



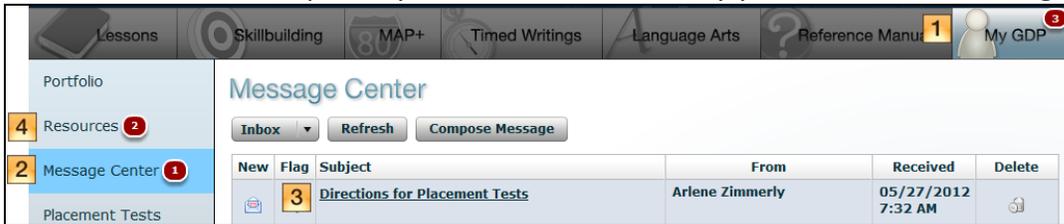
PLACEMENT TEST B: TIMED WRITING

Directions 1

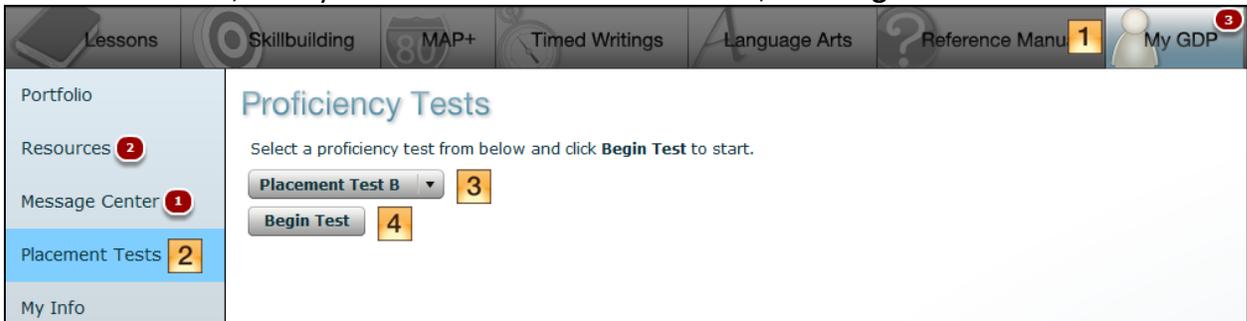
Placement Test B Timed Writing Copy 2

Directions

- From **My GDP**, click **Message Center**, and read any messages from your instructor. From **My GDP**, click **Resources**; open any resources as directed by your instructor’s message.



- From **My GDP**, click **Placement Tests**; click the list arrow next to **Placement Test A**, and click **Placement Test B**; after you have read all directions below, click **Begin Test**.



- You will take two 3' timed writings. The timer begins with your first keystroke. When time is up, review your scored results if they are available; otherwise, click **Next Attempt**; adjust your speed and concentration as needed on the next attempt; at the end of the last attempt, click **End Test** at the bottom of the screen.

Note: Check with your instructor who might have set the timing length to 5' and the number of attempts to 1. Also, scoring results may not be available.

- Type Placement Test B copy keeping your eyes on the copy. Press TAB (→) at the start of the paragraphs. Press ENTER (¶) only at the end of paragraphs. Type as fast as you can but maintain good accuracy (try to keep your errors to 5 or fewer) and good technique. If you finish the copy before time is up, continue typing with the first paragraph again.
- When you are finished with the timed writing, from **My GDP, Portfolio, Student Portfolio** window, click **Placement Test B: Timed Writing**, to expand it and review your **WPM/Error** results; when your instructor notifies you to do so, under the **Last Modified** column, look for a red **A** and click **Details**; from the **Placement Test B: Timed Writing** window, under **General Comment**, read any instructor comments; mouse over any yellow dot icons in the scored copy to display and read any Annotations; click the **Close** button.

Placement Test B Timed Writing Copy

Most business students know that the skill of writing reports is highly important in today's world. Research has shown that almost every segment of business requires some aspect of report writing. These reports provide a basis on which major decisions are made. As competition in business is quite heavy, a great deal of attention must be placed on decision making. Creating a firm's reports is very costly.

A way to reduce the time spent producing a report is to make sure that the writer is well informed before writing it. There are a number of factors to consider. The writer will learn that reports are classified in terms of purpose. For example, a person should decide whether the report is to be an informational or an analytical one, a short or a long one, an informal or a formal one. Having a good system for classification saves time and cost. Reducing business costs is an important goal for those individuals who must prepare reports.

A formal report has several more parts that are not included in less formal reports. Among those added parts are an abstract, a title page, a letter of transmittal, a table of contents, and lists of figures, charts, and tables. Other sections found at the end of a formal report are a summary, a questionnaire, an index, and an appendix. The purpose of these additions is to make it easy for a reader to locate data or to help find certain data that has been presented. Writing a formal report is a skill that you must acquire