

LESSON 4

Review of First-Finger Reaches

Think of your *f* finger as being in the center of a car wheel. In a clockwise movement, touch *f*, move up to *r* and back to *f*; up to *t* and back to *f*; right to *g* and back to *f*; down center to *b* and back to *f*; down to *v* and back to *f*.

Make the same motions with the *j* finger in a counter-clockwise movement: *jujyhjnjmj*.

Review of First and Second-Finger Reaches

Type the following drill as it appears.

frf ftf fgf fbf fvf juj jyj jhj jnj jmj
 frftfgfbfvf jujyhjnjmj frftfgfbfvf jujyhjnjmj
 ded dcd kik k,k ded dcd kik k,k ded dcd kik k,k
 ded dcd kik k,k ded dcd kik k,k ded dcd kik k,k

Review of Third-Finger Reaches

Type each three-letter group five times.
 Finger the keys before typing each new unit.

sws sws sws sws sws sxs sxs sxs sxs sxs lol lol lol lol
 lol 1.1 1.1 1.1 1.1 1.1

Review of First, Second, and Third-Finger Words

Put your fingers through the motions of typing each new word without hitting the keys.

Close your eyes and type the word five times.

Relax.

Open your eyes and mentally finger the new word.

Close your eyes and type that word five times.

Repeat this procedure until you complete all the words.

fur fur fur fur fur fun fun fun fun fun gun gun gun
gun gun gum gum gum gum gum guy guy guy guy guy buy
buy buy buy buy but but but but but hut hut hut hut
hut jut jut jut jut jut vug vug vug vug vug jim jim
jim jim jim dim dim dim dim dim kid kid kid kid kid
red red red red red cue cue cue cue cue my, my, my,
my, my, lot lot lot lot lot sit sit sit sit sit wet
wet wet wet wet tex tex tex tex tex co. co. co. co.
co.



Fourth-Finger Reaches

Your fourth finger on your left hand strikes a on the home row, reaches up slightly left to strike *q*, and down to the bottom row slightly right to strike *z*.

Your fourth finger on your right hand strikes semicolon (;) on the home row, reaches up slightly left for *p*, and down to the bottom row slightly right for the oblique mark (/).

Put your fingers through these motions without striking the keys.

Type the following drill. Say each character as you strike it.

aqa aqa aqa aqa aqa aza aza aza aza aza ipi ipi pi i pi
 ipi i/i i/i i/i i/i i/i aqa aqa aqa aqa aqa aza aza aza
 aza aza ipi ipi ipi ipi ipi i/i i/i i/i i/i i/i

Fourth-Finger Words

Finger each new word before striking the keys.

Then type each word five times.

fat fat fat fat fat pat pat pat pat pat zip zip zip
 zip zip qt. qt. qt. qt. qt.

You have now completed the 25 Key words that cover the entire alphabet plus the comma and the period. You will type this list every day as part of your warm-up until you complete this book.

Key Words

Type the key words as they appear below.
Say each letter as you strike the key,

fur fun gun gum guy buy but hut jut vug jim dim kid red
cue my, lot sit wet tex co. fat pat zip qt.

Suggestion:

Copy the list again on a separate piece of paper or on an index card. Carry it with you so that you can memorize the list by fingers.

First Fingers:

fur fun gun gum guy buy but hut jut vug

Second Fingers:

jim dim kid red cue my,

Third Fingers:

lot sit wet tex co.

Fourth Fingers:

fat pat zip qt.

A Progress Report on You

You have completed your coverage of the whole alphabet and two punctuation marks, the comma and the period. You now have, within your fingers, the ability to type any word in the language. Hard to believe?

No matter how big the word, or how unfamiliar it is, you can type it if you will follow the practice of saying each letter as you strike the key. Feel confident that you can do this.

The secret to your continuing success is PRACTICE, PRACTICE, PRACTICE. From now on, resist any temptation to look at the keys or at a keyboard chart—or even at the screen. Any one of these slips from pure touch typing will undermine your confidence in yourself.

In your daily practice, you will be typing the 25 key words that contain the alphabet and thereby reinforcing their location in your finger memory. In a short time, you will know these words from memory and you will know them in the order in which they were presented. **You will also know them as first-finger, second-finger, third-finger, or fourth-finger words. For example, if you were to temporarily go blank on the location of the letter *b*, pause for a second and think of the first-finger words and the word *buy* will come to you and you will hit it correctly.** You might think it easier and faster to look at a chart or the keyboard, but don't fool yourself. Remember that the only real typing is pure touch typing!

Congratulations on the fine progress you are making. Carry the key-word list with you at all times, and look at it from time to time until you have it memorized.

What a way to build typing speed!