

Challenge!

Keyboarding Drills

8th Canadian Edition

Part 1

This year, we will supply 1.6 billion litres of aviation fuel to 300 airports across the U.S.

Danyliuk is one of the leading agricultural and commodity companies.

We will meet competitive prices aggressively to maintain our market share in Bolivia.

The Nigerian sales and profit figures that you cited are accurate.

Our planned additional manufacturing investment of approximately \$1 billion in Canada over the next five years will further increase employment, sales, and profits in this country.

Many more companies will announce similar plans in the coming year.

We do not have, and never have had, any knowledge of any insider trading activity.

Bank Sarasin & Cie is located in Basel, Switzerland.

You will eventually want to upgrade or customize your Z-59 machine.

We provide the following selected financial services: life insurance, mutual funds, home-equity loans, inventory financing, pension plans, and specialty insurance and equipment leasing for business.

"Dramatic changes around the world are creating growth opportunities both at home and abroad," said Veronica Zubak.

You should be aware of the risks as well as the potential rewards of foreign investments you hold in your RRSP.

Most important of all, it lets companies exploit newer, faster, and cheaper technologies as they emerge.

The differences in per capita growth rates were also negligible [see Table 1(b)].

These countries are not big enough to permit economies of scale in production of cars, steel, and planes.

Alberta residents are able to move to Vancouver or sell goods in Toronto without worrying about tariffs or immigration quotas.

The tiny island of Mauritius produces textiles to ship abroad.

Government aid to grain producers in Canada's West raises wheat prices in Eastern provinces, while oil and gas subsidies to the East are at the expense of Western producers.

We will help you select each investment according to an asset allocation strategy based on your specified level of risk.

The Home Page wording included: |Platform|Model|About Us|.

It's the most cost-effective way to unify your company without losing control.

The rise in money market funds showed an exodus from bonds, stocks, and other financial assets.

Lending activity is sluggish, with real estate and consumer-lending rates flat at commercial banks across the Eurozone*.

Mortgage money is always available if buyers (residential or commercial) are willing to pay the price.

Housing – including condo – starts are down 34.9% from their peak last April. For more information, text STARTS to 28981.

The region's traditional nondurable-goods manufacturing industries have been in steady decline for years.

Production rose 0.8% in May. Press <F4> for more info.

The fall in oil prices will make the import side of the trade picture look encouraging.

The two sides failed to agree on a formula that would enable Allied to sell Japanese utilities a new metal alloy that cuts energy losses in electrical transformers by 70%.

The aviation consulting company is based in Calgary, Alberta.

A consortium of 16 companies studied the commercial applications of the alloy.

We can supply a high-quality product at a competitive price.

The new income protections and generous pay hikes may raise total labour costs by some five percentage points above inflation for the next three years.

The new agreement continues the trade-off of job guarantees for income security.

A company in Ottawa is developing a proceedings-management system that will track and control cases and appeals appearing before the Federal Court.

CanNova Networks, a manufacturer of voice and data communications equipment, has announced three contracts to install corporate networks in Afghanistan.

The year-end results of Northstar International Corp., Northstar Corp., and Danmar Corp. will be available next week.

Please purchase 500 DVDs @ \$0.50 each this week from Malcolm George Stationers [1984] Ltd.

The unemployment rate held steady at 7.4 percent in January, reflecting sluggish economic growth.

Canada's negotiating position, which will be tabled at multilateral trade talks in Geneva in the next ten days, will call for a substantial reduction in the level of subsidies and complete elimination of export subsidies by all nations.

Countries support their farmers in three ways: through domestic farm programs, through border protection such as tariffs and import restrictions, and through export subsidies that help their farmers compete on the world market.

The company is a wholly owned subsidiary of Marden Walberg Ltd. of Orillia, Ontario.

Our Australian portfolio managers are optimistic about prospects for world equity markets. Check E15:E85 on the attached spreadsheet.

For the six months ended June 30, the company showed a loss of \$6.9 million (or 40 cents a share) compared with a profit of \$60.6 million (or \$1.51 a share) a year earlier.

