**Typing Practice – Timed Exercises**

⌨️ These exercises are designed to improve both speed and accuracy through real-world document typing. Time yourself and repeat for mastery.

# Exercise 1: Type a Formal Letter (Time: 10 minutes)

Your Name  
Your Address  
City, ZIP Code  
  
May 26, 2025  
  
To Whom It May Concern,  
  
I am writing this letter to express my interest in applying for a position at your company. With my basic computer skills and strong motivation to grow professionally, I believe I can be a valuable asset to your organization.  
  
I have completed training in Microsoft Office, including Word, Excel, and PowerPoint, and am confident in typing, file management, and digital communication.  
  
Thank you for considering my application.  
  
Sincerely,   
Your Name

# Exercise 2: Internal Memo (Time: 7 minutes)

To: All Staff   
From: IT Department   
Date: May 26, 2025   
Subject: Weekly System Maintenance   
  
Please be informed that routine system maintenance will be carried out every Friday from 5:00 PM to 6:00 PM. During this time, network and internet services may be temporarily interrupted.  
  
We advise all users to save their work before this time and log off the system.  
  
Thank you for your cooperation.

# Exercise 3: Email Draft (Time: 5 minutes)

Subject: Request for Class Materials  
  
Dear Instructor,  
  
I hope this message finds you well. I am kindly requesting the PowerPoint slides and assignments from last week’s class. I was unable to attend due to illness and would like to catch up on what I missed.  
  
Thank you for your support.  
  
Best regards,   
[Your Name]

# Exercise 4: Product Description (Time: 5 minutes)

Introducing the new XTech Wireless Mouse – a sleek, lightweight, and responsive tool for everyday computing. With a 2.4GHz connection, ergonomic design, and long battery life, this mouse ensures comfort and precision.  
  
Compatible with Windows, macOS, and Linux systems. Available in black, white, and red.  
  
Price: 750 Birr