

Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

COMMENTS:

KEYBOARDING TECHNIQUE

Technique	Acceptable	Needs Improvement	Not Acceptable
Eyes on copy			
Correct finger reaches (strikes key with correct finger)			
Continuity (keyboard without hesitation) and accuracy			
Body, hand, finger, wrist, and arm position			
Stroking technique (quick strokes; fingers return to home position)			
Enter (J finger on home row)			
Shift (F/J fingers on home row)			
Tab (F finger on home home)			

**Rating**

**Excellent**—Uses acceptable technique consistently

**Very Good**—Uses acceptable technique most of the time; needs some minor improvement

**Needs Improvement**—Needs several improvements

**Unacceptable**—Needs major improvement(s)



**By Arlene Zimmerly, Coauthor  
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# ORIENTATION TO TECHNIQUE CHECKS

# After Lesson 10

- After Lesson 10, you will come on campus for a Technique Check.
- I will use the form on the next slide to evaluate your technique as I watch you type the paragraph shown on the form to be sure you are using acceptable technique.

# Technique Check Form

You **MUST** use the correct fingers on all the keys and be able to type by touch (without looking).

You don't need to type fast or be concerned with a few errors.

You **DO** need to type with acceptable technique on all the areas indicated on the [Keyboarding Technique form](#).

The shaded areas on the form must be rated either *Acceptable* or *Needs Improvement* in order to pass Keyboarding.

Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

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**Needs Improvement**—Needs several improvements  
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# Problematic Keys

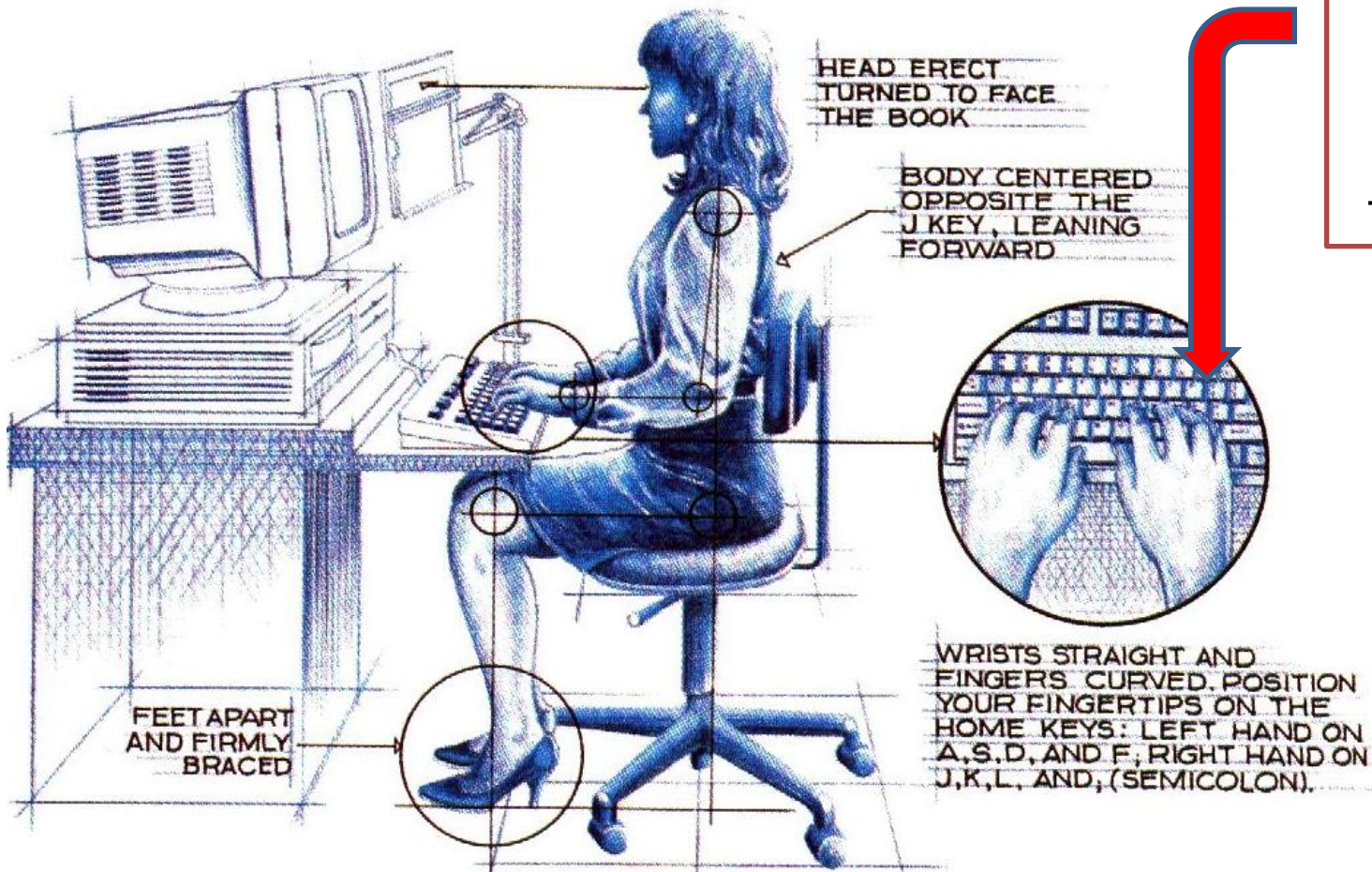
Many students have problems with the keys listed below, so make sure BEFORE you come in that you are using the correct fingers. Otherwise, I will have to schedule ANOTHER technique check for you, which becomes very time consuming for both of us.