The information presented in this publication is drawn from sources believed to be reliable; however, the accuracy or completeness of this information is not guaranteed.

The company has submitted a proposal to the government of Guyana to jointly run the South American Republic's bauxite industry.

The industry has been in a serious decline because of shortages of foreign exchange to improve its equipment and to buy spare parts for machines.

Canadian rail freight volume totalled 4.5 million tonnes in the week ended September 10.

The Quebec and Ontario governments have raised their provinces' minimum hourly wage.

If governments, unions, and business do not adjust to the monetary policies that will produce lower inflation, the result will be unnecessarily high interest rates and unemployment levels, lower growth, and greater economic suffering.

The Economic Council of Canada released its annual economic review yesterday afternoon.

Analysts say that the African portfolio is worth \$2.1 billion (see §9.0).

Mousseau, which declared itself insolvent early this year, said it would seek an all-cash bid in the new bond sale.

Trading in shares of Malpan Corp. of Waterloo, Ontario may be halted by the Ontario Securities Commission (OSC) today.

Wolpar is late in filing financial reports with the OSC. The reports were due April 29.

The company has been notified by the OSC that its filing is overdue. This is the standard action the Commission takes before issuing a cease-trading order.

Offers are to be received by 2:00 p.m. MST on the 2nd day of November, 2011 at the offices of Wong & Schuster Limited, #2600, 889 - 5 Avenue S.W., Calgary, Alberta T2B 4A9 (Attention: Mrs. D. Smallenberg). E-mail: dsmallenberg@wands.com.

Nelson & Duraine Limited, Receiver-Manager of Greenacres Golf Developments Inc., is offering for sale the Heatherlawn Golf Club ("Golf Club").

The Golf Club includes an 18-hole golf course, 14 000-square-foot clubhouse, 5 000-square-foot maintenance building, fully automated irrigation system, and various golf course equipment.

All offers are subject to the Conditions of Sale contained within the sales information package. This package is available in the foyer.

Siddon Resources Ltd. has an average working interest of approximately 35% in 90 oil wells in southeastern Saskatchewan, of which 76 are currently producing.

Gross production from the Siddon properties is approximately 1028 BOPD (barrels of oil per day), with 344 BOPD net to the company.

The average yield at this week's auction of \$3.15 billion of 91-day Government of Canada T-bills was 12.34 per cent, down from 12.40 per cent last week.

Accepted bids for the 91-day bills ranged from a high of 97.018 for a 12.33 per cent yield to a low of 97.013 for a 12.35 per cent yield.

For \$1 billion of 354-day bills, accepted bids ranged from a high of 89.321 for a yield of 11.99 per cent to a low of 89.288 for a yield of 12.03 per cent.

Despite declining market sales, the Brazilian company attributes the increased profit to restructuring and higher investment income from positive cash flow [South American Investor, May 2, p. A-6].

The fiscal 2009/10 loss included a write-down on the Zephyr project and the five claims comprising the underground ore zone at the company's Nevada mine.

On September 26, the Board of Directors declared a dividend of forty-eight and five-tenths cents (48.5c) per \$1.94 Cumulative Redeemable Retractable Class A Preferred Share Series 2.

German bonds fell in light trading in the first session following the Unification Day holiday. Did this trend continue? Look at the graph.

The first portion of the issue will be priced Monday at a meeting of the Federal Bond Consortium.

If you don't want your name to be available, please call, text, or e-mail and your name will be taken off the list.

German net public sector borrowing is expected to reach 100 billion euros this year, compared with around 20 billion euros last year.

$\$15,000 + \$10,000 = \$25,000$ not $\$20,000$.

The Hong Kong billionaire invested \$300 million in real estate in North America – primarily Canada – last month.

In lieu of receiving their dividends as described above, shareholders may elect to receive them fully in cash in accordance with the Cash Dividend Plan or fully in Class A Shares to be issued at 90% of market value in accordance with the Stock Dividend Plan.

On the New York Stock Exchange, the Dow Jones industrial average climbed 27.47 points to 10,215.

Among the broader market indicators, Standard & Poor's 500-stock index added 1.29 points to 1138 and the NYSE composite index closed up 0.56 points at 612.

With investors edgy about passage of the U.S. budget, which came under sharp criticism in Congress, trading volume remained stalled at lacklustre levels.

The U.S. Labor Department report is expected to show an increase in the jobless rate to 5.7 per cent in September from 5.6 per cent in August. How will this affect the Canadian economy?

The Toronto Stock Exchange composite index slipped 3.41 points to 8788.49, marking its eighth loss in the previous 11 sessions.

The Montréal Exchange Implied Volatility Index (MVX) stood at 12,29 today.

Reporting primarily to the managing partner, you will help to develop and implement progressive human resource strategies and policies for professional staff.

Recruiting, career development, training, counselling, and compensation will be your main responsibilities.

As a university-educated human resources practitioner, you can offer superb communication skills, energy, ideas, enthusiasm, and service industry experience to a leading-edge team of entrepreneurial professionals.

Industrial relations experience is necessary: both negotiation at the table and administration of agreements at all stages.

You must also be conversant in organization effectiveness and have had a functional leadership role in the other areas such as compensation and employment.

The Commerzbank Chairman will make a statement this afternoon.

The Deutsche Bank made an announcement at noon on Wednesday.

Samjit has personally spent at least \$570 million buying media properties in North America, a bank in Turkey, and a department store in Kuala Lumpur.

Chang'an Town will be a city of more than 2 million by the year 2015.

China currently has a population of 1.4 billion; Beijing 22 million+.

Many economists predict China will sustain an average growth rate of at least 7% over the next six years.

(iii) China's gross domestic product is estimated to be in the region of \$1.2 trillion [©ADI Press, 2009].

China will be the world's largest manufacturing zone and the largest market for industries such as aerospace and telecommunications.

Some of the major infrastructure projects included the Three Gorges Dam, the Guangzhou-Shenzhen Expressway, the Nanning Kunming Railway, the Henan Power Plant, and the Beijing-Kowloon Railway.

Chinese airline passenger traffic is growing by 25% a year.

We noticed that your cash and short-term investment position is now above 10%.

The Algerian central government has put in place new accounting procedures that require companies to use income statements, balance sheets, and cash-flow statements.

What is your advice for small-cap investors in 2011?

China is becoming a critical market for many North American companies. For more details, see p. 319.

"Chang'an Town" is a development in Xi'an (located in the heart of the south Qinling).

China's economic boom has moved inland to encompass the communities along the Yangtze River.

Clearly, each central bank will continue to have a divergent stance on interest rates.

This laser toner saves you 16% or more over the competition's cost per page.

The stores now feature a broader range of elegant, updated working and weekend wear. Look at their new on-line catalogue – impressive!

To reduce dependence on outside suppliers, the company has entered into a joint venture with Pacific Designs for in-house product design and development.

A shareholder has filed a lawsuit against the Austrian company for allegedly misrepresenting facts in its prospectus.

Daltac Inc., which owns 56% of Elegance Inc., bought the company for \$540 million in a 2010 leveraged buyout before taking it public at \$28 a share in March.

Revenues are dropping – down 11% in the first quarter to \$4.6 billion.

The company's STA-18 fighter program remains solid thanks to an 84-plane order from Saudi Arabia.

The bottom-line charge against equity would total only \$400 million, taking into account current loss reserves and tax benefits.

It costs up to \$5 billion to develop and produce a new airplane.

The company has offices in Seattle, Portland, San Francisco, Las Vegas, Los Angeles, San Diego, Denver, Oklahoma City, Chicago, and New York.

Chlorofluorocarbons used in cooling systems have been implicated in the destruction of the earth's ozone layer.

The U.S. factory manufactures HFC 134a, an alternative to CFC 12, the chemical that accounts for more than 50% of chlorofluorocarbon use.

The Swedish company unveiled its first commercial broad-spectrum tunable lasers in 2000.

