

PART 2 SPEED DRILLS

LEARNING OBJECTIVES

After completing part 2, you will be able to

- ✓ proficiently use the ten-key by touch
- ✓ increase your speed while maintaining strong accuracy
- ✓ figure your (SPM) strokes per minute

Having practiced the touch method for accuracy, you are ready to increase your speed while maintaining your accuracy.

On the electronic calculator speed is measured by strokes per minute (SPM). You might apply for a job that requires strong ten-key skills, and you may be asked to take a timed test. The test administered by most employers will last from one to five minutes. It is important for you to practice speedbuilding drills to increase your speed.

Each key that you press on the calculator is counted as one stroke. You will find numbers in parenthesis (xxx) intermittently in the following section of speed drills. This indicates the number of strokes per minute. Each time you take a timing, determine your strokes per minute. Here is how to figure your SPM.

- ✓ Find the last number you input that has in parenthesis the number of strokes.
- ✓ Count each stroke entered on the machine after that point and add to the SPM in parenthesis.
- ✓ Divide the strokes by the length of the timing. (ex: 1,3,or 5 minutes)
- ✓ This will give you the SPM.
- ✓ Multiply the SPM by 60 if you wish to determine strokes per hour.

INPUT:

2 4 8 9	+	(5 strokes)
9 3 7	+	(9 strokes)
4 7 2 1	+ -	(15 strokes)

Example: In a five-minute timing, you completed 722 strokes with 3 errors,
 $722 \div 5 = 144.4$, therefore you will record 144 SPM/3 errors.

Remember when counting your strokes, do not count the comma (,) because the machine inputs it. The CE or C key are also not counted. Check your work for accuracy. Remember that both speed and accuracy are important when inputting numerical data. Check your tape for errors. Each incorrect digit or sign (function) entered by you is an error. You may use the clear entry key (CE) before a function key is pressed to avoid errors. There is no penalty for using the CE key. **(Do not count the answer as an error; you did not input it)**

You may wish to check the scale below to see how you are progressing.

<u>Strokes Per Minute</u>	<u>Errors Allowed</u>	<u>Rating</u>
180+	6	Excellent
130 – 179	5	Good
100 – 129	4	Average
75 – 99	3	Needs Improvement

SPEED DRILL 1

<u>1.</u>		<u>2.</u>		<u>3.</u>		<u>4.</u>		<u>5.</u>	
177		784		202		195		156	
185		155		272		382		205	
264		606		575		410		175	
960	(16)	340	(45)	825	(74)	985	(103)	814	(132)
179		235		506		523		505	
872		813		865		336		150	
<u>951</u>		<u>539</u>		<u>105</u>		<u>319</u>		<u>128</u>	
3,588	(29)	3,472	(58)	3,350	(87)	3,150	(116)	2,133	(145)
<u>6.</u>		<u>7.</u>		<u>8.</u>		<u>9.</u>		<u>10.</u>	
592		942		371		670		407	
292		903		401		127		167	
591		659		557		600		587	
401	(161)	291	(190)	667	(219)	572	(248)	632	(277)
135		351		380		595		165	
912		908		214		580		650	
<u>590</u>		<u>529</u>		<u>417</u>		<u>490</u>		<u>521</u>	
3,513	(174)	4,583	(203)	3,007	(232)	3,634	(261)	3,129	(290)
<u>11.</u>		<u>12.</u>		<u>13.</u>		<u>14.</u>		<u>15.</u>	
357		197		243		965		682	
163		138		170		321		802	
468		501		127		835		220	
976		109		181		117		899	
528	(310)	172	(351)	361	(392)	521	(433)	380	(474)
392		607		563		786		682	
281		171		958		416		551	
588		834		925		696		358	
961		992		756		814		616	
<u>250</u>		<u>813</u>		<u>842</u>		<u>301</u>		<u>904</u>	
4,964	(331)	4,534	(372)	5,126	(413)	5,772	(454)	6,094	(495)
<u>16.</u>		<u>17.</u>		<u>18.</u>		<u>19.</u>		<u>20.</u>	
651		647		641		540		614	
879		102		318		314		658	
843		304		258		580		923	
270		625		647		681		330	
172	(515)	582	(556)	428	(597)	155	(638)	457	(679)
974		793		965		354		213	
807		767		575		763		218	
726		401		591		274		350	
241		372		315		347		109	
<u>717</u>		<u>851</u>		<u>465</u>		<u>642</u>		<u>681</u>	
6,280	(536)	5,444	(577)	5,203	(618)	4,650	(659)	4,553	(700)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 2

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
9,558	9,684	8,422	4,259	4,707
2,841	7,411	6,463	2,987	3,197
4,806	4,369	1,991	5,059	9,578
3,910 (20)	5,879 (56)	6,657 (92)	5,326 (128)	8,702 (164)
8,081	2,391	5,078	1,790	6,450
7,210	3,180	7,299	3,356	1,600
<u>9,220</u>	<u>9,406</u>	<u>4,005</u>	<u>3,097</u>	<u>3,228</u>
45,626 (36)	42,320 (72)	39,915 (108)	25,874 (144)	37,462 (180)

