

MOST FREQUENTLY USED WORDS

Connected Copy - Speed Focus

Each paragraph contains two occurrences of each of the words in a specific 10-word group from the first three lists of high frequency words.

Directions:

1. Practice keying each sentence separately at least twice.
2. Then time how long it takes to type the entire paragraph.
3. Repeat the paragraph trying to increase speed with each typing.

about - he

<p>This is a story about a company that makes balloons go up. We were working on them when we ran out of air. The manager was checking on the company's supply list when he found out who could make them for us. He was about to order them when a balloon in the corner went up. We had found the extra air? We were glad our balloons all got blown up for the day.</p>
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after - need

<p>When shopping for the best price during a sale, look for the best deal. After deciding what you want versus what you need, look through each department carefully to see what's available. The best policy is to shop for the best price. After seeing what you want during the sale, you need to give the cashier your money. Be sure to give some thought to looking through the return policy on sale items.</p>
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before - check

Before the meeting, take your plan further. Above all, being received well matters. Check how further work will be received before the meeting. Take time to plan and check details. Being ready ranks above how you look.
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days - future

For the next three days, we shall present what I feel is a necessary subject. Here and in the future, let me express what I feel shall be necessary to survive. As we have seen in days past and as we will see in the future, the next three items I will present here will be of great significance.
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every - last

<p>Remember, prior to the day of the conference, every participant must complete every area of the registration form. Every form must be sorted by last name and entered into a database. Therefore, we must have a way to accurately complete registration. Because some people have the same last name, it is essential that the form is complete. On the last day of the conference, place your participation verification form into the appropriate box on your way out the door. Be sure that all required information is turned in, because without it you will not receive credit.</p>

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find - sales

<p>We all have interest in health insurance. Sometimes it seems not possible to find good insurance if we are not well. However, help from a good salesperson will allow you to find what you need by a certain date. To date, sales in insurance are well over projected outcomes. Its benefits are obvious to many people. Over time, people find it possible to find the insurance they need and to understand its importance if they seek the help they need, and are really interested.</p>
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forward - request

As part of the meeting, we agreed to request a complete report from the city. This cause of action is to make sure the people of the city have complete information about those ideas put forward to the council. Of course there will be people who oppose this request. Therefore, we request those people to come forward to discuss with the council the report to be sure all views have been heard.

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from - time

From time to time, all of us can increase our keyboarding speed. For example, a student from "name of school" was practicing daily. She has been doing five drills a day. Any of us can do the same. Her success was exhilarating. Any time she feels despair, she now knows she can improve.

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home - copies

<p>The home that we bought on credit was paid for by both of us. Each of the members of our family was able to pay monthly. Copies of the home mortgage were sent to us both following the day we paid. Other members of our family received copies the following week. There was a question as to where we would go to pay the mortgage and whether we would be able to use our credit where it was already established.</p>

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like - years

<p>We appreciate his work. He had spent years working with most of the employees. His name will be listed on the program. Such work like his we can use statewide. The employees and administrators appreciated his years of work. He had developed a program through his work that most customers will likely use and appreciate for years. Such a person deserves a great honor on this program.</p>
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me - know

I know their service business sent me some of your forms. These enclosed forms are now ready. I am sure they will also be of some help to your business. Please let me know now by the enclosed card, if I am helping your service also.
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month - might

During the month of July, we used additional paper. We wish we had taken the opportunity to call your company for additional supplies. No matter what we do from today through next month, we might give you a call. We might call you today about how much we have used and see if you might have suggestions. This matter could give us the opportunity to once again use your services. Again, we wish we would have called you first.

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number - per

The number of teachers needed in each school district has increased since 1990. However, the amount paid per teacher has decreased. The cost available for education is not enough for teachers and students and could be improved.

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one - they

Please send a letter to order new roller blade parts. These may be new or used parts. Do they need to be a specific color? One order may be sent via fax, but please send a letter as well. Do you need new protective gear? They are available now, but order soon. One of these days, you may order gear over the Internet. Please indicate.
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percent - store

Upon entering the store, there was a special on the material that was going to be sent in the mail. The shoppers were interested in their account and when it was due. The credit line for the special was five percent. Upon receiving dated material in the mail, the account was due. The interested parties were then contacted about their account.
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send - just

I just want to send you such good news about Utah becoming the first state to stay under budget for the Olympics. What I hope is that we get much participation by the world. Please send us information about the good points of your state. What I hope is that we can let you know just as soon as we get it. Your first-hand information will help us much under these circumstances.

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so - more

<p>Every year, I get to visit the office where my friend works. I have more fun going there than school. It is very important to obtain information on office careers. There are so many different opportunities; every person should consider all options. My friend gives me information about other responsibilities in the office. There are very many people who have varied skills working in this office. There are so many more opportunities in office work than I ever imagined. There is no doubt in my mind that I should visit more than once a year. No other career interests me as much as being an office worker.</p>
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than - many

Dear Accounting Department: I send my many thanks for sending my department two copies of the invoice. We made a copy of the invoice for each of our department heads, only to find out that each of our department heads has already received two. Many departments made more than they needed.
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that - I

This summer will be great. On June 23, I will be 16 years old. That is when I will get my driver's license. My friends are excited that I have asked to take our Mustang to the movies on Friday. Our plans include having dates and getting a pizza before the movie. This is going to be a great summer. Are you excited?

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the - your

<p>Junior high school is a good place for you to make new friends. We usually like to be around people we know. Here are some of the best suggestions for making new friends easily: Talk to the person you sit next to and introduce yourself. Smile and let your personality show. Think of a way to remember the person's name. Remember the old adage: in order to make a friend, you have to be one.</p>

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with - would

<p>The student or students with the computers at the classroom which was by the window would not stop typing. If they typed faster, not slower as they improved, it would increase their speed.</p>

<p>As Jim rode by, he did not look at or see which of his friends were there. If Brad did come, it would be later.</p>
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