The Icelandic company is now marketing the devices for medical equipment, pollution monitoring, and materials processing (see p. 29-7).

The paging system for 300 users will cost about \$300 per user: You do the math!

What do you use the ~ and ^ symbols for? Señor and l'hôtel.

Last year, U.S. semiconductor equipment suppliers accounted for 30% of the world's \$5 billion market.

Almost half of the mortgages issued this year were for properties located on the north-east side of the city.

The company's expenses are still among the highest in the insurance industry.

Selling disability coverage gives insurers a chance to sell other products such as life insurance.

Our company is the leading designer of exhaust systems that meet strict new emissions requirements.

Mikio Shimokawa is director of production engineering at the new Kyushu plant.

The copy for the special advertising section on automotive fleet management and leasing is due by tomorrow at 1500 (3 p.m.) EST.

It is estimated that motor vehicle accidents cost American business more than \$16 billion in lost work-time each year. What is the Canadian figure?

The new model features anti-lock brakes, automatic door locks, two-side galvanized steel fenders, quad air bags, and an entertainment centre.

Last year supported this trend and saw a 25% return on the Dow and a 29% return on the S&P 500.

Please would you find out what the export laws are for works of art. E-mail me at wmccomb@mph.ca with your findings.

When travelling in Europe, remember to disable the automatic-dial feature of your communications program, replace your e-mail number with a comma, and then dial the number manually.

The manager invested in gold stocks and put nearly 40% of the fund in low-interest T-bills.

They added an increased measure of safety by investing in foreign stocks and bonds.

Between 40% to 60% of its assets are in stocks tied to the Standard & Poor's 500-Stock Index.

Insurers report brisk demand from healthy, middle-aged couples with high incomes.

Our company serves over 100 European destinations.

Mexico was able to put 1,000% tariffs on Chinese imports because China was outside the GATT (now WTO) circle.

That product costs \$110.59 + H.S.T. (G.S.T. + P.S.T.) in B.C.

The latest reading of the leading indicators shows a drop of 1% in May, the worst decline since October, when the country was in recession.

The return on equity (ROE) was 24.8% compared to 211.6% in the previous year.

We are opening new stores in Kiev, Minsk, Budapest, Istanbul, Venice, Munich, Hanover, Amsterdam, Ibiza, Madrid, and Malaga.

Two key EU directives on water quality remain in force: one aimed at reducing pollution from nitrates, and another on urban waste water treatment.

The European Court of Justice (ECJ) in Luxembourg will rule whether the measures comply with EU law.

The EU agriculture ministers approved a five-year extension to the scheme under which farmers are paid for not growing crops.

Deposits made with offices of the United Bank (Isle of Man) Ltd. are not covered by the Deposit Protection Scheme under the Banking Act 1987; however, they are covered by the Depositors' Protection Scheme established in the Isle of Man under the Banking Business (Compensation of Depositors) Regulations 1991.

In 1995 the existing 75 GATT members were part of a group that formed the WTO (World Trade Organization) and adopted the GATT text.

They charge 2% per month on unpaid accounts – that's 0.5% more!

The WTO members have agreed to cut their tariff rates by an average of 36 per cent, from a world average of 4.7 per cent to 3.0 per cent by the end of the decade.

Textiles and clothing are important manufactured exports for most third-world countries. Is this true?

The majority of members of the Association of Petro-Chemical Producers in Europe backed the program in principle, but were divided on the details.

When VAT (value-added tax) was introduced in Britain in 1973 its rate was 10 percent. By 2011, the VAT rate was 20 percent.

About six billion pounds was added to the value of leading UK companies as the FTSE100 Index surged to a new March record of 4,537.1.

We were asked to obtain currency rates for the following countries: Australia, Austria, Belgium, China, Cyprus, Denmark, Fiji, Finland, France, Germany, Greece, Hong Kong, India, Ireland, Israel, Italy, Japan, Korea, Malta, New Zealand, Norway, Portugal, South Africa, Spain, Sweden, Switzerland, Thailand, and Turkey.

