

1 Unit

Keyboard Skills

In this unit, you will learn to:

- ◆ hold a good typing posture;
- ◆ use correct finger-keystroke patterns;
- ◆ copy type accurately at a required speed.

Warm Up

Warm up your wrists and fingers before starting to type. Do the following exercises with the help of the guidance.

Step 1: Make a tight fist with both hands. Extend arms outward.

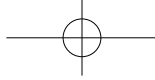
- Bend the wrists down while keeping a fist.
- Hold for a count of five.
- Straighten both wrists.
- Relax for a count of five.
- Repeat the exercise ten times.



Step 2: Hold both hands and fingers straight out. Extend arms outward.

- Bend both wrists and fingers up.
- Hold for a count of five.
- Straighten both wrists and fingers.
- Relax for a count of five.
- Repeat the exercise ten times.





Step 3: Touch your left hand fingers with right hand fingers.

- Stretch and flex your typing fingers.
- Pretend you are a spider.
- Do “spider push-ups”.
- Perform 20 quick push-ups.



Keyboard and Typing Skills

Task 1 Read the following instructions of a good typing posture carefully and follow suit. Check your partner's typing posture.

Accurate typing requires a good posture and correct placement of the equipment. The following provides some useful tips:

- An adjustable chair is needed to enable you keep a comfortable, natural distance between chair, desk and your computer. Errors, either in the top keyboard rows or in the bottom rows, are likely to occur when the keyboard is too high or too low.
- Materials should be placed on the right hand of the table and be elevated to make reading easy when typing.
- Keep your table as tidy as possible and pay direct and full attention to the materials while typing.
- Keep your elbows relaxed and near your body. If you spread your elbows outward, your fingers tend to glide off the keys. Keep your arms at the same slant as the keyboard. Keep your wrists low with fingers curved. Do not rest your wrists on the keyboard.
- Keep your fingers slightly curved on the home row (本位列) keys and do not type with your fingernails. Use the pad of your fingers.
- Keep your feet flat and comfortable on the floor. Poor posture is tiring and leads to typing errors.

Most people realize the importance of using the correct keystroke patterns. However, there is a tendency that proper posture is assumed less important, which should not be suggested as it is crucial to typing speed and accuracy as well.

Task 2 Read the following instructions, look at the pictures and follow suit. Practice putting your fingers over the right places on your keyboard. Check your partner's finger position.

The Home Row Keys and Finger Distribution



Fingers: thumbs, first fingers (index fingers), middle fingers, ring fingers, little fingers.

Home row keys: **A S D F J K L ;**

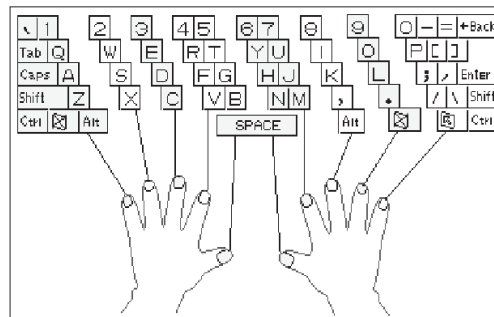
Your fingers should always rest gently on these home row keys.

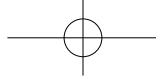
Left hand: little finger rests on the **A** key. Ring finger rests on the **S** key. Middle finger rests on the **D** key. Index finger rests on the **F** key.

Right hand: little finger rests on the **;** key. Ring finger rests on the **L** key. Middle finger rests on the **K** key. Index finger rests on the **J** key.

Thumbs: thumbs should be gently touching the **space** bar. When making a quick downward motion, you may use either your right or left thumb.

Touch-typing is done in the above position. You reach for all other keys from this position. After each strike for any other keys, your fingers should come back to the row keys immediately. Please refer to the following picture about the distribution of fingers to other keys.





Task 3 Read the following tips for typing carefully and keep them in mind while you are doing typing exercises.

You should be informed of the following rules before you start typing:

Do home row exercises first. The home row exercises are simple and you might be tempted to skip them. However these are very important typing exercises because they are crucial in training your fingers in the correct keystroke reaches.

Force yourself to use the correct fingers to strike the keys. If you forget which finger to use, consult the above picture. The beginning exercises are extremely important in helping you develop correct keystroke patterns.

Move only the fingers needed; remember that our fingers should come back to the row keys when finish typing. Move only the finger needed to strike a key. Do not allow other fingers to wander away from their assigned home row keys.

