



# TIMED WRITING & SKILLBUILDING PLANNING GRID

**Note:** All timed writings and skillbuilding available via GDP have been included on this planning grid. Suggestions for skillbuilding remediation have also been included. This grid should be useful in planning courses in which skillbuilding is the main focus. A “Results” column has been included in case you wish to record student progress.

## Lessons 1-60

Lesson	Goal	Results	Skillbuilding	Remediation*
<b>Length: 1'</b>				
1	10/3e		1-ABCDEFGHIJ	Enrichment 1-A B C; MAP+
2	11/3e		2-ABCDEFGHI	Enrichment 2-A B C; MAP+
3	12/3e		3-ABCDEFGH	Enrichment 3-A B C; MAP+
4	13/3e		4-ABCDEFGH	Enrichment 4-A B C; MAP+
5	14/3e		5-ABCDEFGH	Enrichment 5-A B C; MAP+
6	15/3e		6-ABCDEFG	Enrichment 6-A B C; MAP+
7	16/3e		7-ABCDEFG	Enrichment 7-A B C; MAP+
8	17/3e		8-ABCDEFGH	Enrichment 8-A B C; MAP+
9	18/3e		9-ABCDEFGH	Enrichment 9-A B C; MAP+
10	19/3e		10-ABCDEFGHI	Enrichment 10-A B C; MAP+
<b>Length: 2'</b>				
11	19/5e		11-ABCDEFGHI	Enrichment 11-A B C; MAP+
12	20/5e		12-ABCDEFG	Enrichment 12-A B C; MAP+
13	21/5e		13-ABCDEFGHIJ	Enrichment 13-A B C; MAP+
14	22/5e		14-ABCDEFGHI	Enrichment 14-A B C; MAP+
15	23/5e		15-ABCDEFG	Enrichment 15-A B C; MAP+
16	24/5e		16-ABCDEFGHI	Enrichment 16-A B C; MAP+
17	25/5e		17-ABCDEFGH	Enrichment 17-A B C; MAP+
18	26/5e		18-ABCDEFGH	Enrichment 18-A B C; MAP+
19	27/5e		19-ABCDEFGHIJ	Enrichment 19-A B C; MAP+
20	28/5e		20-ABCDEFG	Enrichment 20-A B C; MAP+

**Placement Test**  
Must be enabled via *Scheduling*; found via *My GDP, Placement Tests, Placement Test B.*

**Placement Test B, Timed Writing:  
Tests and Solutions Manual, p. 6**  
Length: 3' or 5' (set via *Scheduling*)  
# of Attempts: 1 or 2 (set via *Scheduling*)

**Open Timed Writings**  
Copy provided/proofread by instructor or student;  
found via *Timed Writings* button, *Other* tab,  
*Open Timed Writing.*

Length: none, 1', 2', 3' or 5'

**Supplementary Timed Writings**  
Set via *Scheduling, Timed Writing*;  
found via *Timed Writings* button, *Other* tab,  
*Supplementary Timed Writing.*

**Supplementary TWs 1-10:  
Copy found on pages SB-26-35**  
Length: 3' or 5'

**Custom Timed Writings**  
Set via *Scheduling, Timed Writing*  
found via *Timed Writings* button, *Other* tab,  
*Custom Timed Writing.*

Copy entered and provided by instructor;  
proofread by instructor and student.  
Length: none, 1', 2', 3' or 5'

Lesson	Goal	Results	Skillbuilding	Remediation*
21			21-A B C	MAP+
<b>Length: 3'</b>				
22	28/5e		22-A B C	MAP+
23			23-A B C D E F	MAP+
24	29/5e		24-A B C D	MAP+
25			25-A B C	MAP+
26	30/5e		26-A B C	MAP+
27			27-A B C	MAP+
28	31/5e		28-A B C	MAP+
29			29-A B C D E F	MAP+
30	32/5e		30-A B C D	MAP+
31			31-A B C	MAP+
32	33/5e		32-A B C	MAP+
33			33-A B C D E F	MAP+
34	34/5e		34-A B C D	MAP+
35			35-A B C	MAP+
36	35/4e		36-A B C	MAP+
37			37-A B C	MAP+
38	35/4e		38-A B C	MAP+
39			39-A B C D E F	MAP+
40	36/4e		40-A B C D	MAP+
Test 2A				
Test 2AA				

Lesson	Goal	Results	Skillbuilding	Remediation*
41			41-A B C	MAP+
42	36/3		42-A B C	MAP+
43			43-A B C D E F	MAP+
44	37/3e		44-A B C D	MAP+
45			45-A B C	MAP+
46	37/3e		46-A B C	MAP+
47			47-A B C	MAP+
48	38/3e		48-A B C	MAP+
49			49-A B C D E F	MAP+
50	38/3e		50-A B C D	MAP+
51			51-A B C	MAP+
<b>Length: 3' or 5'</b>				
52	39/5e		52-A B C	MAP+
53			53-A B C D E F	MAP+
54	39/5e		54-A B C D	MAP+
55			55-A B C	MAP+
56	40/5e		56-A B C	MAP+
57			57-A B C	MAP+
58	40/5e		58-A B C	MAP+
59			59-A B C D E F	MAP+
60	40/5e		60-A B C D	MAP+
Test 3A				
Test 3AA				

