

# Keyboarding Project 3

## 3a Review o, t, n, g

Key each line twice.  
Double-space between  
2-line groups.



### Technique Tip

Use a down-  
and-in spacing  
motion.



1 lo lo | jol jol | olf olf | also also | koj koj;  
o  
2 so so | do do | oak oak | hook hook | load load;  
3 ft ft | tf tf | fth fth | dft dft | tft tft tft;  
t  
4 eat eat | the the | start start | teeth teeth;  
5 jn jn | njn njn | hnk hnk | nhd nhd | knjs knjs;  
n  
6 no no | ton ton; | noon; noon; | knife; knife;  
7 fg fg | gfg gfg | grg grg | tgt tgt | gjgk gjgk;  
g  
8 fog fog | gas gas; | eggs eggs | eagle; eagle;

## 3b Technique: ENTER

Key each line twice  
single-spaced; double-space  
between 2-line groups.

1 He did it.  
2 Dan is to look.  
3 Raul is at the bank.  
4 Jose is to send the card.  
5 Mark is to jog to the old inn.  
6 Jane took the girls to a ski lodge.  
7 I can go to the game next week with you.

