatory notes

- 1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes OSH 3211 AFC: 1996 *Approved Code of Practice for the use of Visual Display Units in the Place Of Work*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.govt.nz/order/catalogue/pdf/vdu-ac.pdf>.
- 2 Accuracy calculation – five keystrokes represents an average word. Keystrokes include punctuation and spacing. One error only is counted in each word. A 98% accuracy level allows two errors per 100 words.
- 3 Numeric text, keyboard symbols and special characters must comprise at least 5% of the total text.
- 4 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:  
Health and Safety in Employment Act 1992.

### Outcomes and evidence requirements

#### Outcome 1

Key in text at 35 wpm.

#### Evidence requirements

- 1.1 Alphabetic text, containing a minimum of 350 words (1750 keystrokes), is keyed in within 10 minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

- 1.2 Text containing alpha and numeric text, keyboard symbols and/or special characters, requiring a minimum of 1750 keystrokes, is keyed in within 15 minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

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<b>Planned review date</b>	31 December 2015
----------------------------	------------------

**Status information and last date for assessment for superseded versions**

<b>Process</b>	<b>Version</b>	<b>Date</b>	<b>Last Date for Assessment</b>
Registration	1	28 June 1999	December 2011
Review	2	26 September 2005	December 2012
Review	3	17 December 2010	N/A

## Unit Standard 16680 Version 3

<b>Title</b>	<b>Key in text at 50 words per minute (wpm)</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>1</b>

<b>Purpose</b>	People credited with this unit standard are able to key in text at 50 wpm.
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<b>Classification</b>	Business Administration > Business Information Processing
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes OSH 3211 AFC: 1996 *Approved Code of Practice for the use of Visual Display Units in the Place Of Work*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.govt.nz/order/catalogue/pdf/vdu-ac.pdf>.
- 2 Accuracy calculation – five keystrokes represents an average word. Keystrokes include punctuation and spacing. One error only is counted in each word. A 98% accuracy level allows two errors per 100 words.
- 3 Numeric text, keyboard symbols and special characters must comprise at least 5% of the total text.
- 4 The following legislation and subsequent amendments provide reference, where needed, for this unit standard:  
Health and Safety in Employment Act 1992.

### Outcomes and evidence requirements

#### Outcome 1

Key in text at 50 wpm.

#### Evidence requirements

- 1.1 Alphabetic text, containing a minimum of 500 words (2500 keystrokes), is keyed in within 10 minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

- 1.2 Text containing alpha and numeric text, keyboard symbols and/or special characters, requiring a minimum of 2500 keystrokes, is keyed in within 15 minutes, with at least 98% accuracy, and output produced is consistent with information provided and output required.

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<b>Planned review date</b>	31 December 2015
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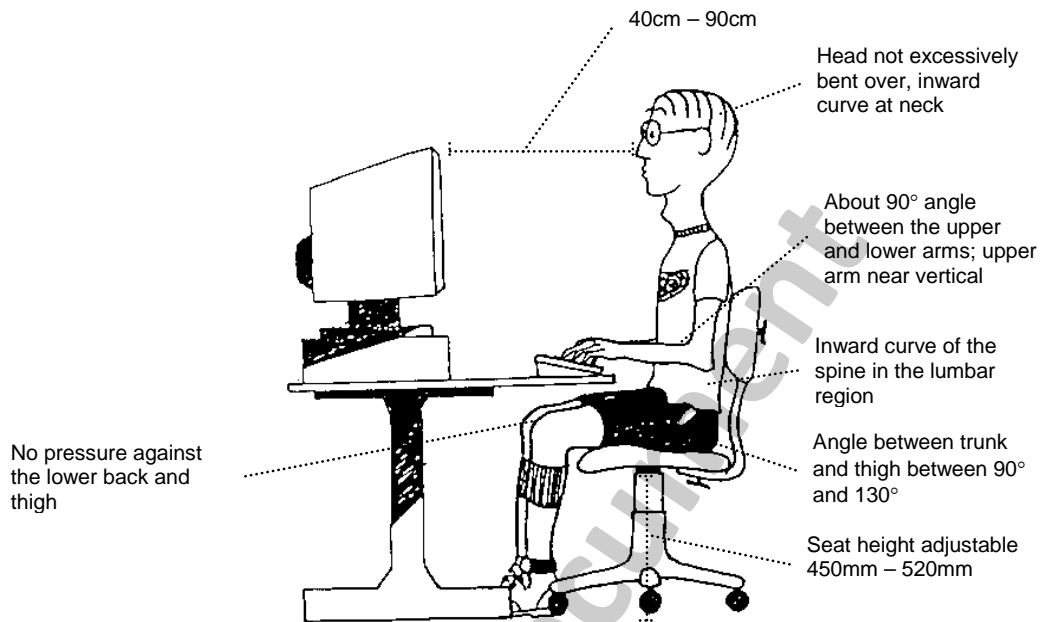
**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	28 June 1999	December 2011
Review	2	26 September 2005	December 2012
Review	3	17 December 2010	N/A

