



## *Professional Tests*

These include separate legal and medical tests containing industry-specific content.

### **Legal Keyboarding & Medical Keyboarding**

Typing speed and accuracy. Test takers may type from hard copy or from on-screen text. Content is designed to be similar to that encountered in the legal and medical professions.

### **Legal Proofreading & Medical Proofreading**

Test takers proofread a document, correcting errors in the following areas:

- ◆ Grammar
- ◆ Possessives
- ◆ Spelling
- ◆ Abbreviation
- ◆ Capitalization
- ◆ Number Usage
- ◆ Punctuation

### **Legal Terminology & Medical Terminology**

These multiple-choice tests cover legal and medical terminology used by medical assistants, medical support professionals, legal assistants, and legal secretaries.

### **Legal Transcription & Medical Transcription**

The test taker must accurately transcribe a letter from a supplied cassette tape. Content is designed to be similar to that encountered in the legal and medical professions.