## Lessons 61-120

Lesson	Goal	Results	Skillbuilding	Remediation*
61			61-A B C	MAP+
62	40/5e		62-A B C	MAP+
63			63-A B C D E F	MAP+
64	40/5e		64-A B C D	MAP+
65			65-A B C	MAP+
66	41/5e		66-A B C	MAP+
67			67-A B C	MAP+
68	41/5e		68-A B C	MAP+
69			69-A B C D E F	MAP+
70	41/5e		70-A B C D	MAP+
71			71-A B C	MAP+
72	42/5e		72-A B C	MAP+
73			73-A B C D E F	MAP+
74	42/5e		74-A B C D	MAP+
75			75-A B C	MAP+
76	43/5e		76-A B C	MAP+
77			77-A B C	MAP+
78	43/5e		78-A B C	MAP+
79			79-A B C D E F	MAP+
80	43/5e		80-A B C D	MAP+
Test 4A				
Test 4AA				
81			81-A B C	MAP+
82	44/5e		82-A B C	MAP+
83			83-A B D C E F	MAP+
84	44/5e		84-A B C D	MAP+
85			85-A B C	MAP+
86	45/5e		86-A B C	MAP+
87			87-A B C	MAP+
88	45/5e		88-A B C	MAP+
89			89-A B C D E F	MAP+
90	45/5e		90-A B C D	MAP+

Lesson	Goal	Results	Skillbuilding	Remediation*
91			91-A B C	MAP+
92	46/5e		92-A B C	MAP+
93			93-A B C D E F	MAP+
94	46/5e		94-A B C D	MAP+
95			95-A B C	MAP+
96	47/5e		96-A B C	MAP+
97			97-A B C	MAP+
98	47/5e		98-A B C	MAP+
99			99-A B C D E F	MAP+
100	47/5e		100-A B C D	MAP+
Test 5A			N/A	
Test 5AA			N/A	
101			101-A B C	MAP+
102	48/5e		102-A B C	MAP+
103			103-A B C D E F	MAP+
104	48/5e		104-A B C D	MAP+
105			105-A B C	MAP+
106	49/5e		106-A B C	MAP+
107			107-A B C	MAP+
108	49/5e		108-A B C	MAP+
109			109-A B C D E F	MAP+
110	49/5e		110-A B C D	MAP+
111			111-A B C	MAP+
112	50/5e		112-A B C	MAP+
113			113-A B C D E F	MAP+
114	50/5e		114-A B C D	MAP+
115			115-A B C	MAP+
116	50/5e		116-A B C	MAP+
117			117-A B C	MAP+
118	50/5e		118-A B C	MAP+
119			119-A B C D E F	MAP+
120	50/5e		120-A B C D	MAP+
Test 6A				
Test 6AA				

**\*Note:** In addition to using MAP+ for remediation, students should use the Skillbuilding button and complete any drills described below as needed. Lessons 1-20 include about 50 minutes of skillbuilding. L. 21-120 include 15-20' of systematic skillbuilding—each exercise builds skill in a different way and appears systematically throughout the text. Students can repeat as needed. Timed writing goals in lessons are based on minimum levels of speed and accuracy for a beginning keyboarding student. The range of speed begins in L. 1 with “at least” 10 wpm/1’/3e and in L. 60 are “at least” 40wpm/5’/5e. So the length of timed writing and error tolerance is adjusted as skill level progressively increases through Lessons 1-120.

### REMEDATION:

- Relearn a key:** Click **Skillbuilding, New Keys** tab; click **New Key Drill** and click the desired key to move to the lesson of introduction, review the demonstration, and type the drills; click **New Key Review** for extra practice on new keys for that lesson. **Enrichment** lessons are also available from the **Lessons** menu.
- MAP+, unlimited skillbuilding drills, Lessons 1-18:** If you are on Lessons 1-18, click **MAP+, Lesson 1-18**; from the drop-down list, click the desired lesson for unlimited drills on all keys learned *up to and including* the selected lesson.
- MAP+, intensive practice on any key:** For Lesson 17 and beyond, click **MAP+**; click any key on the “live keyboard” for intensive, unlimited practice drills for that key.
- MAP+, diagnostics—Alphabet (Lesson 17 on), Numbers (Lesson 19 on), and Symbols (Lesson 20 on):** Click **MAP+, Pretest, Alphabet**, if you have completed Lesson 17 or beyond; click **Numbers** for Lesson 19 or beyond; click **Symbols** for Lesson 20 or beyond; take the pretest and follow the prompts to complete the unlimited prescriptive drills.  

Click **Skillbuilding, Drills** tab; click the desired drill:
- 12-Second Speed Sprints:** Achieves higher speeds by typing in short bursts on short, easy copy without error limits; to help break keyboard-watching habit, type each sprint keeping your eyes on the copy at all times.
- Paced Practice:** Encourages steady, paced typing; alternates between speed and accuracy improvement.
- Progressive Practice:** Helps break keyboard-watching; builds straight-copy speed/accuracy using 30” timed writings.
- Sustained Practice:** Builds higher speeds by maintaining speed on increasingly difficult copy.
- Technique Practice:** Builds skill on these keys: SHIFT, BACKSPACE, TAB, ENTER, and SPACE BAR.
- Pretest/Practice/Posttest:** Builds straight-copy skill focusing on speed or accuracy while emphasizing specific reaches.