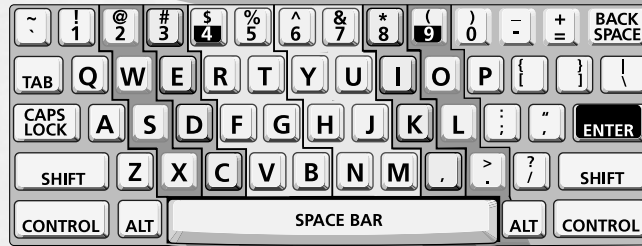


Keyboarding Project 12

12a Review 9 & 4

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



Technique Tip

Use quick key-strokes; do not be in slow motion.

balanced-hand sentences

- 1 l 9 l 9 | l o 9 l o 9 | lo9 lo9 | 9lo9 9lo9 | 19
- 2 z9l y9l x9l w9l v9l u9l t9l s9l r9l q9l;
- 3 f 4 f 4 | f r 4 f r 4 | fr4 fr4 | 4fr4 4fr4 | f4
- 4 p4f o4f n4f m4f l4f k4f j4f i4f h4f g4f;
- 5 Jerry was born in 1948, his son in 1984.
- 6 The three dates were May 14, 18, and 19.
- 7 He sold 18 desks, 19 chairs, and 4 pens.
- 8 Scores on the test ranged from 48 to 94.

12b Technique: ENTER

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

- 1 Jose
- 2 Jose said
- 3 Jose said they
- 4 Jose said they took
- 5 Jose said they took only
- 6 Jose said they took only four
- 7 Jose said they took only four days
- 8 Jose said they took only four days off.