

黄锦春 编著

英文打字手法练习

外语教学与研究出版社

英文打字手法練習

黃錦春 編著

外語教學與研究出版社

英文打字手法练习

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前 言

一、初学打字时，不要急切希望在几周内就成为一名熟练的打字员，打字速度的提高必须依靠你每天不间断的练习。

二、练习的时间和实践的次数是提高打字速度的必要条件，但要想取得事半功倍的效果就非重复练习不可。如果初学者对练习重复的句子或重复的段落缺乏耐心时，那么想一想这句话：“单调的重复对于技艺是最好的训练。”

三、每天应抽一定时间进行练习，有意识的重复练习能提高你打字的准确率和加快打字速度。若要达到第一流的打字速度和百分之百的准确无误，你必须按下列几个要求去做：

1. 严格按书中每一阶段所要求的内容、方法和时间去练；

2. 根据初学者的需要，课程中的练习方法，由易到难，逐步展开，练习时务必要循序渐进；

3. 实现四化每个人要有专长，当你坚定不移地向一个目标前进时，你会觉察到自己的技术日有所增；

4. 每一新课中都具有复习旧课的内容，有助于温故而知新，不可忽视。这是最科学的学习方法；

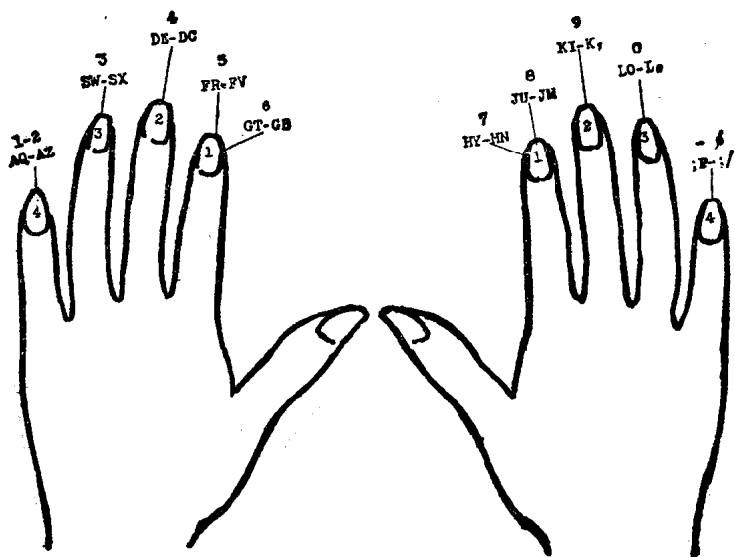
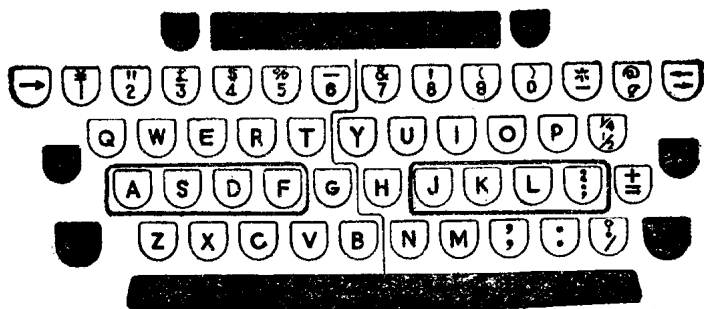
5. 打字者英语程度的深浅与打字速度的提高也有一定的关系。如果说具有初级英语水平的人需要三个月才能够达到的打字技术，那么具有中级英语水平的人只需要两个月就能学会。因此在练习打字的同时，要提高英语水平。

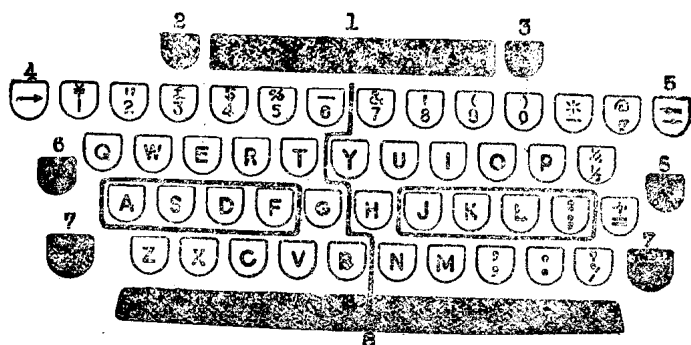
四、为了加速实现四个现代化，我国与国际交往日益频繁，引进国外先进技术日益增多，因而科技单位、大专院校、对外贸易部门以及旅游事业等急需英文打字人材。使用本书，经过系统训练后，打起字来抡指如飞，使你成为最佳打字员。

编 者



打字机字键排列图样 及手指弹击字键部位





1. 跳档撇键: (Tabulator Bar)

掀动跳档撇键机头即向左移动, 若跳档定位撇钮已定好位置, 滚筒架即按已定位置停住。

2. 跳档解除撇钮: (Tabulator Stop "Clear" Key)