<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
4,840	9,229	9,356	7,390	2,371
1,431	9,566	8,207	2,585	6,413
8,720	3,851	7,516	6,749	7,615
4,511 (200)	7,684 (236)	2,004 (272)	4,522 (308)	6,617 (344)
7,522	7,515	4,823	1,409	7,005
3,521	9,025	7,691	3,508	3,516
<u>1,028</u>	<u>5,135</u>	<u>4,916</u>	<u>3,455</u>	<u>5,592</u>
31,573 (216)	52,005 (252)	44,513 (288)	29,618 (324)	39,129 (360)

<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
1,828	4,584	2,731	4,408	3,497
2,753	3,161	3,214	6,218	2,101
9,004	6,356	4,053	2,621	3,485
3,137	9,158	5,411	6,697	4,261
3,204 (385)	4,564 (431)	2,344 (477)	2,463 (523)	2,085 (569)
1,548	9,462	8,290	9,349	2,671
3,806	4,766	8,312	9,220	9,435
5,545	7,510	4,732	1,113	1,286
<u>1,541</u>	<u>6,152</u>	<u>2,113</u>	<u>7,843</u>	<u>6,930</u>
32,366 (406)	55,713 (452)	41,200 (498)	49,932 (544)	35,751 (590)

<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
7,860	5,805	6,170	7,649	2,116
6,837	4,055	5,729	8,468	9,763
9,538	3,281	6,347	2,345	5,062
2,431	3,789	5,001	6,770	9,046
9,365 (615)	5,214 (661)	2,879 (707)	7,617 (753)	3,615 (799)
4,315	2,862	5,118	5,486	7,797
6,103	5,736	9,574	5,767	4,862
7,977	5,822	9,942	5,544	1,306
<u>6,872</u>	<u>6,618</u>	<u>5,502</u>	<u>2,078</u>	<u>4,010</u>
61,298 (636)	43,182 (682)	56,262 (728)	51,724 (774)	47,577 (820)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 3

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
35,792	93,632	32,781	61,730	47,007
23,952	99,603	40,140	71,237	31,697
15,912	65,409	80,457	60,037	95,878
14,021 (24)	32,991 (67)	26,657 (110)	58,702 (153)	16,382 (196)
99,172	96,708	29,148	52,580	60,450
87,342	81,563	29,865	33,056	16,050
<u>95,120</u>	<u>53,649</u>	<u>40,015</u>	<u>30,197</u>	<u>13,228</u>
371,311 (43)	523,555 (86)	279,063 (129)	367,539 (172)	280,692 (215)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
58,890	40,529	41,927	45,190	25,281
22,641	60,066	41,575	41,250	10,675
81,356	53,851	30,808	49,595	14,765
11,772 (239)	90,784 (282)	20,285 (325)	31,975 (368)	11,596 (411)
86,415	17,515	20,742	36,842	72,005
93,650	23,450	81,275	95,285	84,114
<u>16,179</u>	<u>25,135</u>	<u>24,016</u>	<u>52,355</u>	<u>50,521</u>
370,903 (258)	311,330 (301)	260,628 (344)	352,492 (387)	268,957 (430)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
35,167	13,967	72,483	97,658	64,382
12,563	21,138	11,170	36,521	34,682
13,468	50,441	12,247	89,235	33,220
97,658	10,999	15,981	11,474	89,029
35,628	11,772	40,361	36,521	99,380
46,392 (466)	65,067 (527)	56,563 (588)	70,886 (649)	67,482 (710)
63,281	17,811	94,658	41,316	99,551
14,588	16,834	36,925	34,696	36,158
97,161	98,092	78,956	82,514	61,628
<u>72,048</u>	<u>79,250</u>	<u>88,613</u>	<u>84,652</u>	<u>35,921</u>
487,954 (491)	385,371 (552)	507,957 (613)	585,473 (674)	621,433 (735)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
98,651	64,737	64,851	36,540	93,614
81,679	91,102	34,618	36,514	64,358
84,383	34,804	40,058	58,250	22,393
61,270	69,520	64,737	99,681	33,670
19,172 (765)	58,525 (820)	40,028 (875)	10,055 (930)	29,457 (985)
96,754	47,193	90,465	36,954	25,813
85,017	30,767	52,475	78,963	21,478
82,451	97,372	31,527	31,647	10,049
<u>71,117</u>	<u>88,521</u>	<u>46,545</u>	<u>64,382</u>	<u>68,128</u>
680,494 (790)	582,541 (845)	465,304 (900)	452,986 (955)	368,960

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 4

(Remember to set on add mode; computer users must key decimals.)