Letter	Lesson	Fingering
C	3	Typed with the D finger.
X	7	Typed with the S finger.
B	7	Typed with the F finger.
Period	4	Typed with the L finger.
Right Shift	4	Hold the <b>right shift down</b> to capitalize any letters typed with the left hand.
Left Shift	6	Hold the <b>left shift down</b> to capitalize any letters typed with the right hand.

Shift with one hand — type with the other.

# Correct Position

See page xix in your textbook for a complete explanation of this illustration.



Type by touch with  
fingertips,  
*not*  
fingernails.

When you can  
“feel” the  
raised bars on  
the “F” and “J”  
keys, you know  
you’re on home  
row.

# Workstation Adjustments

If possible, adjust your workstation as follows:

- ❑ **Chair.** Adjust the height so that your upper and lower legs form a 90-degree angle and your lower back is supported by the back of the chair.
- ❑ **Keyboard.** Center your body opposite the J key, and lean forward slightly. Keep your forearms horizontal to the keyboard.
- ❑ **Screen.** Position the monitor so that the top of the screen is just below eye level and about 18 to 26 inches away.
- ❑ **Text.** Position your textbook or other copy upright on either side of the monitor as close to it as vertically and horizontally possible to minimize head and eye movement and to avoid neck strain.

# Preparation

- ❑ When you practice typing the copy in the box at the right, don't look at your hands or the computer screen — keep your eyes on the copy at all times.
- ❑ You do *not* have to type fast, just carefully using good technique. Do **not** correct errors as you type.
- ❑ Remember to press the TAB (→) key at the start of the paragraphs. Press the ENTER (¶) key twice between paragraphs.

Click [here](#) to download a Word file “[Technique Check Copy](#)” to practice typing the paragraph below at home so that when you come in for your technique check, you are ready to go after a short warmup. The copy includes all keystrokes learned in the first ten lessons of the text.

→ Paul quickly jogged exactly five¶  
miles; Robin wheezed.¶  
¶  
→ These three men are expected: Pat,¶  
Rex, and Jack. Are they here exactly as¶  
expected?¶

# Skillbuilding Button — New Key Drills

- # Click GDP's *Skillbuilding* button.
- # In the *Subjects* box, click *New Key Drills*.
- # Click the desired key on the “live keyboard” to move to the lesson where the key was introduced — no need to search through your book.

The screenshot displays the Skillbuilding interface. At the top, a navigation bar contains several buttons: SKILLBUILDING (highlighted with a red box), LANGUAGE ARTS, TIMED WRITINGS, MAP, and GAMES. Below the navigation bar, a text prompt reads: "Select a Skillbuilding subject and then an exercise. **Double-click** or press the **Enter** key to continue." A large orange arrow points down to a "Subjects:" dropdown menu, which is currently set to "New Key Drills". Below the dropdown menu is a "live keyboard" graphic with keys colored in various colors (yellow, green, blue, red, grey). An orange arrow points from the keyboard graphic to the "New Key Drills" dropdown menu. The bottom left corner of the interface shows a blue-tinted image of hands typing on a keyboard, with the word "SKILLBUILDING" written in white at the bottom.

