

### Task



Hopefully, you took in as much of the information in this 15<sup>th</sup> module as possible. To find out how well you have done, complete the following worksheet.



We recommend that you allocate at least 30 minutes to this worksheet.

#### SELF-MARKING



At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

#### Activity #1



10 minutes

In a paragraph, briefly describe what touch typing is and why a personal assistant should learn it.

Write or type your answer here

## Activity #2

 10 minutes

This module discusses audio transcription services. Think back on what you learned and list some of the benefits of this service.

Write or type your answers here

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

People who are masters at 1\_\_\_\_\_ typing will tell you that without proper hand position and typing 2\_\_\_\_\_, you'll only be able to type at a limited speed. Typing each button and looking for each one around the 3\_\_\_\_\_ can never compare to quick and accurate touch 4\_\_\_\_\_.

Learning to touch type will be accompanied by many 5\_\_\_\_\_; most of us cannot escape this fact when we initially 6\_\_\_\_\_ our way around the keyboard. Repetition is the key to learning with anything, so the more you do it, the 7\_\_\_\_\_ it will become over time.

Good upright 8\_\_\_\_\_ in your spine will increase your overall alertness and help you concentrate for longer. Focus on the best place to place your 9\_\_\_\_\_. You should be relaxed with your feet resting 10\_\_\_\_\_ on the floor.

Write or type your answer here

1

2

3

4

5

6

7

8

9

10



## Answers/feedback and advice section

Use this section to check your answers and see how well you have done

You are not required to return this worksheet

### Activity #1

#### Advice and Feedback

Touch typing is a technique that places eight fingers horizontally over the middle of the keyboard. With this method, each finger has a designated number and area of keys to press while typing. Touch typing is a valuable skill, which saves personal assistants time and helps to eliminate mistakes, while increasing productivity.

### Activity #2

#### Advice and Feedback

Audio transcription allows for someone to listen to audio text, then transform it into written text. Having a text version of an audio file can be incredibly beneficial to businesses because it is much easier to understand. Also, the copies can be used later to create records or literature.

### Activity #3

#### Answers

1. Touch 2. Technique 3. Keyboard 4. Typing 5. Errors 6. Learn 7. Easier  
8. Posture 9. Fingers 10. Squarely

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## SUMMARY

Now that you have studied Module 15, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.

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