

# LESSON 10

*Do not forget to have the 25 key words and the number code with you to study. They will soon be as familiar to you as your abc's.*

## Warm-up Drills

Start your warm-up by typing the 25 key words and the number code with your eyes closed. Check your "closed-eyes drill" against the drill below. Then type two copies of the entire drill.

Make short, snappy strokes, as if your eyes are triggering electrical impulses to your fingers as they see each letter.

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 38 47 56 10 1929 1938 1947 1956 1910 1990 1980 1970 1960  
1950 1940 1930 1920 2992 3883 4774 5665 1987654321 1234567890

s2@ d3# f4\$ f5% j6^ j7& k8\* 19( ;0) ;-\_ ;=+

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-minute timings from Line 1, start two more from Line 3, two from Line 5, and two from Line 7.

Complete all your 1-minute timings before figuring WAM for your best timing. If you have reached 30 WAM on any 1-minute timing, take three 2-minute timings each beginning on Lines 1, 3, and 5. When figuring words a minute typed on a 2-minute timing, divide total words typed by 2 to get your rate per minute.

### LINES

1     If you go back to the very beginning of this book, you will  
2     see a statement that the purpose of this book is to make you  
3     a touch typist in the shortest possible time. It also said  
4     that if you will follow the instructions and concentrate on  
5     each lesson, you will be able to operate the keyboard at 30  
6     words a minute at the end of 30 lessons. That statement did  
7     not have as much meaning to you then as it does now because  
8     you now know what "words a minute" means and you have been working  
9     to increase your speed since Lesson 5. Your new knowledge would  
10    make you ask another question—30 words a minute for how long?

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

Take as many additional 2-minute timings as time will permit. Pause between timings to relax and recapture your concentration. If you have not reached 30 WAM on 1-minute timings, use this time to take 1/2-minute timings to speed up your stroking rate.