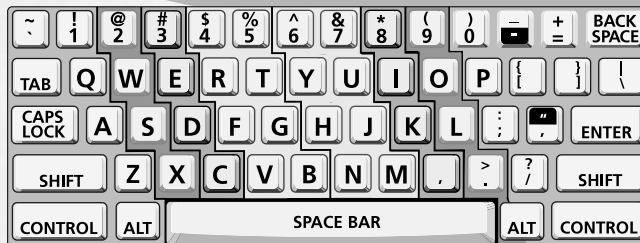


# Keyboarding Project 9

## 9a Build Skill


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



### balanced-hand sentences

- 1 The girls by the dock may make the keys.
- 2 Did they sign the amendment form for us?
- 3 Dick paid the maid for the work she did.
- 4 Diana did all the map work for the city.
- 5 Pamela may make the gowns for the girls.
- 6 Rodney may go to the shanty by the lake.
- 7 All six firms bid to do the work for us.

## Technique Tip



Quickly space  
after each word  
and immediately  
begin keying the  
next word.

## 9b Build Skill: Paragraphs

Key the two paragraphs.  
Key them again at a faster  
rate.

**Note:** The **quotation mark** is next to the ; key. It is keyed by pressing the Left Shift key and reaching over with the little finger of the right hand. The **hyphen** is also keyed with the little finger of the right hand. It is located above the **p** key.

“We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness.”

Do you know the document where these words appear? Do you know who the author is? These words appear in the Declaration of Independence. Thomas Jefferson, our third president, was the author.