# Relearn Key — Play Demonstration

- # In this example, when you clicked the left shift key on the “live keyboard,” GDP moves to Lesson 6C where the selected key was first introduced.
- # Click the *Demonstration* button, listen to the directions, and study the correct fingering.
- # Click *Demonstration* as many times as you like until you relearn the keystroke, then click *Next*.

LESSON 6c The Left Shift Key

Demonstration

Use the A finger to control the left shift key.

Spanish

Previous Next

# Practice Drill Lines

- # Type the drills lines on each screen using correct fingering and technique until you feel confident that you have relearned the correct fingering.

LESSON 6c The Left Shift Key


Type the drill line twice.  
Word Wrap is OFF.

Use the A finger to control the left shift key.

[ aaa Jaa Jaa aaa Kaa Kaa aaa Laa Laa aaa↵ ]

↑

aaa Jaa|

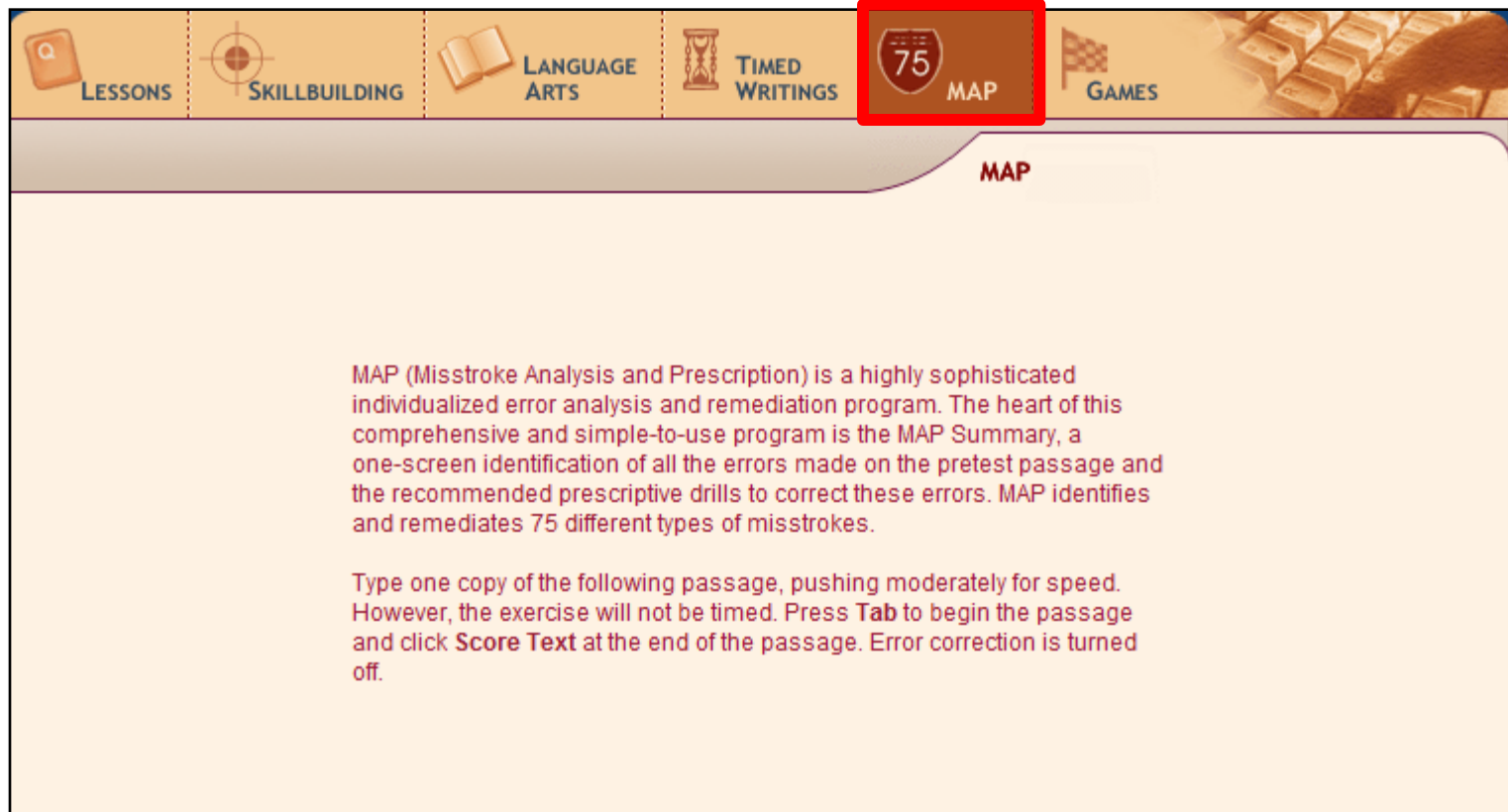


↑Shift

Ctrl Alt Space Bar Ctrl Alt

# MAP — Intensive Practice

# Click GDP's MAP button.



LESSONS SKILLBUILDING LANGUAGE ARTS TIMED WRITINGS **MAP** GAMES

**MAP**

MAP (Misstroke Analysis and Prescription) is a highly sophisticated individualized error analysis and remediation program. The heart of this comprehensive and simple-to-use program is the MAP Summary, a one-screen identification of all the errors made on the pretest passage and the recommended prescriptive drills to correct these errors. MAP identifies and remediates 75 different types of misstrokes.

Type one copy of the following passage, pushing moderately for speed. However, the exercise will not be timed. Press **Tab** to begin the passage and click **Score Text** at the end of the passage. Error correction is turned off.

# MAP Pretest

In order for this *MAP summary screen* to appear, you must first take the MAP Pretest, which tests you on all letters learned through Lesson 20. If you have only finished Lesson 10, this passage contains new reaches. Therefore, do **not** type this passage. Type any letter in the Pretest box, then click *Score Text*.

**MAP**

Type one copy of the passage, pushing moderately for speed. Press **Tab** to begin.  
Click **Score Text** when you are finished.

Error correction is turned off.

Zona expected a major-sized earthquake to cause fairly big waves; she examined the residents, guests, and others, when they were awake, about one event: their preparedness! I'll bet their unusual "plans" (were they complete?) just shocked her.

Type any letter in this area . . .

[Score Text](#)

# MAP Summary

# On the next screen, click *MAP Summary* to open the *MAP summary* screen.

## MAP

**MAP** identifies your specific errors on the pretest paragraphs and recommends prescriptive drills to correct these errors. This screen shows your **Errors by Keys** and your **Reach Errors**. Click **Next** to see your errors by **Individual Finger Keys** and **Corresponding Finger Keys**.

### ERRORS by KEYS

<i>Number Row</i>	0	!								(	)	_		
<i>Upper Row</i>	0	Tab 2	Q	W	E	R	T	Y	U	I	O	P		
<i>Home Row</i>	0		A	S	D	F	G	H	J	K	L	,	.	Enter 1
<i>Lower Row</i>	0	Shift	Z	X	C	V	B	N	M	,	.	?		Shift
<i>Total Keys</i>	0	Space Bar												


### REACH ERRORS

<i>In</i>	0	<i>Jump</i>	0
<i>Out</i>	0	<i>Adjacent Finger</i>	0
<i>Up</i>	0	<i>Consecutive Finger</i>	0
<i>Down</i>	0	<i>Double Letter</i>	0

[MAP Summary](#) [← Previous](#)

# MAP Summary — Live Keyboard

- On the *MAP Summary* screen, click the desired key (in this example, click the Left Shift key) to move to intensive, prescriptive drill lines to practice that key. Ignore the error analysis as it is irrelevant in this case.

Click on any key, finger, or text element that changes the pointer to  for intensive practice on that element. Press **Shift** while clicking to practice the colon and quotation mark.

**MAP**

**TOTAL ERRORS: 46** (0 misstroke, 43 concentration, 3 nonprinting)

ERRORS by KEYS		REACH ERRORS	
Number Row	0	In	0
Upper Row	0	Out	0
Home Row	0	Up	0
Lower Row	0	Down	0
Total Keys	0	Jump	0
		Adjacent Finger	0
		Consecutive Finger	0
		Double Letter	0

INDIVIDUAL FINGER KEYS		CORRESPONDING FINGER KEYS	
Alternate Hands	0	A and ; Fingers	0
Left Hand	0	S and L Fingers	0
Right Hand	0	D and K Fingers	0
		F and J Fingers	0

FUNCTION KEYS		CONCENTRATION ERRORS		PRESCRIPTIVE DRILLS	
Alphabetic	0	Insertion/Omission	43	Tab	0
Punctuation	0	Substitution	0	Insertion/Omission	0
Nonprinting	3	Transposition	0	Enter	0

# Prescriptive Drills

- # Type the dynamic Prescriptive Drill lines, which are new each time you use MAP.
- # Click *Next* to move to the next drill until you have had enough practice.
- # Click the *Lessons* button to exit MAP.
- # Repeat the sequence of New Key Drills and MAP as needed.