# Keyboard Position

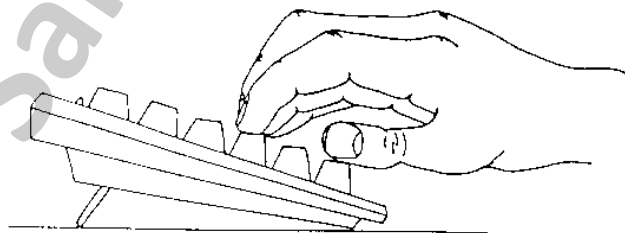
## Sitting Position

Sit with back supported, feet flat on floor.



## Position of Hands

Fingers should be gently curved over the keyboard, thumbs above the Spacebar. Ensure that wrists are not raised; elbows should be comfortably alongside your body, not jutting out like wings.

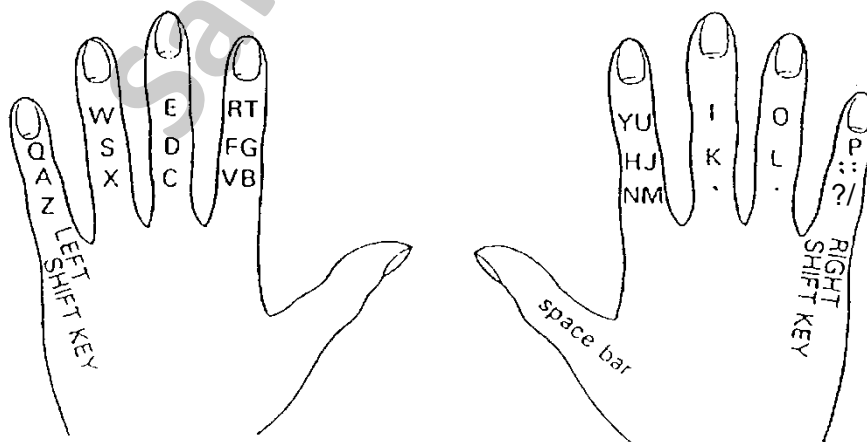
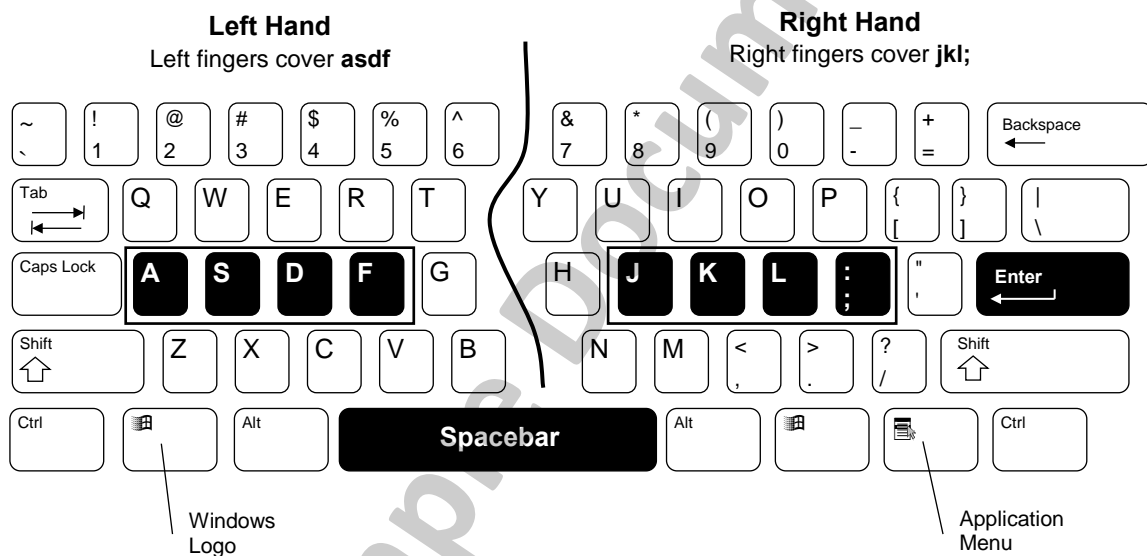


