

Keyboarding Project 6

6a Review m, x, p, v

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



Technique Tip

Quickly tap the ENTER key at the end of a line and immediately begin keying the next line.

1 jm jm | mjm mjm | njm njm | umj umj | mumj mumj;
 m 2 memo memo | milk milk | name name | made made;
 3 sx sx | xs xs | sxw sxw | dsx dsx | jxk jxk jxk;
 x 4 exam exam | axle axle | oxen oxen | hoax hoax;
 5 ;p ;p | p;p p;p | op; op; | p.p p.p | poj p poj p;
 p 6 pay pay | pup pup | paper paper | super super;
 7 fv fv | vfv vfv | gvfv gvfv | rvfv rvfv | grfv grfv;
 v 8 vote vote | even even | save save | cave cave;

6b Speed Check

1. Key a 1' timing on paragraph 1.
2. Determine the number of words you keyed.
3. Key another 1' timing on paragraph 1. Try to go two words a minute faster.
4. Repeat steps 1–3 for paragraph 2.

E all letters used

gwam 1'

Be quick to excel in form and speed. 8

If you do, you can move back a word or two 16
 and watch the errors fade away. Keep this 25
 in mind as you work. 29

You might be amazed how your speed 36
 will grow if you first push for speed and 45
 then level off to take control at just the 53
 right speed. Try it now. 58

gwam 1' | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |