

LESSON 9

Keep carrying the key words and number code with you until fully memorized.

Warm-up Drills

Close your eyes and type the 25 key words and the number code.

Check your results against the book.

Now type the drills 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. s219 d3k8 f4j7 f5j6 ;0

29 92 38 83 47 74 56 65 10 29 92 38 83 47 74 56 65 10

ab cde fg hi jkl mn op qrs tu vwx yz abcdefg hijklmnop qrstu
vwxyz abcdefghijklmnopqrstuvwxyz

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

Timed Writings

Start two 1/2-minute timings from Line 1, start two more from line 3, and another two from Line 5.

Now start three 1-minute timings from Line 1, and another three from Line 3.

You should soon be able to type close to your 1/2-minute rate for a full minute. Remember to double the number of words typed in 1/2-minute to get your 1-minute rate.

Figure only your best timing.

LINES

1 You know that you can run faster for a short period of time
2 than you can for a longer period of time. If you could run
3 for a mile at the same speed that you can in a 60-yard dash,
4 you could break the world's record for the mile. The same is
5 true in typing. You can type faster for short periods of time
6 than you can for longer periods. You type for short periods
7 to develop faster action and for long periods to develop more
8 and more endurance. Keep this in mind at all times and you
9 will save a great deal of practice time and get much more for
10 your effort.

.....1.....2.....3....4....5....6....7....8....9...10...12

If you have practice time left, take as many more 1-minute timings as time permits. Start these timings on Lines 5 and 7 doing each one at least twice.

Remember to subtract the lines you did not type from your ending total.