# Use Correct Fingering

Even if you have never learnt to use the keyboard it is important to use the correct fingers on the keys. The following diagram shows the “home keys” boxed, which is where your fingers should rest. Place the left hand with your little finger on the letter **A** then place your other fingers on **SDF**. Similarly for the right hand, place your little finger on the **;** key then place your other fingers on **LKJ**.

From the home keys your fingers will move as follows.

- 1 The first left finger moves across to the letter **G**.
- 2 The first right finger moves across to the letter **H**.
- 3 Fingers are moved up and down the keyboard as shown in the hands illustration.
- 4 The **Enter** key is pressed with the **;** finger when you want a definite new line.  
(When text is typed across the page in Word the text is automatically returned to the left margin.)
- 5 The **Spacebar** is pressed with your right thumb.



# Correct Fingering

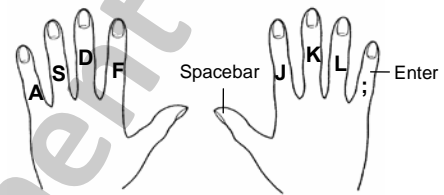
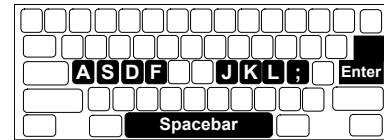
- Type the following words/sentences after each side heading. Refer to the keyboard diagram before starting each section.

## Home keys

### Exercise 1

ff jj ff jj fj fj ff ff fjf fjf fjf fjf  
aa ss dd ff asdf asdf asdf aa ss dd ff  
dd kk dd kk dk kd dk kd dkd dkd kdk kdk  
sls sls lsl lsl lad lads fls fls  
a;a; slsl dkdk fjfj dkdk slsl a;a; slsl

ask dad; all ask dad; all ask sad sad dads;  
flasks fall; all flasks fall; all salad flasks;  
dad falls; add all sad salads; ask a lass;  
ask asks; fall falls; sad lad salads; lads;



## e, t and n keys

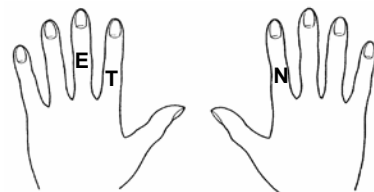
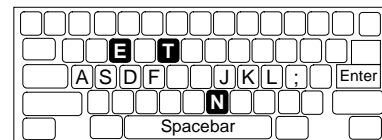
### Exercise 2

ded ded deed deeds led lead leads;  
ell fell sell dell jell jell eel eels;  
a lease; a lessee; a deed; a lease;  
skate a lake; a leek seed; eke a keel;

ftf ftf aft set jet tat ket let kat skate  
flakes tastes test lest tastes tested jest;  
settle daft kettle fettle felt deft left  
let lets set settle kettles jet jest set;

jnj jnj jnj ;n; kn; jn; nnn lnt knee net;  
sank tank dank lank sank ants nans needs;  
ants eat eels; ants eat fat fast; seattle;  
lend ned a tent; deal ken a taste; knee dan;