Type without looking at your fingers. When first learning to type, concentrate on striking the correct keys without looking at your fingers. If you look at your fingers, you will never get how to type quickly and accurately. Once you get accustomed to it, this poor habit is extremely difficult to discard.

Don't worry about speed and accuracy; either in learning or teaching, do not think of errors as something horrible. Relax when doing the beginning exercises but always use the correct finger and keystroke pattern. Speed and accuracy will develop naturally through practice once your fingers have been correctly trained. Remember, errors are Mother Nature's way of telling us there are opportunities for improvement. Mistakes are a natural part of the learning process.

When an error is made, retype the key immediately! Don't stop to think. Your brain knows it hasn't communicated correctly with your finger. Just retype the key and move on.

When you start typing, be patient. Once a proper attitude is taken and the correct finger-keystroke patterns are used, speed and accuracy will occur naturally.

Practice Exercise

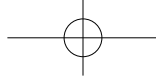
Directions

- Complete each task within 4 minutes (30 words per minute) with an accuracy of at least 98%.
- Type evenly and keep your eyes on the text. Practice hitting the Enter key without looking at it. Try not to correct mistakes. Increase your speed and accuracy.



Task 1 Practice typing letters on Home Row (A S D F J K L ;) and time yourself.

asdfjkl; asdfjkl; asdfjkl; asdfjkl; asdfjkl;
 ss ;; aa ll kk dd ff jj a;sldkfj fldksk;
 asdf; fdsa asdf jkl jkl;;lkj ;lkj fdsa
 ff jj aa ff jj dd kk ss ll aa ;; aa ;; ss ll dd kk
 aj sk dl f; aj sk dl f;;f ld dk sl a; ks ja fj
 kd ja la ls ld lf ka ks js ;a ;s jd jf ;d ;f kf
 aj sj f; sk sl ak al a;s; d; fj dj dk dl fk fl
 ;lk lkj dsa fds asd kl; fjk sdf fds sdf kl;lkj
 asks ad ad asks ads ads as as ask ask as ads ask
 sad dad lad fad lad sad dad all fall fad dads fads
 fad ad all lad lass all fall ask dad ads
 alfalfa salad salsa salad alfalfa salsa
 ask a dad; as a a sad lad; lad; all fall;



Task 2 Practice typing letters E T H and time yourself.

he see tee fee kee led feed sea fed dead seas
 she dash had has he lash heed heel hall
 jet fat tea set let sat tall talk tell eat
 shell sheds s hash heal ashes ash
 fat east sat eat jets feat teak least let
 steel lead task these dash teeth eat feet
 deal the deal; at least love a mom; a fast cat;
 he has a deal; dad had the jet; ;the meal;
 the first jet; see the last lad; the last meal;
 he has to take bags when he goes out for camping
 they are very happy after they heard the good news
 let's go to the cinema to see a film together
 Cathy prefers coffee to tea, while Kate prefers tea to coffee

Task 3 Practice typing letters I G N and time yourself.

fist kid kit hid hil sit fit it fill sill litl
 lag jag hag gas gag leg glad sag leg keg egg
 fan land nat den fan hand sand tan hen than
 shine kind gain king hint bag link sing
 then then this thin that think thin than
 frighten light night fight night height light
 fang gang sang hang gang hang fang sang
 hail tail fail l laid nail failsail jai
 sealing keeling dealing kneeling healing
 if in the it a it is in at is it the then
 a big treat; a keen knife; a fine scene
 she left she needing at the sale the things
 the dad asked the king at the fore gate
 he is a fine dad; she says he needs his kind

Task 4 Practice typing letters O R and time yourself.

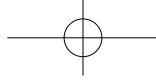
fro fro fro fro or ro or ro or or ro ro ro dor dro
 rag her rat ran far free jar dart tar the dirt fir
 lol lot log hold done too to go do so of on old
 tooth good song jolts fool sold told gold fold
 aLa aJa aKa aHa aHa aOa aOa aNa aNa
 He His Ned Nan Jan Nate Jake Is Lee Ned I Ira
 done fore note nose none sore soar dare tore lone fir far
 for this; for her; for their; for those; for him; tar for the jar
 we asked Jane to send the pizza to Mary;
 there are the letter that she sent to Nancy;
 is to to the go for decker or and she that this these

Task 5 Practice typing letters U W and the period. Time yourself.

juj juj juj juj juj juj juj juj juj juj juj juj
 sws sws sws sws sws sws sws sws sws
 jug run jut just dug hug rug our use sun fun
 wet were sew saw sow wig was won win we
 few were we sat was wag drag dare wade date
 junk fuss our use us four work down town two
 week won while with will want wall would well
 wig were few sat was wag wade wet rude waste

Note: In this exercise, remember to leave 2 spaces after a period if it is the end of a sentence and 1 space if it is an initial or abbreviation.

