

2021 Spring Perfect Copy Instructions

Perfect copies are back! The point of these is to help you focus on your accuracy while you are typing. In addition to increasing your speed, you want to make sure that you are stroking the correct keys. These help you see if you are making the same mistake over and over again, and they give you multiple opportunities to correct those mistakes.

Each week you will open the corresponding file. At the top of each file there will be the perfect copy number, the week of school that we are in, the due date and how many times you are required to type that file.

When you are finished, you will email them to me. Once I receive them from you, I will, randomly, pick one of your typed up sections and grade it. If you need to redo them I will let you know. It is best to get these turned in early in the week in case you do have to redo them.

These are due every Thursday. If you do not turn them in for week, you will not be eligible to pass a test the following week. Send all completed Perfect Copies to ctrppperfectcopy@gmail.com. Please feel free to email me at sarakies0919@gmail.com if you have any questions.

*****REMEMBER** to put your name, homework week number/ perfect copy number on everything you submit. This can be done on your machine or however you can add the heading on your homework. Homework without a name will be returned and if I can't figure out who to send it back to, I will not be able to give you credit for your work.