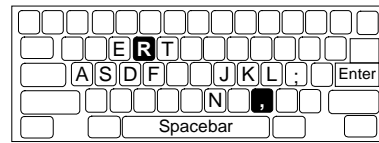
dea deal dell deaf desks deeds ekes elks;  
jandals sandals tests desks jess taste dens;  
deed jells felt ekes sank dank land take;  
send a fast tank; add a jade desk; flask



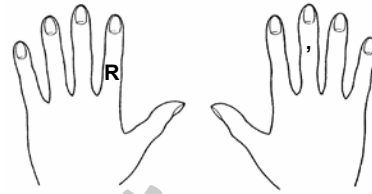
## r and , keys

### Exercise 3

frf rrr frf rrr frf rrr frf rrr frf rrr frf  
frf red red frf ran frf rat tar frf jar  
jar near rate lard dark sark larks near  
fear ear leer deer rate dare darn lakes



k,k ,,, l,k d,s a,r l,f f,d s,; k,k k,k  
rakes, raked, trade, traded, fear draft  
larks, deer and snakes at last freed;  
ken settled faster and faster



flattened tanks, fallen jets, fast tanks  
fred, jan and kate stared  
jan, fred, nell and dad feared ants  
read a lad a real tale

## Enter key

### Exercise 4

- In the following lines, concentrate on striking the ENTER key quickly, without looking.

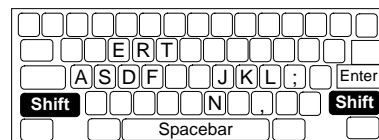
fast and feared  
a lean and neat lad  
learn a trade  
jane and dan talked  
faded jeans and jets  
lakes and dark trees  
ken sat near a lake  
deaf and slender ant  
dart and start

## Shift keys

### Exercise 5

- Use left shift key when typing a right hand letter; right shift key when typing a left hand letter.

Edna, Ted, Dan and Fred talk sense  
Lena, Len, Nana and Ken fell  
Fred read Dear Kate at last  
Dan, Ena, Tess, Adam and Jan are dead





## Caps Lock

### Exercise 6

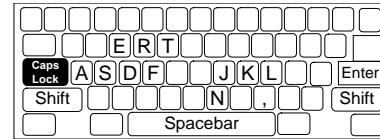
- Use A finger to press, and depress, Caps Lock key.

LEARN FAST

All JETS land at Kettles

Fred read DEAR KATE

DENTAL rates EARN less



**Note** If the Shift key is used with the Caps Lock, a lower case character will be displayed.

## i, h and o keys

### Exercise 7

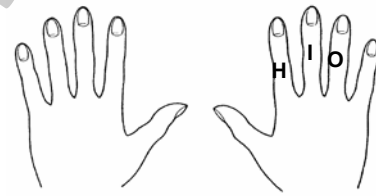
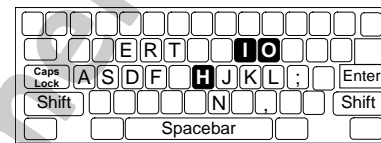
kik iii kik iii kik iii kik iii kik  
fists fills files falls flake tilt  
site kiss tide tilts sniffs sink

jhj jhh hhh jhj jhh hhh fhj has  
he she hired head shed shared  
heels fresh freshen three thread

lol ooo lol ooo lol sol lod slo  
Don loans tore took hook looked  
Odes Ollie another lofts foal fold

Lettie tells Teddie a date  
Skiffs sail and kites fail  
Hilda lent Iris a dollar at noon  
Fred and Frieda looked at the shore

John likes steak and fresh salad  
Shall Don and Donna find the hotel  
Soon, the rattle snake hissed at Oline  
Tell Rose that Stan told Toni to feed the rest



## c and . keys

### Exercise 8

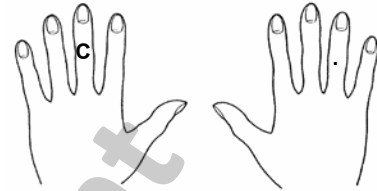
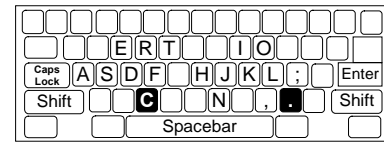
- Space twice at the end of a sentence - after a full stop.

dcd dcd ced ced dec dec lac lac cd cd  
 sock rock coral choose order locks iced  
 ashcans rattle, soccer tactics; icicle;

l.l l.l lol lol l.l l.l s.s s.s h.j d.k  
 He did. She said. No, I did not do it.  
 The soil. Linda died. Jack liked her.