Let us go. Ned wants to buy a white cup.
 I were drunk last night.
 I saw a wire in the street.
 I came. I saw. I conquered.
 Nancy went to Westminster.
 W. L. was in the square.
 Kathy went to the store.



Task 6 Practice typing letter P and the right shift key. Time yourself.

;p; ;P; ;p; ;P; ;p; ;P; ;p; ;P; ;p; ;P;
 up; pop pat pen pet pot lap pal
 ;A; ;A; ;A; ;S; ;D; ;F; ;W; ;E; ;R;
 pep pet pen pin part pug pan pup
 Send Eat All Find Take Dear We Run
 When she, When here, And the, For all we,
 Then the, With this, There were, The past
 lip slop sip sap lap plop flip flop slip

To Pon, Ed, Sal, Fred, Don, Dan, Sal, Dean,
 part past please repair tape trip trap
 past pest president spare hip ship parts
 She is sending the gift to Peter.
 He does not go to the park.
 There are the paper for the test.
 Please let us know when the order gets here.

Task 7 Practice typing letters M B C and time yourself.

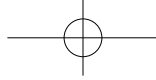
met mat jam more time mom mud mam mow mad
 book rob bib bit bob bid rib bad sob bow
 cup cut cow cod can tack call cot cat cell
 same mail most comb meet team man con car
 clam much cost cab cob crib cast computer
 beat bowl bad brim better beam bell ball
 be cab mince crime bet cram crab can munch
 Right now is the time to finish the job.
 Three of the men will be able to start now.
 Bob takes the cat and the dog to the cinema.
 She does not like to eat hamburgers without cheese.
 He did not bring his material to the meeting.
 There is the chicken soup that he cooked.
 Mary would like his Math teacher to grade his test.

Task 8 Practice typing letters Y Q X and time yourself.

your yes joy jay yoyo you yet year yum
 quip quiet queen quick aqua quit quirt
 sax tax exit next oxen axe lax mix
 year you yard yes jay ray yam say
 sly day fly try stay bay way pay may
 hex fax fix six box flex next fox ox
 vex box hex axe six jinx fox tax wax
 quit queen quiet quite quill quip equip
 quote quits quilt squall quench squid
 I was not quick enough to quote all this.
 the quick red fox run past the queen.
 I can do this. He can ask for it. She will do.
 She bought six boxes in the yard.
 The expert made a speech and you said it was fine.

Task 9 Practice typing letters V Z and time yourself.

fvf fvf fvf fvf fvf fvf fvf fvf fvf
 five cave ever van vac give gave value zed
 azav azav azav azav azav azav azav azav
 zip zone zoom zest zap zany lazy zero
 zig dozen zag zip zinc zone graze faze
 have hover above have hive heave brave
 gave hive zoo give have size maze gaze
 doze frizz dive leave quiz froze vase
 A small cat may not have much energy.
 A hive of bees run after the lazy dove.
 It was a very difficult quiz so he failed.
 He gave me a zebra and left alone.
 She was very late and missed the show.
 I can use the large boat if i like.
 They are not sure whether I want to go to the zoo.



Task 10 Copy type the following sentences and time yourself.

1. Now she is working in the secretarial pool.
2. BL are printed on letterhead stationeries.
3. We all hope to become fast and accurate typists.
4. Constant practice is the only way to achieve this.
5. Most of these recipients of the letters are in London now; however, some recipients are in Mexico.
6. Because Maria keys documents for many workers, she noticed letters contain specific instructions.
7. Because of her Mexican heritage, Maria feels comfortable with most of the letters sent to Mexico.
8. The letters dictated by some of the executives are always short and seem a little blunt and tactless.

Task 11 Copy type the following sentences and time yourself.

1. Practice makes perfect.
2. She has completed her technology degree.
3. She feels that a letter she keyed for a recipient in Mexico is somewhat short and not very well written.
4. Other people's letters are always long and wordy.
5. Sometimes they are running to two and three pages.
6. Maria noticed one other thing that most of the authors of the letters she keys are white Americans.
7. Business letters are used to communicate written messages to those persons outside an organization.
8. Business letters include the company name, address, telephone number, e-mail address, logo, etc.

