

CMPT 072 & CMPT 073 – KEYBOARDING SAMPLE ASSESSMENT

Calculating Net Words/Minute

- Speed is measured as 5 keystrokes = 1 word per 1 minute or 15 keystrokes for 3 minutes.
- 1 word is deducted for each error. This is called net words per minute (NWPM)
- Spacing errors include punctuation and tabs.
- Count all errors in one word as one error only.

To Calculate NWPM

Total Words Typed = _____
Less Errors = _____
Total net words per minute = _____

Key three, 3 minute timings using the text below. Circle all errors and calculate your net words per minute. You must achieve a score at least three times for it to be recorded as such.

Example – three timings of 25, 26, and 25 would give you 25 net words per minute. Two more timings of 26 would move your score to 26.

Text for a 3 Minute Timing

from VanHuss et.al., *College Keyboarding*, page 61

Gross Words/Minute (3 minutes)

I have a story or two or three that will carry you away	4
to foreign places, to meet people you have never known, to	8
see things you have never seen, to feast on foods available	12
only to a few. I will help you to learn new skills you want	16
and need; I will inspire you, excite you, instruct you, and	20
interest you. I am able, you understand, to make time fly.	24
I answer difficult questions for you. I work with you	27
to realize a talent, to express a thought, and to determine	31
just who and what you are and want to be. I help you to	35
know words, to write and to read. I help you to comprehend	40
the mysteries of the past and the secrets of the future. I	44
am your local library. We ought to get together often.	47