Connie liked the cheese she tasted here.  
 He can choose. He can order the door locks.  
 Cecilia cried. He carried on a lot.  
 Fetch Sadie a coffee and cake.

Cocoa is a fine drink.  
 Joan had a cotton frock. Cleo liked it.  
 It costs a lot to look for the code.  
 THINK AND LEARN FAST. LOOK AT CONNIE.



## ;, ? and ! keys

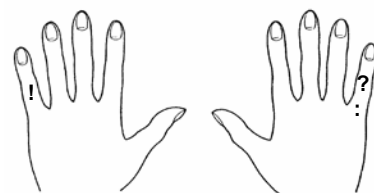
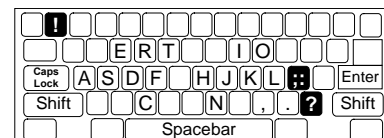
The Shift key is depressed when using these three new punctuation keys.

::: l:l d:d f:a s:a  
 :?: d?d sa? ?lj ja?  
 a!a d!d sa! !sa f!a

### Exercise 9

Note: The concert cost each trainee one dollar.  
 Fish: cod, eel, hoki and shark are fresh.  
 No, she settled in San Francisco!  
 Jo hit her; he hit Jo too!

Is it red? Are the cats at the track?  
 Oh! He is an old cat! Does Jane think so?  
 Look: dark red, jade and khaki shorts!  
 Are the trees to scale? No!



You now know the keys for six of the main forms of punctuation – comma, full stop, semi-colon, colon, question mark and exclamation mark.

**Always leave:**                      **ONE space after a comma**  
    **TWO spaces after all other punctuation keys**

## p, u and m keys

### Exercise 10

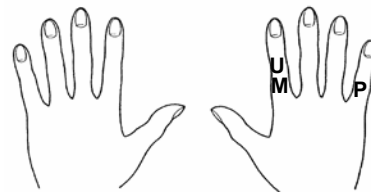
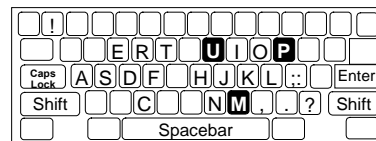
;p; ;p; pp; p:p p?; pep pip ape lap  
past part lope pap prop hope praised  
pace depend picked par pal lope

juj juj uuj uju utu use under unit  
ute juts duke junk judo tuft taut  
duo dune luke jute just Ruth duet

jmj jmj mmj mjm mad mac made ram  
tram music mural mutes motel maple  
Julius moa maker modest mount mopes

Muppets amuse Peter, June and Muriel.  
Sandi promises to amuse Samuel.  
Pick and pack the plums for the market.  
The recipe included raisin and date scones.

Pam promises to proofread her paper.  
Please purchase maple cream pancakes for me.  
Promises! All I hear is promises!  
The umpire is modest. The referee is not!



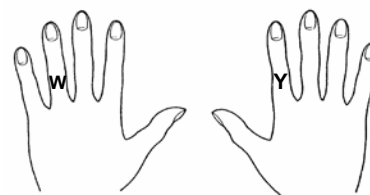
## w and y keys

### Exercise 11

sws sws wws wsw wor war wed win awe was  
waste crowd down swims wash wicked watch  
weapons were unknown to Will Willis  
Willy went to work in Woolworths twice a week.

jjj jjj yyj yiy yuy yas ayes day yap yak  
yourself yet yellow year anyhow study toys  
Rory said last Friday was the weary day.  
Yesterday, not today, William was surprised.

Wanda had two new white cars in Sydney.  
The walk to the water was now too easy.  
Tony went to work at York on Wednesday.  
Why, oh why, do you dye your hair?



