

Keyboarding Project 17

17a Build Skill

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



balanced-hand sentences

- 1 Jake may sign the proxy for the auditor.
- 2 Orlando is to rush the maid to the dorm.
- 3 Nancy is to visit the widow by the lake.
- 4 Bobby and I did the problems on the bus.
- 5 Rick and I may visit the ancient chapel.
- 6 Eight rich girls may visit the sorority.
- 7 Glen may fix the cycle for the neighbor.

Technique Tip

Remember to keep your eyes on the copy as you key.

17b Speed Building

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 three words a minute faster.
4. Repeat steps 1–3 for paragraph 2.

gwam 1'

Make each of the fingers move quickly. 8

Hold the hands still. If you keep your fingers curved, you will be able to add to your speed as well as increase your accuracy. 17 26 34

You should be able to type with greater control today than you did last week. It is time to start pushing yourself to key faster without worrying about your errors. You should be amazed at just how fast you will be able to type when you work at it and put in a little extra time. 42 51 60 68 77 86 90

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