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
620.09	50.25	780.52	892.18	885.50
5.15	648.28	4.69	865.32	344.21
802.36	394.36	45.19	.31	432.15
5.69 (20)	10.00 (66)	100.59 (111)	800.17 (155)	46.19 (198)
514.01	143.09	159.35	777.96	500.07
56.08	103.23	602.58	958.21	910.32
811.36	32.11	754.32	.37	432.67
<u>543.26</u>	<u>874.22</u>	<u>23.89</u>	<u>1.97</u>	<u>42.91</u>
3,358.00 (44)	2,255.54 (90)	2,471.13 (134)	4,296.49 (175)	3,594.02 (222)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
45.03	1.51	46.16	811.00	34.36
321.65	7.65	32.52	435.22	569.96
346.27	46.00	356.19	87.32	24.08
45.38 (244)	569.35 (283)	33.59 (326)	195.38 (368)	576.90 (413)
1.35	468.26	400.54	283.25	769.57
4.56	349.56	3.56	46.32	421.65
78.32	3.33	4.89	16.56	469.70
<u>100.92</u>	<u>32.23</u>	<u>5.22</u>	<u>808.56</u>	<u>90.48</u>
943.48 (264)	1,477.89 (305)	882.67 (345)	2,683.61 (391)	2,956.70 (437)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
800.64	49.50	29.03	97.58	34.52
35.16	100.87	402.12	671.25	36.46
1.09	35.15	9.31	61.08	135.26
47.46 (457)	358.91 (502)	35.16 (544)	33.45 (586)	8.18 (627)
34.25	369.14	753.16	64.11	991.56
687.19	3.57	84.25	5.88	8.51
52.16	87.16	7.26	67.46	34.97
<u>891.07</u>	<u>900.17</u>	<u>550.28</u>	<u>100.57</u>	<u>99.41</u>
2,549.02 (480)	1,904.47 (524)	1,870.57 (565)	1,101.38 (607)	2,526.20 (648)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
132.58	30.17	64.15	40.79	90.22
35.16	91.54	82.54	109.28	43.05
783.67	405.16	1.08	30.20	734.52
798.13 (671)	2.49 (714)	200.89 (756)	543.27 (799)	70.55 (839)
901.08	1.25	64.46	1.63	3.91
77.52	67.49	34.25	8.01	28.46
63.46	943.85	5.00	34.73	201.01
<u>562.13</u>	<u>100.46</u>	<u>687.13</u>	<u>40.35</u>	<u>70.46</u>
3,353.73 (694)	1,642.41 (736)	1,139.50 (777)	808.26 (818)	1,242.18 (860)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 5

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
129.79	32.75	319.36	108.76	603.84
158.98	852.16	578.09	197.37	21.85
201.32	567.36	920.03	35.64	231.02
68.02	678.00	314.65	817.89	827.15
20.57 (28)	6.43 (79)	14.54 (127)	59.19 (177)	342.91 (227)
13.82	7.59	3.93	10.29	65.00
385.44	34.00	349.05	530.09	578.09
838.67	.88	118.11	8.28	45.10
<u>290.09</u>	<u>635.25</u>	<u>67.78</u>	<u>88.00</u>	<u>44.03</u>
2,106.70 (52)	2,814.42 (98)	2,685.54 (149)	1,855.51 (198)	2,758.99 (249)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
17.55	3.13	190.43	856.00	3.31
811.25	4.91	620.09	59.15	735.16
8.09	740.08	4.69	3.16	6.13
913.47	408.36	45.19	.31	432.15
50.71 (275)	874.31 (322)	23.85 (369)	149.12 (413)	12.83 (461)
6.78	10.00	100.59	800.17	46.19
46.32	421.65	46.82	52.39	78.59
78.32	3.33	4.89	16.56	469.70
<u>100.92</u>	<u>32.23</u>	<u>5.22</u>	<u>808.56</u>	<u>32.30</u>
2,033.41 (296)	2,498.00 (343)	1,041.77 (389)	2,745.42 (436)	1,816.36 (483)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
45.03	1.51	46.16	811.00	34.36
321.65	7.65	32.52	435.22	569.96
315.26	123.65	324.57	56.32	67.50
166.69	49.56	569.56	15.26	57.69
346.27 (512)	46.00 (557)	356.19 (609)	87.32 (657)	24.60 (708)
45.38	569.35	33.59	195.38	576.99
1.35	468.26	400.54	283.25	769.43
67.08	103.23	602.58	958.21	910.32
<u>922.47</u>	<u>54.32</u>	<u>.37</u>	<u>432.67</u>	<u>2.33</u>
2,231.18 (533)	1,423.53 (581)	2,366.08 (630)	3,274.63 (682)	3,013.18 (731)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
76.15	400.52	30.46	77.89	73.73
45.16	99.35	85.13	33.58	48.16
358.25	5.19	2.55	40.25	35.62
52.14 (752)	75.46 (789)	6.00 (821)	82.16 (859)	852.63 (897)
78.91	6.15	200.91	34.16	30.80
100.52	46.31	359.17	751.22	19.92
<u>33.71</u>	<u>2.29</u>	<u>50.60</u>	<u>82.15</u>	<u>405.08</u>
744.84 (769)	635.27 (803)	734.82 (839)	1,101.41 (876)	1,465.94 (914)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 6

