

Keyboarding Project 10

10a Build Skill


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



balanced-hand sentences

- 1 A neighbor may pay for half of the sign.
- 2 I may go to city hall to sign the forms.
- 3 Orlando is to fix the sign for the city.
- 4 I lent the auditor a hand with the work.
- 5 Elena paid for the signs for the chapel.
- 6 He may hang the map by the antique door.
- 7 Enrique paid the man for the oak chairs.

Technique Tip



All the movement should be in the fingers; the hands and arms should not be moving as you key.

10b Build Skill: Paragraphs

Key the text at the right.
Key the text again, trying to
increase the rate at which
you key the text.

One of the best known inaugural addresses was delivered by John F. Kennedy. "Ask not what your country can do for you--ask what you can do for your country," are words that are etched in the minds of many older Americans.

These words alone make an impact. However, the way JFK delivered them with such zeal made them have an even greater impact. What do you think he meant by these words?

