Free Typing Practice Document: Passage, Timing Box, and WPM Tracking

Original tasks 1, 2 / complete keys

Task 1

A learner types 75 words in 1 minute 40 seconds with 5 word errors. Using actual-word counting, compute WPM and word-based accuracy.

Answer: Elapsed time is 1.666... minutes, so WPM is 75 divided by 1.666..., which equals 45 WPM. Correct words are 70, so accuracy is 70 divided by 75, which equals 0.933..., or about 93.3 percent.

Reason: Convert seconds to minutes by dividing by 60. Divide words typed by elapsed minutes for WPM. Subtract errors from total words for correct words, then divide by total words for accuracy.

Check: Recompute 1 minute 40 seconds as 100 seconds, then 100 divided by 60 equals 1.666... minutes. Verify 75 divided by 1.666... equals 45, and 70 divided by 75 equals 0.9333.

Task 2

Design a blank tracking table row for a learner who stopped after 40 words in 1 minute 12 seconds with 2 errors. What values go in each column?

Answer: Attempt number: as assigned. Date: the practice date. Elapsed time: 1 minute 12 seconds. Words typed: 40. Errors: 2. WPM: 40 divided by 1.2, which equals about 33.3 WPM. Accuracy: 38 divided by 40, which equals 0.95, or 95 percent.

Reason: Record actual counts even when the passage is unfinished. Convert 1 minute 12 seconds to 1.2 minutes. Compute WPM and accuracy from the recorded counts.

Check: Verify 72 seconds divided by 60 equals 1.2 minutes. Check 40 divided by 1.2 equals 33.33, and 38 divided by 40 equals 0.95.

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Original tasks 3, 4 / complete keys

Task 3

A document states 'one word equals five characters including spaces' and a learner types 250 characters in 2 minutes with 10 character errors. Compute WPM and character-based accuracy.

Answer: Words typed by the stated convention are 250 divided by 5, which equals 50 words. WPM is 50 divided by 2, which equals 25 WPM. Correct characters are 240, so accuracy is 240 divided by 250, which equals 0.96, or 96 percent.

Reason: Apply the stated five-character convention to convert characters to words. Divide by elapsed minutes for WPM. Subtract character errors from total characters for correct characters, then divide by total characters for accuracy.

Check: Verify 250 divided by 5 equals 50, 50 divided by 2 equals 25, and 240 divided by 250 equals 0.96.

Task 4

Create a short original passage of 20 to 30 words suitable for a typing practice page, then state the counting convention you would print with it.

Answer: There is no single correct passage. A valid response is a coherent 20-to-30-word passage in ordinary prose with common punctuation, plus an explicit statement such as 'Words are counted as actual words separated by spaces; errors are counted as incorrect words.' The passage should avoid unusual symbols and should be numbered by line if it spans more than one line.

Reason: Passage writing is an open-ended composition task with multiple valid outcomes. The rubric checks coherence, length, ordinary punctuation, and an explicit counting convention rather than an exact wording.

Check: Use the rubric: passage is 20 to 30 words, is coherent prose, uses common punctuation, avoids unusual symbols, and is accompanied by a stated counting convention for words and errors.

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Source rubric / reflection

- [ ] The passage is numbered by line and contains ordinary prose with common punctuation.
- [ ] The timing box records start time, end time, and elapsed time in minutes and seconds.
- [ ] The results area includes separate fields for WPM, accuracy percentage, and error count.
- [ ] The counting convention for words and for errors is stated explicitly on the page.
- [ ] The second page provides a blank tracking table with columns for attempt, date, elapsed time, words typed, errors, WPM, and accuracy.
- [ ] No target WPM values or proficiency claims are printed on the document.

Reflection: What did you check, what did you change, and what will you try next?