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
847	20	731	429	4,707
54	1,071	5,352	287	13,193
3,795	372	909	5,059	958
209 (16)	47,868 (45)	546 (74)	526 (102)	8,702 (139)
773	280	467	1,790	650
6	71	7	53,356	160
<u>801</u>	<u>836</u>	<u>405</u>	<u>3,097</u>	<u>1,044</u>
6,485 (27)	50,518 (57)	8,417 (85)	64,544 (119)	29,414 (153)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
39	869	956	730	271
343	17	4,001	68	892
70	48	738	780	152,635
30,982 (169)	302 (195)	76 (226)	6,506 (253)	305 (285)
19	9,640	407	475	77
959	300	82	430	131
<u>632</u>	<u>5,007</u>	<u>40</u>	<u>197</u>	<u>4,650</u>
33,044 (181)	16,183 (210)	6,300 (237)	9,186 (266)	158,961 (298)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
293	397	231	48	37
7	201	34	6,008	201
842	6	43	261	34
91	8,098	11	167	461
713 (315)	5,004 (351)	234 (384)	243 (421)	2,255 (456)
35	3,058	829	49	271
20	3	82	9	35
3,869	69	432	1,013	1,986
<u>141</u>	<u>5,041</u>	<u>2,113</u>	<u>9,782</u>	<u>3,417</u>
6,011 (331)	21,877 (367)	4,009 (401)	17,580 (437)	8,697 (474)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
5,802	45,100	3,025	80,405	51
7,500	408	913	75	74,459
8,302	13,979	7,205	5,669	80
12	391	55	42	901
841 (496)	9,685 (537)	35,219 (578)	72 (614)	62,589 (652)
621	10,975	6,876	1,051	25
55	59	89	25	53
452	41	162	7,475	140
<u>119</u>	<u>1,506</u>	<u>68</u>	<u>3</u>	<u>8,781</u>
23,704 (512)	82,144 (555)	53,612 (594)	94,817 (630)	147,079 (668)

Number of strokes per minute ____; Number of errors

SPEED DRILL 7

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
284.47	5.20	973.01	42.59	147.07
54.25	17.01	535.52	29.87	231.97
3127.95	137.82	909.09	50.59	905.78
28.09 (23)	47.68 (60)	155.46 (101)	53.26 (141)	807.02 (180)
79.73	828.00	2049.67	1.90	624.50
601.09	20.71	8272.99	33.56	1.00
<u>80.01</u>	<u>83.96</u>	<u>40.05</u>	<u>30.97</u>	<u>32.28</u>
4,255.59 (40)	1,140.38 (77)	12,935.79 (121)	242.74 (156)	2,749.62 (196)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
137.39	382.69	193.56	73.90	23.71
935.43	15.67	440.01	60.18	89.02
70.49	6.28	70.38	78.00	10.85
99.82 (218)	30.92 (255)	7.68 (294)	65.06 (329)	736.05 (367)
811.49	96.40	40.07	43.75	79.67
94.59	3006.00	88.02	44.30	913.06
<u>63.72</u>	<u>50.07</u>	<u>4.02</u>	<u>919.37</u>	<u>46.10</u>
2,212.93 (235)	3,588.03 (273)	843.74 (309)	1,284.56 (346)	1,898.46 (384)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
23.93	314.97	27.31	644.08	6344.97
975.65	291.01	132.14	2662.18	21.01
4.32	63.06	640.53	726.21	234.85
902.51	82.98	4654.11	6.97	42.61
67.13 (410)	1850.24 (463)	23.44 (514)	2.63 (561)	20.85 (612)
1305.96	31.90	2.90	930.49	26.71
22.20	36.55	883.12	92.20	494.35
86.49	64.09	7.32	11.13	112.86
<u>915.41</u>	<u>250.41</u>	<u>21.13</u>	<u>178.43</u>	<u>69.30</u>
4,303.60 (434)	2,985.21 (485)	6,392.00 (534)	5,254.32 (584)	7,367.51 (635)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
6.48	235.92	550.69	263.69	1110.05
436.15	246.19	496.18	987.88	86.52
773.16	1120.37	1952.36	312.34	949.51
93.20	984.55	82.07	25.85	64.13
7116.19 (663)	528.50 (715)	5.16 (763)	67.49 (812)	76.15 (859)
34.00	76.19	2.04	45.22	66.17
76.16	33.23	19.07	8.15	233.52
82.09	9.66	466.39	69.28	46.31
<u>10.08</u>	<u>50.35</u>	<u>49.16</u>	<u>3.55</u>	<u>655.92</u>
8,627.51 (684)	3,284.96 (735)	3,623.12 (784)	1,783.45 (831)	3,288.28 (882)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 8

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
343.44	51.29	539	234.88	39.55
91.20	908.38	1	8.64	30.96
22.88	85.98	4,692	43.40	2,109.09
88.27	75.11	99	78.08	66.27
11.63 (31)	84.05 (57)	57 (120)	48.82 (163)	75.69 (214)
909.78	31.61	10	75.62	19.93
.99	150.18	188	56.22	90.64
<u>131.62</u>	<u>7,258.50</u>	<u>8,067</u>	<u>99.11</u>	<u>300.25</u>
1,599.81 (50)	8,645.10 (103)	13,653 (133)	644.77 (182)	2,732.38 (234)

<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
30.78	5	321.66	976	44.21
3.13	7,658	57.10	4,356	101.02
279.13	789	669.98	98	98.29
21.02 (258)	8 (297)	53.32 (338)	200 (376)	49.00 (419)
6.89	538	7.24	866	45.08
88.60	7,554	74.19	910	201.17
580.50	5	6.96	767	464.74
<u>311.03</u>	<u>66</u>	<u>7.33</u>	<u>9,867</u>	<u>122.30</u>
1,321.08 (284)	16,623 (312)	1,197.78 (360)	18,040 (394)	1,125.81 (447)