Task 12 Copy type the following paragraphs and time yourself.

1. Happiness is a kind of feeling which everyone loves and looks for in life. There are only two major sources of happiness, the material source and the spiritual source.

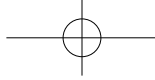
2. First, let's take a look at the material source. It seems to us that there are countless material things which bring us happiness. Delicious food can make us happy. In Guangdong children are thrilled to have seafood such as crabs, lobsters and shellfish. A girl gets excited when she can buy beautiful and fashionable clothes. In one word, many material things can bring us happiness. So, never say life is dull and not interesting.

Task 13 Copy type the following paragraphs and time yourself.

1. I'm the president of my own firm. When you're head of a company, you're tied to your job. You can never relax. If you don't progress everyday, you feel you've wasted it. That's a day you'll never get back.
2. I usually get out of my office at one o'clock in the morning. I go home and eat dinner at two. I am down at the office Saturdays too. I am here Sundays about half the time. The other half of the time, maybe my wife and I will go horseback riding or visit a friend. Even when you're visiting them, you can't get away from your work. They ask about it. But it's kind of a good feeling.

Task 14 Copy type the following paragraph and time yourself.

Mary and Susan wanted to visit their foreign teacher Miss Maria. So, around 8 o'clock one evening, they went to the door of her apartment. They could see the light was on through the window, and they could hear the TV, so they were fairly certain that she was at home. They knocked at the door, but no one came to answer the door. They thought that perhaps the teacher could not hear the knock. So, they knocked louder. Still, no one answered. How strange, they thought. Why didn't their teacher answer the door? They stood there waiting for more than 30 minutes. Finally the girls went away confused.



Assessment

Task This part is designed for you to assess your typing skills independently. Read the directions carefully before you start.

Directions

- You are going to copy type a passage of 308 words within 10 minutes.
- You are advised not to achieve speed at the cost of accuracy although speed is similarly important.
- Your work will be assessed via the assessment form and criteria below.



As a well-developed country, America has become a mobile society and is now leading the world. More and more people have cars and would like to travel or go on holiday by car, even the businessmen. For providing more convenience to travelers, many motels have been built across the continent. The motel is one type of accommodation and is similar to hotels. The key difference between them is that a motel is designed so the traveler can park his car close by his room. In addition, motels are generally smaller than hotels and normally no more than two or three floors high. Car rental also has become very popular in the US, because there are still some people who do not have cars, especially for young adults, and there are some people who have cars but do not want to drive their own for travel. Every airport has more than one car rental agency where people who travel by air may rent a car at their destination.

Automobiles are the most popular form of transportation for traveling in the US. The second is to travel by air. There are many airlines in the US and the intense competition among them provides great benefit to customers, because the ticket prices usually keep low. (For the purpose to gain a less expensive price, the best way is to purchase ticket at least seven days before the planned departure time.) Normally, it is much cheaper by air than driving cars if people travel alone. However, if there are two or more people who are going to travel, it would be much cheaper to drive. The advantage for traveling by airplane is the speed. If people want to see the city, the ideal transport might be cars. If it is a long distance journey and the time is limited, people would probably fly.



ASSESSMENT FORM

Keystroke Patterns

Striking keys with quick motion	Yes	No
Typing with a steady, even rhythm	Yes	No
Striking Enter key without looking	Yes	No
Keeping fingers on home row keys	Yes	No

Posture

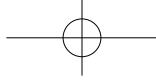
Sitting erect	Yes	No
Feet flat on floor	Yes	No
Wrists up	Yes	No
Elbows in	Yes	No

Speed

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Accuracy

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Grade	Criteria
A (Distinction)	<ul style="list-style-type: none"> ■ make all keystroke patterns right ■ meet all typing posture requirements ■ type with a speed of 50 wpm and an accuracy of over 98% of the content
B (Merit)	<ul style="list-style-type: none"> ■ make no more than one keystroke pattern wrong ■ make no more than one typing posture requirement unsatisfied ■ type with a speed of 35 wpm and an accuracy of over 95% of the content
C (Pass)	<ul style="list-style-type: none"> ■ make no more than two keystroke patterns wrong ■ make no more than two typing posture requirements unsatisfied ■ type with a speed of 25 wpm and an accuracy of over 90% of the content
D (Failed)	<ul style="list-style-type: none"> ■ make more than two keystroke patterns wrong ■ make more than two typing posture requirements unsatisfied ■ type with a speed lower than 25 wpm and an accuracy less than 90% of the content