



EAST CHAMBERS JUNIOR HIGH - ACADEMICALLY RECOGNIZED

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Winnie, Texas 77665
Lou Ann Rainey, Junior High Principal

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November 5, 2009

To Parents of 8th grade students:

All 8th grade students will be given the opportunity to take a keyboarding/word processing placement exam on **December 9**. Those students who successfully master the requirements by passing the exam will be exempt from having to take the high school keyboarding course, and will be able to take their upper level computer class in 9th or 10th grade. This will be the only opportunity to test, and it will be during the school day. The test is optional, and students must sign up for the test.

The test will cover word processing skills and concepts taught this semester in Technology Applications. Students must demonstrate correct keyboarding skills while formatting specific documents. The documents will include business letters, memorandums, tables, and MLA reports. Understanding of proofreader marks may also be necessary to complete the documents. Students will be allowed 1¼ hours for the test.

Students are working each day in their Technology Applications class on these skills and types of documents. They will be well prepared for this test.

Sign up for the test will begin the week of November 16. Students will sign up in their Technology Applications class. Prior to the test, students will be notified in Technology Applications of the time they are scheduled to take the test at school on December 9.

If you have any questions, please feel free to contact me.

Sincerely,

Lou Ann Rainey

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Principal