<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
65.31	2	57.27	9,805.00	79.47
1,322.65	9	54.75	516.36	681.10
2,013.47	731	76.48	.53	543.26
861.64	196	38.16	361.22	34.67
87.16 (482)	34 (527)	212.60 (574)	7,915.25 (636)	57.20 (697)
150.10	765	8,785.33	32.89	1,076.32
15.09	266	787.98	50.07	8.00
2,067.08	214	1,260.44	1,958.21	1,090.32
<u>1,922.47</u>	<u>54</u>	<u>.37</u>	<u>4,432.15</u>	<u>2.33</u>
8,504.97 (512)	2,271 (543)	11,273.38 (602)	25,071.68 (665)	3,572.67 (724)

<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
35	78.16	570.89	46.15	7.05
4,892	1,250.45	80.05	76.10	76.13
1	775.82	79.45	52.04	31.08
16 (737)	.45 (780)	1,020.80 (835)	99.07 (884)	1,520.95 (933)
1,057	27.68	7.20	18.02	57.31
671	780.05	844.01	6.38	898.22
860	899.63	5.60	33.95	10.35
<u>212</u>	<u>280.50</u>	<u>100.58</u>	<u>88.63</u>	<u>2,001.01</u>
7,744 (755)	4,092.74 (808)	2,708.58 (860)	420.34 (908)	4,602.10 (961)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 9

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
239.80	40.08	428	128.76	3.85
8.90	807.27	9	7.37	29.85
2.02	658.26	139	3,435.00	101.02
168.02	7,789.11	225	807.89	87.18
34.05 (30)	466.43 (94)	36 (137)	509.19 (187)	429.81 (242)
10.02	8.59	4	10.29	38.00
2,385.44	1,034.00	49	5.09	578.09
808.67	.88	1,018	18.28	45.10
<u>120.51</u>	<u>7,258.50</u>	<u>7,867</u>	<u>88.00</u>	<u>200.14</u>
3,777.43 (59)	18,063.12 (120)	9,775 (153)	5,009.87 (211)	1,513.04 (269)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
29.67	4	201.52	965.12	3.31
108.09	851	5.78	4.27	6.13
1,913.47	519	65.37	.42	432.15
750.75 (297)	985 (338)	37.95 (375)	250.31 (424)	12.58 (473)
76.05	21	121.60	7,915.25	46.19
150.10	765	8,785.33	32.89	1,076.32
70.50	4	5.90	6.56	469.70
<u>211.03</u>	<u>55</u>	<u>6.33</u>	<u>87.56</u>	<u>132.30</u>
3,309.66 (324)	3,204 (351)	9,229.78 (401)	9,262.38 (450)	2,178.68 (502)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
54.20	2	57.27	9,805.00	79.47
1,321.65	8	43.63	405.25	670.07
788.70	50	1,569.00	1,215.06	79.82
1,046.27 (531)	57 (570)	6.19 (611)	97.02 (666)	46.20 (719)
56.49	670	733.09	5.38	798.22
24.60	577	40.51	83.55	7.57
2,067.08	214	1,260.44	1,958.21	1,090.32
<u>1,922.47</u>	<u>54</u>	<u>.37</u>	<u>4,432.15</u>	<u>2.33</u>
7,281.46 (560)	1,632 (586)	3,710.50 (637)	18,001.62 (694)	2,774.00 (745)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
35	78.16	570.89	46.15	7.05
4,892	1,250.45	80.05	76.10	76.13
1	775.82	79.45	7,052.04	31.08
94 (758)	.45 (798)	1,020.80 (854)	99.07 (905)	1,520.95 (956)
758	732.77	8,462.82	.80	.09
25	9,370.55	.59	761.52	736.51
90	43.24	7.51	1,342.82	82.46
<u>101</u>	<u>170.50</u>	<u>900.57</u>	<u>77.52</u>	<u>1,001.01</u>
5,996 (773)	12,421.94 (827)	11,122.68 (879)	9,456.02 (931)	3,455.28 (982)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 10

(Electronic Calculator Users remember to set on add mode)