## g, x and b keys

### Exercise 12

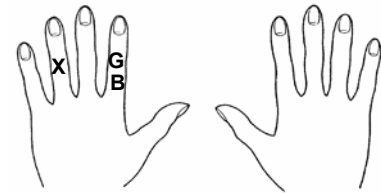
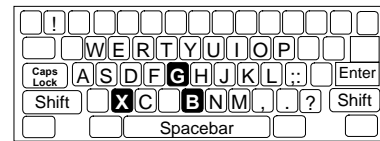
fgf fgf ggf gfg gag gauge gig game  
gigs grey grid rights fight night  
Peg grasped the edge of the grate.

sxs sxs xxs xsx lax xxx mix fox  
tax six axe excuse wax except  
Simon got good money for six xmas trees.

fbf fbf bbb bfb bab bib about abba  
bar buy bus rugby barge barber brawls  
Barbara, Beryl and Bob bought boiled berries.

Peg grasped the edge of the grate.  
Barry got good money for the six Xmas trees.  
The axe was sharpened and fixed for Rex.  
Brown bananas do not bear thinking about.

My grandmother and grandfather wear garters.  
Exercise is excellent for mind and body.  
Please give exercise books and pencils to the girls.  
Icebergs are below the surface of cold seas.



## q, v and z keys

### Exercise 13

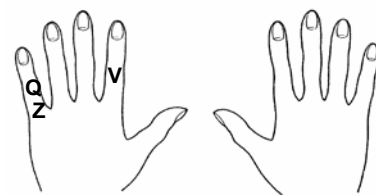
aq aqa qaq qla aqs qwa qq q  
quit quest quiet queen Quebec quantity  
Queensland Quentin aqua sequel queue

fvf fvf vfv frv vav vtf gvt  
Wives vows have saved seven vines.  
We provide a very good delivery service.

aza aza zaz szs wax way zoe zeo daze  
zink zoo zone zoom citizen zenith zebra  
Daisy is a lazy girl who is in a daze.

Queensland is a great place for a holiday.  
Put the quinces away, quickly and quietly.  
Seven skilled men solved problems effectively.  
Vera questioned the vicar on his travels.

New Zealand is south of Australia.  
The entry fee into Zaire Park was expensive.  
Find these animals in the book: zebras and yaks.  
They christened the ship QUEEN VICTORIA.



# Keyboard Consolidation

## Exercise 14

- Type the alphabet as follows.

Concentrate on a quick return to the next line without looking at the Enter key.

a  
ab  
abc  
abcd  
abcde  
abcdef  
abcdefg  
abcdefgh  
abcdefghi  
abcdefghij  
abcdefghijkl  
abcdefghijklm  
abcdefghijklmn  
abcdefghijklmno  
abcdefghijklmnop  
abcdefghijklmnopq  
abcdefghijklmnopqr  
abcdefghijklmnopqrs  
abcdefghijklmnopqrst  
abcdefghijklmnopqrstu  
abcdefghijklmnopqrstuv  
abcdefghijklmnopqrstuvw  
abcdefghijklmnopqrstuvwx  
abcdefghijklmnopqrstuvwxy  
abcdefghijklmnopqrstuvwxyz

# Accuracy

## Alphabetical Paragraphs

### Exercise 15

➤ Type the following paragraphs, omitting the large letters at the left margin.

- A** Angela and Anthony visited the acropolis in Athens. Angela did not enjoy this as she suffered from acrophobia, a morbid fear of heights. She suggested that they visit some caves, but Anthony refused because of his arachnophobia, a fear of spiders!
- B** The brasserie advertises bowls of beef bouillon and dishes of braised beef and onions for the tourists in Brussels. This, of course, is accompanied by bottles of beer, a meal for the bourgeois. Bon appetit!
- C** Children look forward to Christmas. To many, it means crowds of cousins, chocolates, crackers, Christmas cake, stockings stacked with presents. Hearing choirs singing carols at a church service is also exciting.
- D** Damian lay down on the divan and dreamed of delicious dinners and dainty desserts. Not being domesticated, he opted for fish and chips.
- E** Each and every one of you must emulate the eminent professor in an endeavour to achieve excellent grades, especially in the correct use of English and economics.
- F** I received a fax from Fred on Friday but found it difficult to understand as it was full of errors. He should proofread!
- G** The girls sat on the grass and arranged gladioli flowers in the gorgeous containers provided by the gardeners.
- H** Handsome Harry ached all over; he had just competed in the hurdles competition in Hastings. Hilda took him to hospital.
- I** India is a country of South Asia, east of the river Indus and south of the Himalayas. A native of India is called an Indian.
- J** Jocelyn flew by jet to Fiji where she enjoyed the friendly Fijians. Her jeans and jersey were not worn as the climate was just perfect for shorts and tops.
- K** The kiln was used for baking bricks. When Kevin decided to cook a kilo of steak in the kiln it proved to be a disaster.
- L** The legal system is confusing, and lawyers spend long hours learning the intricacies of law in order to practise in a legal firm.

