

**BRIEFS**

- |               |                    |
|---------------|--------------------|
| 1. someone    | 22. affect         |
| 2. opinion    | 23. accident       |
| 3. always     | 24. there          |
| 4. without    | 25. also           |
| 5. Mrs.       | 26. another        |
| 6. mother     | 27. list           |
| 7. anyone     | 28. recommendation |
| 8. everyone   | 29. every          |
| 9. general    | 30. before         |
| 10. immediate | 31. anything       |
| 11. doctor    | 32. somebody       |
| 12. their     | 33. minute         |
| 13. other     | 34. Dr.            |
| 14. ever      | 35. secretarial    |
| 15. Ms.       | 36. from           |
| 16. answer    | 37. enough         |
| 17. yesterday | 38. nothing        |
| 18. all right | 39. everybody      |
| 19. nobody    | 40. sufficient     |
| 20. something | 41. Mr.            |
| 21. rather    | 42. neither        |



**BRIEFS CONTINUED**

43. individual

44. anybody

45. already

46. everything

47. almost

48. effect

49. because



**THEORY TEST 5**  
**ANSWER KEY**

**NAMES & SPELLINGS**

1. Philip N. Babcock, B-a-b-c-o-c-k
2. Mr. Joe Sanchez, S-a-n-c-h-e-z
3. Lynn Higbee, H-i-g-b-e-e
4. M. C. Pathfinder, P-a-t-h-f-i-n-d-e-r
5. Mrs. Robert W. Coast, C-o-a-s-t



**THEORY TEST 5  
ANSWER KEY**

**DATES**

1. January 31<sup>st</sup>, 1985
2. October 23<sup>rd</sup>, 2014
3. December 14, 2009
4. June 8<sup>th</sup>, 1998
5. March 19, 2012



**THEORY TEST 5  
ANSWER KEY**

**TIMES**

1. 4:20
2. 12:00 o'clock
3. 8:00 a.m.
4. 10:19 a.m.
5. 6:43 p.m.

## SENTENCES

1. Will three jars of wax be enough?
2. The doctor says Brad's cast will be taken off next Friday.
3. Can anyone do something about this mess?
4. He feeds the giraffes every day at 6:30 a.m.
5. Fred said he didn't have enough money.
6. I met a prolific writer at a stop sign.
7. Where do you live, Doctor?
8. Why hasn't that ever occurred to you before?
9. Peg's arrival time is set for 8:00 o'clock.
10. The librarian will need help with some secretarial chores.
11. Is Dr. Warde, W-a-r-d-e, an honest doctor?
12. Did anybody know that everybody was expecting someone to entertain everyone?
13. Both of us were ill.
14. I have nobody to suggest.
15. Can you recommend a new dentist?
16. The hairstylist shapes the hair to accent your best features.
17. Ms. Card, C-a-r-d, doesn't remember anything about it.
18. He is a man of great wealth and good health.
19. The general plan must be in effect by the end of next month.

**SENTENCES CONTINUED**

20. We ask that you answer either yes or no.
21. In the quest for truth, both sides will try to prove their case.
22. This will acknowledge your letter of August 28<sup>th</sup> to Dr. Archer, A-r-c-h-e-r.
23. We need an immediate answer from the Secretary of State.
24. Are you sure everybody read the memo?
25. It is believed that there was another passenger.
26. Everybody was willing to help.
27. I just had a call from Miss Ritter, R-i-t-t-e-r.
28. Mr. Brown's speech will cover the whole gamut of prospective uses for the saw.
29. Can anybody join the union?

## **PARAGRAPH**

Once you have completed Theory and are in the speed program, you must not forget the importance of having clean notes. As you work on building speed, you must also strive for accuracy. You should attend a trail class every day to enforce good writing habits. You should work on having the fewest number of finger errors possible. Always remember, speed comes with accuracy.

## **GRADING SCALE**

0 – 3 = A

4 – 6 = B

7 – 10 = C