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
620.09	50.25	710.52	892.18	885.50
15.15	698.28	4.61	865.32	34.21
802.36	-394.36	-45.19	-.31	432.95
-5.69	10.06	-100.59	809.17	-146.19
714.01 (27)	-143.09 (72)	159.30 (117)	-777.96 (162)	-507.07 (207)
-56.08	153.23	902.58	958.26	910.37
811.36	-22.11	754.32	2.37	132.67
<u>43.26</u>	<u>874.22</u>	<u>-23.82</u>	<u>16.97</u>	<u>-42.41</u>
2,944.46 (44)	1,226.48 (90)	2,361.73 (135)	2,766.00 (178)	1,700.03 (225)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
145.03	.91	46.16	811.01	134.36
321.65	7.65	32.52	485.22	69.96
146.24	46.06	396.19	7.36	-24.01
-45.38	369.35	-33.52	-199.38	276.95
11.35 (253)	460.26 (293)	407.54 (337)	-263.21 (380)	739.57 (425)
-4.50	-342.51	-3.53	46.62	421.61
-72.32	13.36	-14.80	-16.56	-469.69
<u>101.92</u>	<u>-32.23</u>	<u>-15.22</u>	<u>308.56</u>	<u>-91.48</u>
603.99 (269)	522.85 (310)	815.34 (352)	1,179.62 (397)	1,057.27 (443)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
800.64	43.50	29.93	99.58	38.52
-35.16	100.87	412.12	671.25	-36.36
-31.09	-35.15	19.31	-60.08	126.26
-147.41 (465)	338.91 (510)	-35.16 (554)	313.44 (599)	-8.18 (641)
37.25	369.19	751.16	-64.11	921.51
680.09	-23.57	82.25	-15.83	-18.51
-50.16	-81.16	-17.25	-66.46	-39.99
<u>841.07</u>	<u>901.17</u>	<u>-540.28</u>	<u>101.57</u>	<u>91.41</u>
2,095.23 (488)	1,613.76 (533)	702.08 (577)	979.36 (621)	1,074.66 (663)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
132.55	39.17	60.15	10.79	90.22
38.16	-91.55	82.04	109.00	-43.00
733.67	405.15	-1.08	-30.20	784.51
-798.19 (686)	12.49 (730)	253.89 (773)	593.27 (817)	-70.55 (858)
900.08	21.25	-62.46	11.61	16.91
-77.72	-67.89	34.25	-3.01	-22.46
64.46	913.85	-25.00	-34.73	201.01
<u>512.13</u>	<u>-100.40</u>	<u>677.16</u>	<u>-40.30</u>	<u>-70.06</u>
1,505.14 (709)	1,132.07 (753)	1,018.95 (795)	616.43 (837)	886.58 (880)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 11

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
847	20	-731	429	4,707
-94	-1,571	5,322	-87	-1,193
3,735	372	649	759	958
-209 (16)	4,868 (45)	-1,146 (76)	-516 (103)	3,702 (138)
473	-288	437	1,712	-452
-16	171	17	5,356	-910
<u>801</u>	<u>-896</u>	<u>645</u>	<u>-3,167</u>	<u>1,004</u>
5,537 (28)	2,676 (58)	5,193 (88)	4,486 (119)	7,816 (152)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
39	869	956	730	271
343	-417	4,001	-268	-899
-670	-118	-1,738	-580	112,675
30,982 (169)	392 (198)	-276 (231)	6,006 (259)	-395 (291)
-149	9,040	207	-425	-9,677
-919	-391	-89	-437	-2,131
<u>-682</u>	<u>-5,707</u>	<u>10</u>	<u>-199</u>	<u>4,600</u>
28,944 (182)	3,668 (213)	3,071 (242)	4,827 (272)	104,444 (307)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
293	397	231	48	37
47	201	-94	608	-200
-682	-66	63	-221	64
-191	8,008	-311	169	469
711 (326)	-5,004 (365)	277 (401)	-213 (438)	2,005 (474)
95	3,078	429	-44	-1,271
-126	-63	-182	-69	135
3,679	-169	632	1,313	-1,286
<u>-1,141</u>	<u>5,110</u>	<u>2,513</u>	<u>9,080</u>	<u>3,469</u>
2,685 (344)	11,492 (383)	3,558 (419)	10,671 (455)	3,422 (494)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
5,802	45,100	3,025	69,400	-51
-7,500	408	913	-575	74,459
8,302	-13,669	-7,995	-5,369	-380
-212	-361	-355	-242	601
841 (517)	695 (557)	35,699 (601)	-172 (641)	-62,669 (682)
121	-10,969	-6,696	-1,691	125
75	259	-281	-325	-553
-432	141	-192	7,475	140
<u>-199</u>	<u>-1,509</u>	<u>69</u>	<u>-63</u>	<u>-8,871</u>
6,798 (533)	20,095 (577)	24,187 (618)	68,438 (659)	2,801 (700)

Number of strokes per minute ____; Number of errors

SPEED DRILL 12

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
343.44	57.69	539	234.88	39.55
-96.22	-198.38	-61	-8.69	-39.96
22.88	-85.48	4,699	40.40	2,119.09
-86.29	65.19	-199	-78.18	-69.27
-19.63 (31)	84.45 (81)	-657 (123)	48.87 (165)	75.29 (216)
99.78	-31.61	90	-75.82	-16.93
-6.99	-151.11	128	-56.72	-99.63
<u>137.64</u>	<u>7,658.50</u>	<u>767</u>	<u>91.11</u>	<u>301.25</u>
394.61 (50)	7,399.25 (103)	5,306 (135)	195.85 (184)	2,309.39 (236)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
30.78	-55	321.66	976	44.21
3.13	7,654	-67.10	4,356	101.02
-277.13	-729	669.98	-198	-91.29
21.12 (260)	-38 (302)	-57.22 (346)	-240 (387)	49.01 (430)
-16.89	548	-17.24	866	48.08
86.61	7,575	74.19	-918	21.17
581.51	-845	-6.96	-697	469.74
<u>314.03</u>	<u>166</u>	<u>-27.33</u>	<u>9,867</u>	<u>-123.30</u>
743.16 (287)	14,276 (320)	889.98 (370)	14,012 (405)	518.64 (457)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
62.31	12	67.27	9,800.00	77.47
1327.65	69	57.75	-576.36	611.11
2013.37	711	-76.48	-24.53	-549.26
861.64	-196	-38.16	369.22	-24.67
-87.16 (492)	-34 (539)	212.66 (586)	7,915.25 (651)	55.20 (713)
-150.10	765	8,245.33	-336.89	1,006.39
-15.09	-263	-787.99	50.00	-68.00
2,197.08	214	1,269.44	-1,918.21	1,090.32
<u>1,969.47</u>	<u>-94</u>	<u>-1.37</u>	<u>4,482.15</u>	<u>-62.33</u>
8,179.17 (522)	1,184 (555)	8,948.45 (615)	19,760.63 (681)	2,136.23 (742)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
235	77.16	570.89	146.15	37.05
4,892	1,200.45	-180.05	-66.10	176.23
-321	-755.82	69.55	92.04	37.08
-116 (759)	-8.45 (803)	1,022.80 (859)	-199.07 (912)	1,020.95 (964)
1,057	-35.68	-97.20	18.00	537.31
521	780.05	840.01	16.38	-898.02
-750	890.63	-65.60	36.95	-10.35
<u>222</u>	<u>-280.58</u>	<u>-100.58</u>	<u>-68.63</u>	<u>2,101.01</u>
5,740 (777)	1,867.76 (831)	2,059.82 (886)	-24.28 (937)	3,001.26 (993)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 13

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
264.47	5.26	973.01	42.59	147.07
-54.29	67.01	335.50	-19.87	230.07
3,157.95	117.82	-909.09	50.59	915.77
-24.09 (23)	-47.66 (60)	156.46 (101)	50.25 (141)	-808.04 (180)
72.73	828.00	2,049.67	-11.90	684.51
609.09	-20.01	8,252.09	33.56	-21.00
<u>-80.01</u>	<u>-33.96</u>	<u>-46.05</u>	<u>30.27</u>	<u>-36.26</u>
3,945.85 (40)	916.46 (77)	10,811.59 (121)	175.49 (156)	1,112.12 (196)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
127.39	322.69	293.56	73.90	23.71
939.44	-15.87	480.01	60.18	89.02
-170.49	-36.28	70.98	-78.02	-77.85
96.22 (218)	30.92 (255)	-97.68 (294)	66.06 (329)	76.15 (367)
-611.49	-98.48	-140.37	23.71	839.62
94.99	3,006.01	68.02	-42.31	-943.06
<u>53.72</u>	<u>-250.57</u>	<u>-24.02</u>	<u>619.37</u>	<u>-46.13</u>
529.78 (235)	2,958.42 (273)	650.50 (309)	722.89 (346)	-38.54 (384)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
-23.63	314.97	27.31	642.18	6,341.99
945.45	290.01	-159.14	2,622.18	-320.01
-14.32	-68.06	240.53	-725.21	-294.15
922.50	82.99	4,624.10	-26.97	92.61
-37.13 (410)	1,861.24 (463)	-123.44 (514)	-12.64 (561)	-26.88 (612)
1,305.16	-131.90	-92.90	900.49	25.70
-28.20	-236.55	683.12	-192.20	-494.65
-186.49	62.09	-77.32	-81.13	-152.86
<u>965.41</u>	<u>-260.41</u>	<u>23.93</u>	<u>-98.43</u>	<u>-65.33</u>
3,848.75 (434)	1,914.38 (485)	5,146.19 (534)	3,028.27 (584)	5,106.42 (635)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
6.48	225.92	540.69	263.69	1,519.05
436.15	-246.99	-466.11	-982.88	-86.32
373.66	1,194.37	1,902.36	352.38	749.51
-93.20	914.55	-82.07	-25.85	-67.03
7,116.19 (663)	-528.51 (715)	-9.36 (763)	-61.49 (812)	-70.15 (859)
-94.01	96.19	-8.04	45.12	-60.07
76.66	-33.33	89.87	-8.95	-133.52
-82.09	-7.66	-496.69	-69.68	-96.31
<u>-90.08</u>	<u>57.45</u>	<u>39.56</u>	<u>-3.57</u>	<u>355.22</u>
7,649.76 (684)	1,671.99 (735)	1,510.21 (784)	-491.23 (831)	2,110.38 (882)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 14

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
\$129.79	\$32.75	\$319.36	\$108.76	\$603.84
158.98	852.16	578.09	197.37	21.85
-201.32	-567.36	-920.03	-35.64	-231.02
68.02	678.00	314.65	817.89	827.15
-20.57 (28)	-6.43 (79)	-14.54 (127)	-59.19 (177)	-342.91 (227)
13.82	-7.59	-3.93	-10.29	65.00
385.44	34.00	349.05	530.09	578.09
838.67	-.88	118.11	-8.28	-45.10
<u>-290.09</u>	<u>635.25</u>	<u>-67.78</u>	<u>88.00</u>	<u>-44.03</u>
1,082.74 (52)	1,649.90 (98)	672.98 (149)	1,628.71 (198)	1,432.87 (249)

