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

Worked example / complete source key

A learner types a 100-word passage in 2 minutes 30 seconds and makes 4 word errors. Using actual-word counting and word-based accuracy, what are the WPM and accuracy?

Answer: Elapsed time is 2.5 minutes. WPM is 100 divided by 2.5, which equals 40 WPM. Correct words are 100 minus 4, which equals 96. Accuracy is 96 divided by 100, which equals 0.96, or 96 percent. Record 40 WPM, 4 errors, and 96 percent accuracy in the tracking table.