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| **Minor Award Name** | **Text Production** |
| **Minor Award Code** | **5N1422**  |
| **Level** | **Level 5** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Using Typing Tutors to achieve typing speeds and accuracy | Website | This typing tutor website will get learners started on the basics of touch typing using the home keys. A choice of 16 lessons or even use your own text for practice. | Sense-Lang | <http://www.sense-lang.org/typing/tutor/instruction.php> |
| Website | This is a fun and interactive website that will test the learners speed and accuracy. It becomes quite competitive against other online users! | Rapid Typing | <http://www.rapidtyping.com/online-typing-test.html> |
| Software | Purchase and download the latest edition of Mavis Beacon teaches typing. Learners love this software as they can compete against themselves for accuracy and speed. | Broderbund | <http://www.broderbund.com/c-28-typing-keyboarding.aspx> |
| Website | Another online typing practice website that affords the learner the opportunity to continue to increase their speed and accuracy as this module requires 35wpm and 97% accuracy in the skills demonstration. | The Practice test | <http://thepracticetest.com/typing/drills/spelling/index.php> |
| Website | Typing Lessons, Typing practice, Typing tests made easy.  | Blue Sheep Software | <http://www.how-to-type.com/> |
| Online Document | 5 Typing/Keyboarding exercises. Very helpful quick typing lessons for learners to improve their speed and accuracy | Ann TendieJowski | [http://www.uttaran.net/documents/typinglessons&exercises.pdf](http://www.uttaran.net/documents/typinglessons%26exercises.pdf) |
| Website | A site to help develop the speed and most importantly the accuracy of the learners typing. | www.keyhero.com | <https://www.keyhero.com/free-typing-test/> |
| Website | Learn why Average typing speed is important. | [www.elearninginsutry.com](http://www.elearningindustry.com) | <https://elearningindustry.com/why-average-typing-speed-is-important> |
| Website | A short document on the importance of typing fast in a job. | www.typingtest.com | <http://www.typingtest.com/blog/does-wpm-really-matter/> |
| Website | A blog from Jacob Firuta on typing speed tests for customer service agents. | Jacob Firuta | <https://www.livechatinc.com/blog/typing-speed-test/> |
| Creating Business Documents | Online Document | Creating memorandums (memos). This document will give the learner to see a simple format for a memorandum | www.fsb.muohio.edu | <https://www.fsb.muohio.edu/heitgedl/Memo%20writing%20tips%20ACC333%20SP06.pdf> |
| Website | Writing Indented and Blocked form business letters are identified for the learner in The Writers Handbook from the University of Wisconsin. | University of Wisconsin | <http://writing.wisc.edu/Handbook/BusinessLetter.html> |
| Accepted Rules of Text Production | Book | Teaches the fundamentals of Touch Typing. Might be considered Old-Fashioned, however it gets the learner through the fundamentals of Touch Typing. | Ruth Ben’ary | [https://www.amazon.com/gp/product/0399515291/ref=pd\_sim\_14\_3/153-6648628-5171524?ie=UTF8&pd\_rd\_i=0399515291&pd\_rd\_r=NSDBB475C547AG6ZZR99&pd\_rd\_w=8SNgG&pd\_rd\_wg=LtTxR&psc=1&refRID=NSDBB475C547AG6ZZR99](https://www.amazon.com/gp/product/0399515291/ref%3Dpd_sim_14_3/153-6648628-5171524?ie=UTF8&pd_rd_i=0399515291&pd_rd_r=NSDBB475C547AG6ZZR99&pd_rd_w=8SNgG&pd_rd_wg=LtTxR&psc=1&refRID=NSDBB475C547AG6ZZR99)This book can purchased at the above website. |
| Creating Business Documents | Website | Various Tips on Business Letter formats | Xerox | <http://www.office.xerox.com/small-business/tips/business-letter/enus.html>  |
| Website | Useful Templates for Business documents | [www.doctemplates.net](http://www.doctemplates.net) | <http://www.doctemplates.net/6-samples-of-business-letter-format/>  |
| Proof a document | Website | Lots of measurement abbreviations available on this site. | Your Dictionary | <http://abbreviations.yourdictionary.com/articles/measurement-abbreviations.html> |
| Website | A useful Thesaurus of Business and Management Terms | [www.businessballs.com](http://www.businessballs.com) | <http://www.businessballs.com/business-thesaurus.htm> |
| Website | A quick access guide to How to Write a Business Letter. | Oxford Dictionaries | <https://en.oxforddictionaries.com/writing-help/how-to-write-a-business-letter> |
| Website | A quick access guide to how to lay out a letter | Oxford Dictionaries | <https://en.oxforddictionaries.com/writing-help/how-to-lay-out-a-letter> |
| Online Document | Designing Business Documents - The document is a bit dated, however can be used as a helpful resource for learners to understand how to design business documents, | Adapted by Chris Burke from The Monotype Desktop Solutions by Alison Black, Paul Stiff, and Robert Waller | <http://textmatters.com/resources/pdfs/businessdocs.pdf> |
| Website | Six things to do when proofing and checking a business document | [www.smallbusiness.chron.com](http://www.smallbusiness.chron.com) | <http://smallbusiness.chron.com/six-things-would-proofing-checking-business-document-39389.html> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Online Typing tutor. | [www.sense-lang.org](http://www.sense-lang.org)  |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start dates | <https://www.mooc-list.com/> |