<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
\$17.55	\$3.13	\$190.43	\$856.00	\$3.31
811.25	4.91	620.09	-59.15	735.16
-8.09	740.08	4.69	3.16	6.13
913.47	-408.36	-45.19	.31	-432.15
-50.71 (275)	874.31 (322)	-23.85 (369)	-149.12 (413)	12.83 (461)
-6.78	10.00	100.59	800.17	46.19
46.32	-421.65	-46.82	-52.39	-78.59
-78.32	3.33	-4.89	-16.56	469.70
<u>100.92</u>	<u>32.23</u>	<u>5.22</u>	<u>808.56</u>	<u>-32.30</u>
1,745.61 (296)	837.98 (343)	800.27 (389)	2,190.98 (436)	730.28 (483)

<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
\$45.03	\$1.51	\$46.16	\$811.00	\$34.36
321.65	7.65	32.52	435.22	569.96
-315.26	-123.65	324.57	-56.32	67.50
166.69	49.56	-569.56	15.26	-57.69
346.27 (512)	46.00 (557)	356.19 (609)	-87.32 (657)	-24.60 (708)
-45.38	569.35	-33.59	195.38	576.99
1.35	-468.26	400.54	283.25	769.43
-67.08	103.23	602.58	958.21	-910.32
<u>922.47</u>	<u>-54.32</u>	<u>-.37</u>	<u>-432.67</u>	<u>2.33</u>
1,375.74 (533)	131.07 (581)	1,159.04 (630)	2,122.01 (682)	1,027.96 (731)

<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
\$76.15	\$400.52	\$30.46	\$77.89	\$73.73
45.16	-99.35	85.13	33.58	48.16
-358.25	5.19	-2.55	-40.25	-35.62
52.14 (752)	75.46 (789)	-6.00 (821)	82.16 (859)	852.63 (897)
78.91	-6.15	200.91	34.16	30.80
100.52	46.31	359.17	751.22	19.92
<u>33.71</u>	<u>2.29</u>	<u>-50.60</u>	<u>-82.15</u>	<u>-405.08</u>
28.34 (769)	424.27 (803)	616.52 (839)	856.61 (876)	584.54 (914)

Number of strokes per minute _____; Number of errors _____

SPEED DRILL 15

<u>1.</u>	<u>2.</u>	<u>3.</u>	<u>4.</u>	<u>5.</u>
\$35,792	\$93,632	\$32,781	\$61,730	\$47,007
23,952	99,603	40,140	71,237	31,697
15,912	-65,409	80,457	-60,037	-95,878
-14,021 (24)	32,991 (67)	-26,657 (110)	58,702 (153)	16,382 (196)
99,172	96,708	29,148	52,580	-60,450
87,342	-81,563	-29,865	33,056	16,050
<u>-95,120</u>	<u>53,649</u>	<u>40,015</u>	<u>-30,197</u>	<u>13,228</u>
153,029 (43)	229,611 (86)	166,019 (129)	187,071 (172)	-31,964 (215)
<u>6.</u>	<u>7.</u>	<u>8.</u>	<u>9.</u>	<u>10.</u>
\$58,890	\$40,529	\$41,927	\$45,190	\$25,281
22,641	60,066	41,575	41,250	10,675
-81,356	53,851	-30,808	-49,595	-14,765
11,772 (239)	-90,784 (282)	-20,285 (325)	31,975 (368)	11,596 (411)
86,415	17,515	20,742	-36,842	72,005
93,650	-23,450	-81,275	95,285	-84,114
<u>-16,179</u>	<u>25,135</u>	<u>24,016</u>	<u>52,355</u>	<u>50,521</u>
175,833 (258)	82,862 (301)	-4,108 (344)	179,618 (387)	71,199 (430)
<u>11.</u>	<u>12.</u>	<u>13.</u>	<u>14.</u>	<u>15.</u>
\$35,167	\$13,967	\$72,483	\$97,658	\$-64,382
12,563	21,138	11,170	36,521	34,682
-13,468	50,441	12,247	-89,235	33,220
97,658	-10,999	15,981	11,474	89,029
35,628	11,772	-40,361	36,521	-99,380
-46,392 (466)	65,067 (527)	56,563 (588)	70,886 (649)	67,482 (710)
63,281	17,811	94,658	-41,316	99,551
14,588	16,834	-36,925	34,696	-36,158
97,161	-98,092	78,956	82,514	61,628
<u>-72,048</u>	<u>79,250</u>	<u>88,613</u>	<u>-84,652</u>	<u>35,921</u>
224,138 (491)	167,189 (552)	353,385 (613)	155,067 (674)	221,593 (735)
<u>16.</u>	<u>17.</u>	<u>18.</u>	<u>19.</u>	<u>20.</u>
\$98,651	\$64,737	\$64,851	\$36,540	\$93,614
81,679	91,102	34,618	36,514	64,358
84,383	34,804	40,058	58,250	-22,393
-61,270	-69,520	64,737	-99,681	33,670
19,172 (765)	58,525 (820)	-40,028 (875)	10,055 (930)	29,457 (985)
96,754	47,193	90,465	36,954	25,813
-85,017	-30,767	52,475	78,963	-21,478
82,451	97,372	-31,527	-31,647	10,049
<u>71,117</u>	<u>88,521</u>	<u>46,545</u>	<u>64,382</u>	<u>68,128</u>
387,920 (790)	381,967 (845)	322,194 (900)	190,330 (955)	281,218
(1010)				

Number of strokes per minute _____; Number of errors _____