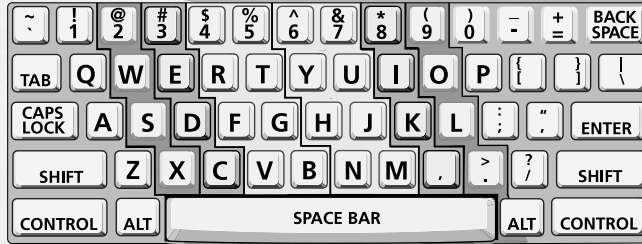


Keyboarding Project 16

16a Build Skill

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



balanced-hand sentences

- 1 He may go to the city to sign the forms.
- 2 Jane works by the cornfield by the lake.
- 3 Nancy may fix the box by the oak mantle.
- 4 Pamela may go with us to the big island.
- 5 The maid paid the man for the big signs.
- 6 I may go to the social down by the lake.
- 7 Jay may go to the spa with the neighbor.

Technique Tip

Keep the insertion point moving steadily across each line without pausing.

16b 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'

Are you one of the people who often 7
looks from the copy to the screen and 15
down at your hands? If you are, you can 23
be sure that you will not build a speed to 31
prize. Make eyes on copy your next goal. 40
When you move the eyes from the 46
copy to check the screen, you may lose 54
your place and waste time trying to find it. 63
Lost time can lower your speed quickly 71
and in a major way, so do not look away. 79

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

