

LESSON 5

This drill will give you some idea of how many key words you remember. If you remember even half of them, you are making progress. Continue to memorize them in your spare time.

Warm-up Drills

Close your eyes and type the 25 key words from memory.

Check your words against the list below.

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.

Type two additional copies of the 25 key words.

Say the letters as you strike the keys.

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.

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.

Think and type the following drill.

Keep your eyes only on the copy. Say each letter as you strike it.

You will soon be adding the alphabet to your daily warm-up.

ab ab ab cde cde cde fg fg fg abcdefg abcdefg abcdefg
hi hi hi jkl jkl jkl hijkl hijkl hijkl abcdefghijkl
mnop mnop mnop abcdefghijklmnop qrs qrs qrs tuv tuv tuv
qrstuv qrstuv qrstuv abcdefghijklmnopqrstuv wxyz wxyz
wxyz abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz

Typing Capital Letters

Hold down the shift key with the fourth finger on your right hand to strike a capital letter on the left side of the keyboard.



Hold down the shift key with the fourth finger on your left hand to strike a capital letter on the right side of the keyboard.

Practice typing capital letters on the 25 key words.

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.

Timed Writing

Take ten, 1/2-minute timings on the now familiar key words. Double space between each timing. Circle only the best timing achieved in this drill.

fur fun gun gum guy buy but hut jut vug jim dim kid

WORDS

10

red cue my, lot sit wet tex co. fat pat zip qt.

20

.....1.....2.....3.....4.....5.....6.....7.....8.....9...10

How to Figure Your WAM Rate

The standard word in typing is five strokes. This includes punctuation marks and spaces. While the list above contains 25 *actual* words, it contains 20 *standard* words.

The scale below the words tells you how many words you typed in an uncompleted line.

For example, if the last word you typed in a 30-second timing is the word sit, you have typed at the rate of 28 words a minute—10 words in the first line + 4 words in the second line = 14 words. Since you typed for only 1/2 a minute, you multiply the number of words by two to get the 1-minute rate: $14 \times 2 = 28$.

Check your accuracy by circling only mis-struck letters in a word. For example, if you typed *fut* for *fur*, circle the *t*. Practice the word *fur* several times, saying the *r* as you hit that key.

Since timed writing is so important to the development of typing skill, please refer to TIPS ON TIMINGS following this lesson. Refer to these Tips from time to time until you fully understand them.

Tips on Timings

How to Develop Typing Skill

Starting now, you are going to build your typing speed to higher and higher levels throughout the rest of the lessons in this book.

As you force your fingers to make faster and faster responses, you will certainly make some stroking errors. However, this is natural. Your accuracy can be improved by taking some timings with accuracy as your goal. Use your own judgment on balancing your timings between emphasis on speed and emphasis on accuracy.

Here are some things you should know about the development of typing skill:

1. All gains in speed are made on short, intensive efforts of *one minute* or less.
2. Longer timings are taken to develop the ability to write for longer and longer periods at somewhere near your one-minute rate.
3. Take 1/2-minute and 1-minute timings until you can type for one minute at 30 words a minute. To take longer timings before you reach 30 WAM on 1-minute timings is a waste of your valuable practice time.
4. When you reach 30 WAM on 1-minute timings, take some 2-minute timings everyday. However, most of your practice time should be devoted to increasing your 1-minute rate.
5. As you increase the length of your timings from one minute to two minutes to three minutes, it is normal to drop a word a minute for each minute added to the timing. For example, if you can type 30 WAM for one minute, you should be able to type about 28 WAM for three minutes.

7. Always loosen up your fingers on the preliminary drills before taking any timed writings.
8. Learn to relax on the home keys every time there is a pause in your activity. Keep your fingers curved on the keys and let your palms rest on the frame of the keyboard. NEVER rest on the keyboard while typing.
9. Whenever you feel tension building up in any part of your body—fingers, arms, shoulders, or neck—give a command to that part of the body to r-e-l-a-x. With practice, this technique will become easy and work wonders for your typing.
10. Tune out distractions and concentrate only on what you are doing. Tune out your surroundings—the sounds of other computers, noise inside or outside the room, people talking, etc. This technique can only be learned by constant practice. However, it is a technique that will be valuable to you in all that you do.
11. Once you start to type, look only at the book—not at the keys, a keyboard chart, or the screen.
12. While typing, if you feel you hit the wrong key, do not look up to verify it; forget it and just concentrate on continuing to type, otherwise you will lose confidence. Correct the error after the timing is finished by practicing the letter you meant to strike.
13. Intelligent, concentrated practice as suggested above will make you a fast, accurate typist in a very short time.