



## **EXCEL REPORT ACTIVITY 3**

### **SPEED TYPING COMPETITION**

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## **1.0 Program Information**

Date: 1<sup>st</sup> June 2021

Venue: 10fastfingers.com

Organizer: PERSAKA

## **2.0 Position in the activity**

Role: Secretary

## **3.0 Graduate Attributes**

### **3.1 Leadership and teamworking skills**

As a high committee of this program, I had learned to develop a leadership skill to organize smoothly during the program. I was able to distribute tasks fairly throughout all committee so the administrative task before and after the program are under control. Competition was also a unique type of program to be handled virtually since the pandemic so it was a challenge for us to organize it without interruption through our teamworking skills.

### **3.2 Communication skills**

During the competition, there were several problems encountered and misunderstandings from participants. The problems were taken by us flawlessly since each of us informed any information that were considered vital to the program. There are no miscommunication recognized throughout the program because we had devised a simple yet fun flow of the competition.

### **3.3 Thinking skills**

This speed typing competition is a very intense competition because there were many competitors with similar typing speed rate. For this, we were forced to think new ways of rectifying any flaws or weaknesses of our typing methods. I have received feedbacks that some competitor researched for several typing techniques that improve typing speed. This proves the need of critical thinking skills to achieve a better typing speed and spontaneously increase the competitiveness of students.