Write to him at Palaceside Building, 1-1, Hitotshubashi 1-chome, Chiyoda-ku, Tokyo 100, Japan.

"Per capita, the Republic of Venezuela is the richest country in South America," said Ivana Bartoszewski.

The oil industry dominates Venezuela's economy and exports; more than 90 per cent of annual export earnings are from petroleum production.

If you are buying or selling real estate, you should call Cynthia Wang at 1-800-CYN-WANG.

The Republic of Korea's rapid industrialization has been based on the export of manufactured goods that range from textiles and footwear to electronic products and automobiles.

When in Thailand, act as much like a Thai as possible: speak softly, act politely, and show no impatience or anger.

A floating hotel of bamboo bungalows on the River Kwai at Kanchanaburi, west of Bangkok, is a favourite tourist spot.

The hotel offers conference facilities with 35 meeting rooms for large and small groups; a business centre offering support to executives; a racquet and fitness club; and a broad spectrum of accommodations including mini suites and V.I.P. suites.

Located in the centre of the main island of Honshu, Aichi Prefecture forms one of Japan's three major metropolitan zones along with Tokyo and Osaka.

Aichi hosted the World Exposition in 2005.

Aichi Prefecture has a total land area of 5,146 square kilometres, and has a population of 6.8 million. Approximately one-third of the population lives in the capital city of Nagoya.

This project included the construction of the Chubu (Central Japan) International Airport, the 2nd Tomei-Meishin (Tokyo-Aichi-Osaka) Expressway, and the Linear Central Shinkansen (bullet train).

The Chubu International Airport was built about 30 km south of downtown Nagoya.

The decision was made to form the engine block from high-silicone aluminum alloy, rather than cast iron.

The airline had commercial agreements with JAL, Lufthansa, SAS, Qantas, Air New Zealand, Air France, KLM, and China Airlines.

The airline will maintain nine weekly flights to Hong Kong and five to Bangkok, but the new schedule includes twice weekly flights to Taipei.

The flights to Rio de Janeiro, Buenos Aires, and Santiago will remain unchanged from last year with twice weekly flights to each destination.

Flights to Acapulco and Lima will now be daily not weekly. The travel agent said that you should reserve well in advance as these flights are booking up quickly.

The trade deficit narrowed slightly in February to \$6.5 billion from \$7 billion in January.

The *keiretsu* is the dominant form of business organization in Japan.

The signing of NAFTA (the North American Free Trade Agreement) lead to the formation of one of the world's largest open markets, with 360 million consumers and output of U.S. \$6 trillion.

The chartered banks are trading at a trailing P/E multiple of 26.4.

The parties to the North American Free Trade Agreement [NAFTA] are the United States, Canada, and Mexico.

Just-in-time (JIT) delivery eliminates inventories by ensuring that materials are delivered at the plant just before they are used.

Computerized materials requirements planning (MRP) systems ensure that companies do not order more materials than they need.

Automated inventory systems should not be installed until inventory inefficiencies have been eliminated.

"*Dead stock*" refers to materials that stay on the shelves in the warehouse for months. Enter the figure in the field {DEADSTK}.

Job applicants with up-to-date computer skills, as well as superior written/oral communication skills, are most likely to find employment.

The study indicated that women who work full-time in the labour market have a longer work week than their male partners (49 versus 44 hours).

You will need to learn about our market structure, distribution channels, competitors, pricing and credit practices, and marketing techniques.

Each vehicle coming off the production line passes by an optical device that determines whether the doors are properly aligned.

The Evergreen (left) is a wood-frame, strata-titled, residential condominium complex that has undergone successful Building Envelope Renovations.

A cardiac catheterization is a procedure that examines the heart. During this procedure, the technician/physician measures pressures inside the heart, takes pictures of the arteries, and assesses the pumping of the heart.

The upper chambers of the heart are called the right atrium and the left atrium. The lower chambers of the heart are called the right ventricle and the left ventricle.

For heart- or risk-related information, call 1-877-454-8765.

This information was published by the Minister of Indian Affairs and Northern Development, Ottawa (www.ainc-inac.gc.ca).