**MAP**

**Prescriptive Drill: Left Shift**  
Type each line once, pressing Tab to move from column to column and correcting each misstroke when alerted.


Kiev	Avis	Lynn	Iraq	Suzy	Dave
Lola	Kane	Matt	Paul	Jeff	Thor
Finn	Quit	Earl	Yank	Carl	Neal

# Technique Pointers

- ~ Correct position at the keyboard enables you to type with greater speed and accuracy and with less fatigue.
- ~ When typing for a long period, rest your eyes occasionally by looking away from the screen.
- ~ Change position, walk around, or stretch when your muscles feel tired.
- ~ Making such movements and adjustments may help prevent your body from becoming too tired. In addition, long-term bodily damage, such as carpal tunnel syndrome, can be prevented.

# Technique Pointers

- Read the systematic technique check pointers that appear randomly on GDP screens.



LESSON 1h Word Building

- Make quick, snappy strokes using the correct fingers.

Pay attention to correct posture.

Adjust the level of the keyboard and your chair so your forearms are parallel to the slant of the keyboard.

# Technique Pointers

- ~ Set a reasonable goal to reduce keyboard watching. You will soon develop locational security and muscle memory and find that you are typing faster and more accurately than ever before!

When Alex Hailey was asked what he would have done differently if he had known that *Roots* would be so successful, he answered,

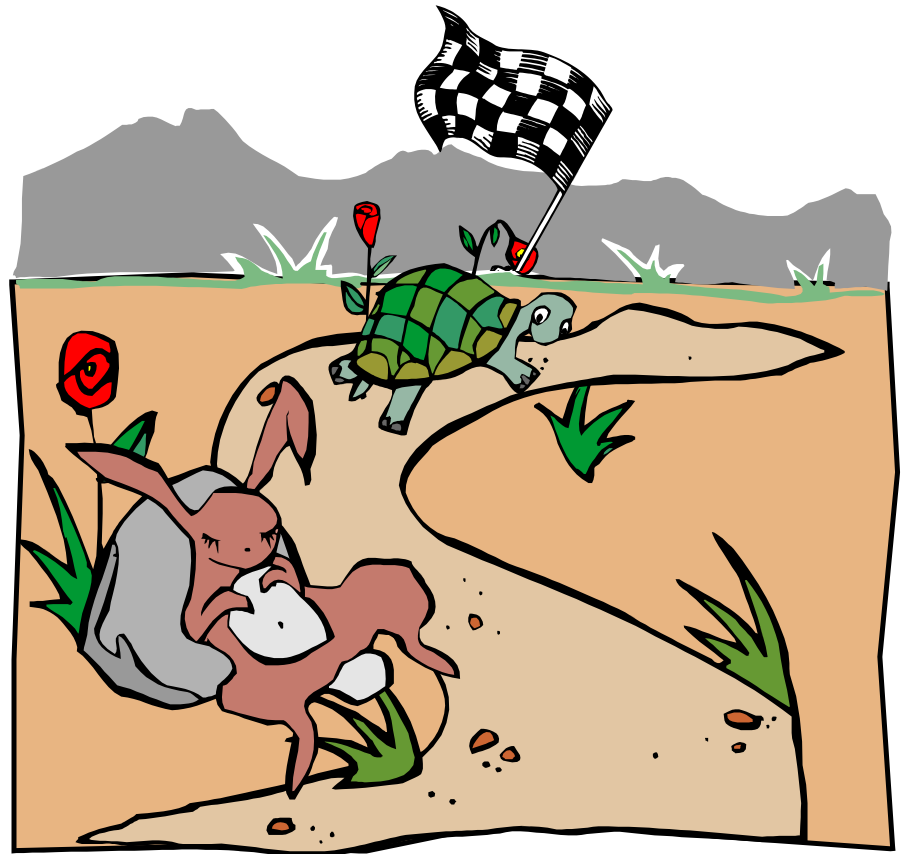
“I would have typed faster.”



# Technique for **\$ALE!**

Remember who “won” the proverbial race.

~ Keyboarding is a life skill — you must decide that building technique slowly and deliberately now will build a foundation that will pay off in the long run and last a lifetime.



# E-Mail Message



- ❑ To earn credit for this presentation, send me an e-mail message with the subject line *Orientation to Technique Checks*.
- ❑ In the body of the message, explain the three of the most important things you learned from this presentation regarding developing good technique.

