LESSON 1 · DIAGNOSTIC

Type this passage

Type the text exactly. Do not worry about speed. Save it as instructed.

The school library opens at eight in the morning and closes at five in the afternoon. Students may borrow three books at a time and keep them for two weeks. Reference books, newspapers and magazines cannot be taken out of the library. If a book is returned late, the student pays a small fine for each day. The librarian keeps a record of every book on a computer, so a lost book can be traced to the student who borrowed it. There are twelve computers in the library for research, and they are busy every lunchtime. Students must save their work to their own folder and must not leave files on the desktop.

Source: written for this course. No real people or organisations are described.