**هذا التدريب لكِ لتقيسي سرعتك بالطباعة الإنجليزية:**

1. شغلي مؤقت الساعة لسبع دقائق.
2. اكتبي النص التالي مع مراعات علامات الترقيم والأحرف الكبيرة والصغيرة.

**A Day in a Medical Secretary's Life**

Medical secretary is one of the most important majors in any university. On a typical day a medical secretary's tasks might include (Medical Secretary Schools and Colleges in the U.S.): answering telephones, scheduling appointments, routing phone calls to appropriate staff, greeting patients and taking messages, typing correspondence and preparing financial reports, transcribing written information, helping patients complete intake forms, completing all required insurance forms, receiving laboratory results and routing them, maintaining medical files and coordinating staff's schedules, communicating with insurance required companies, communicating with the offices of other healthcare providers, maintaining inventory of forms and supplies and preparing bills, and receiving payment from patients.

1. إذا انتهى الوقت: ضللي ماكتبتي وطبقي المعادلة التالية:

((عدد الأحرف مع المسافات÷5÷7)÷30)×20

=((..........÷5÷7)÷30)×20

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