- M** The plural of memorandum is memoranda; the plural of Miss is Misses; the plural of Mr is Messrs; the plural of Mrs is Mesdames. These plurals are not commonly used.
- N** There are three new families in our neighbourhood. There are the Nesbitts from Nebraska, the Nicholls from Nova Scotia and the Nehrus from India. We intend to organise a luncheon next weekend to welcome them.
- O** The opposition have organised a tournament next October to provide the opportunity of reversing our win over their bowling fours team. We will not lose!
- P** An apple a day keeps the doctor away: an old proverb. At the prices charged by Dr Price, our physician, I propose to eat plenty of them!
- Q** She quickly and quietly completed the quilts required by the shop. They were of excellent quality.
- R** Summer salads are improved when radishes, cucumbers, peppers, courgettes, celery and parsley are added. A french dressing, added prior to serving, is recommended.
- S** The shears used by the shearer were not sharp enough to ensure first prize in the Seatoun Shearing Competition held last season.
- T** Two or three of the students were studying history on Thursday when an earthquake was felt throughout the district.
- U** My uncle and aunty left Ashburton last August for Tauranga to be closer to their cousins who live at Mount Maunganui.
- V** The rear vision mirror on the vauxhall van was removed by vandals last evening. The villains left the smashed mirror on the grass verge. I hope these vile people are severely punished.
- W** I want to do something about the weeds growing between the wide paving stones on the driveway. I work hard to prevent the growth, without success.
- X** Rex purchased an excellent textbook on taxation from Bloxham Books. It explains the difference between tax evasion and tax avoidance.
- Y** Yesterday was a cold, wet, wintry day. Tony and Wendy went for a walk to see the display of yellow daphne and yuccas.
- Z** New Zealand has excellent zoos. It is amazing how many citizens have not visited a zoo. A Citizens Advice Bureau branch will advise on the locality and size of these.

### Exercise 16

- The following sentences contain every letter of the alphabet. Type each one twice.

Harry read his gazette and drank weak coffee as Baxter and Jim puzzled over dividing the money into equal parts.

They gazed anxiously at the squash game. The players were very keen but Jack and Fred were becoming most impatient.

When the quarrelsome pupil moved next to Benji Fogarty he zealously ignored her existence.

Last November Kay, Joshua and I entered the zonal badminton trials. Although we were quite experienced we failed to secure places in the team.

George quickly excavated a massive hole between Jade Plaza and the fence rail.

Kim was amazed there was a long queue to buy flowers; excellent verbena, peonies, rosemary, jasmine and delightful carnations.

I have explained to Jacob that he must always keep the mosquito door shut. He is lazy and forgetful.

Heights make me dizzy but I was quietly grateful for a quick view of the Jabaroo and the excellent handrails provided.

My velvet dress was exquisite, but the organza jacket won first prize.

The excavations in the limestone caves were organised by the members and friends as requested by the Pakizojo tribe.

The quick brown fox jumps over the lazy dog. The dog was obviously too lazy or just disinterested in the fox.

The flowers and grapes were packaged in a vinyl, zippered bag and taken by taxi on the motorway to John Hanson in Quebec.

The jars, kilns and boxes, exquisitely painted with Aztec designs, were very famous.

With great excitement Jacqui drove the caravan Brian had won as first prize in the weekly raffle.