

INSTRUCTIONS

You will hear twenty lines of information which you will keyboard or type. Do not type the number preceding the information. When you hear the tone, hit the return or enter key and begin the next line. You may NOT use abbreviations except for the following:

Use common abbreviations for N, S, E, W, NW, NE, SW, SE.

Use St, AV, Pl, and Ct for addressing. You are not graded on punctuation, you are graded on accuracy, speed and spelling. Type all numbers as numbers, do not type for example t-e-n but 10. Use capital letters where appropriate.

WORK COMPARISON

Telecommunicators keyboard addresses, phone numbers, names and radio traffic using a variety of number and letters, they must be fast and accurate.

ATTACH PRINTOUT HERE: