

LESSON 6

Warm-up Drills

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

Open your eyes and check your copy against the first two lines of the drill below.

Now type the entire drill.

The a;sl drill introduced here for the first time is known as the Expert's Rhythm Drill and will be referred to as the ERD in the future. Note that gh is struck twice in the drill—this was done purposely to add to the rhythm.

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.

ab cde fg hi jkl mn op qrs tuv wxyz abcdefg hijklmnop qrstuv
wxyz abcdefghijklmnopqrstuvwxyz

asdf fdsa jkl; ;lkj asdf fdsa jkl; ;lkj asdf fdsa jkl; ;lkj

a; sl dk fj gh gh fj dk sl a; sl dk fj gh gh fj dk sl
a;sldkfjghghfjdksl a;sldkfjghghfjdksl a;sldkfjghghfjdksl



Learning to Type Numbers

You will type numbers by associating them with the home keys. Remember that all upward reaches from the home keys are slightly to the left. In addition, the *f* and *j* fingers make one center reach on each row of keys. Use the small letter *l* on the home row for the number *1*, since many typewriters do not have a number *1* on the top row.

Type the following drill.

Say each letter and number as you strike the keys.

s219 s219 s219 s219 s219 d3k8 d3k8 d3k8 d3k8 d3k8 f4j7 f4j7
f4j7 f4j7 f4j7 f5j6 f5j6 f5j6 f5j6 f5j6 ;0 ;0 ;0 ;0 ;0

Check your accuracy.

All timed-writing copy in this book was written to inspire and instruct you in good typing techniques, and give you a better self-image. You should read the copy before or after taking the timings to "get the message."

Timed Writing

Think and type the following paragraph as it appears here.

Say each letter as you strike the key. Think of the space after a word or a punctuation mark as part of the word just typed.

Hit the space bar with the same smooth, rhythmic beat as the letters.

Space once after a comma and space twice after a period.

Take five 1/2-minute timings on the following paragraph. Double space between timings. Figure only the best of the five timings.

WORDS

You have come a long way in a very short time. It was just	12
a few days ago you started to learn a new way to put copy	24
on paper that all can read. You can do this without looking	36
at the keys, a chart, or at the paper in the machine while	48
you type. You will get better and better and make fewer and	60
fewer errors	
....1.....2.....3....4....5....6....7....8....9.....10...12	