解除个别跳档定位, 可把滚筒架移到定位位置。按下跳档解除撇钮, 即可。若解除全部跳档定位应将滚筒架移到最左端, 随后按下跳档解除撇钮继续按着, 同时将滚筒架移向右端, 即可。

3. 跳档定位撇钮 "+": (Tabulator Stop "Set" Key)

在打表格时需要分段、分节定位。方法是: 把机头移到需要定位的位置上, 再按下跳档定位撇钮, 位置即定好。

4. 倒格撇钮: (Back Space)

每掀倒格撇钮一次, 滚筒架即倒走一格。

5. 横定位开启钮: (Margin Release)

每行所打的字母超过原来规定的字数, 滚筒架即被锁住, 这时必须掀开启钮, 才能继续打字。

6. 大写锁键: (Shift Lock: Left-Right) 用以锁住大写撇键。

7. 大写撇键: (Shift Key: Left-Right)

在打大写字母时, 必须先按此键。

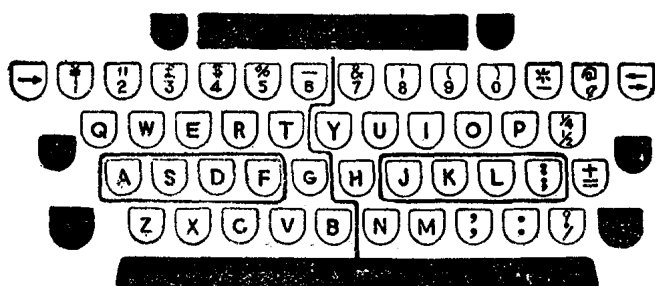
8. 空格排: (Space Bar)

每掀动一次, 滚筒架向左走一格。

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第 一 课



(方框内系左右手固定位置)

所谓固定位置是指左右手的四个指头常放位置，在打字过程中离开了固定位置去打其它字键后应立即恢复到固定位置上来。

学打 F J 字母键：

- (a) 用左手食指（第一指）打 F 字母键。
- (b) 其余四指放松。
- (c) 用右手大拇指按空格排。

f
f f

- (d) 用右手食指（第一指）打 J 字母键。

j
j j

- (e) fffff jjjjj fffff jjjjj fffff jjjjj fffff jjjjj fffff jjjjj
jjjjj fffff jjjjj fffff jjjjj fffff jjjjj fffff jjjjj fffff

fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf
jfj jfj jfj jfj jfj jfj jfj jfj jfj jfj jfj jfj jfj
ffj ffj ffj ffj ffj ffj ffj ffj ffj ffj ffj ffj ffj
jjf jjf jjf jjf jjf jjf jjf jjf jjf jjf jjf jjf jjf jjf

jff jff jff jff jff jff jff jff jff jff jff jff jff
fjj fjj fjj fjj fjj fjj fjj fjj fjj fjj fjj fjj fjj

学打 R U 字母键:

R 用左手食指 (第一指)

U 用右手食指 (第一指)

r
u u

学打 R U 字母键:

r
u u u u u u u u u u u u u r r r r r r r r r r r r r r r r
r u r u r u r u r u r u r u r u r u r u r u r u r u r u r

frf frf frf frf frf frf frf frf frf frf frf frf frf
fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf
fuf fuf fuf fuf fuf fuf fuf fuf fuf fuf fuf fuf fuf fuf

jjj jjj jjj jjj jjj jjj jjj jjj jjj jjj jjj jjj jjj
jrj jrj jrj jrj jrj jrj jrj jrj jrj jrj jrj jrj jrj jrj
juj juj juj juj juj juj juj juj juj juj juj juj juj juj

rfr rfr rfr rfr rfr rfr rfr rfr rfr rfr rfr rfr rfr
rjr rjr rjr rjr rjr rjr rjr rjr rjr rjr rjr rjr rjr rjr
rur rur rur rur rur rur rur rur rur rur rur rur rur rur

ufu ufu ufu ufu ufu ufu ufu ufu ufu ufu ufu ufu ufu
uju uju uju uju uju uju uju uju uju uju uju uju uju uju
uru uru uru uru uru uru uru uru uru uru uru uru uru uru

自我测验:

等你熟练掌握 F J R U 四个字母键的部位后, 你可以对自己进行一次测验, 试一试不看着手指用这四个键的能力。先看上图, 再按照以下的示范打字。

fff jjj fff jjj fff jjj fff jjj fff jjj fff jjj fff
rrr uuu rrr uuu rrr uuu rrr uuu rrr uuu rrr uuu

fru fru fru jur jur jur fru fru fru jur jur jur
fru fru fru jur jur jur fru fru fru jur jur jur

juf juf juf juf juf juf ruj ruj ruj ruj ruj ruj
juf juf juf juf juf juf ruj ruj ruj ruj ruj ruj

ruf ruf ruf ruf ruf ruf urf urf urf urf urf urf
ruf ruf ruf ruf ruf ruf urf urf urf urf urf urf

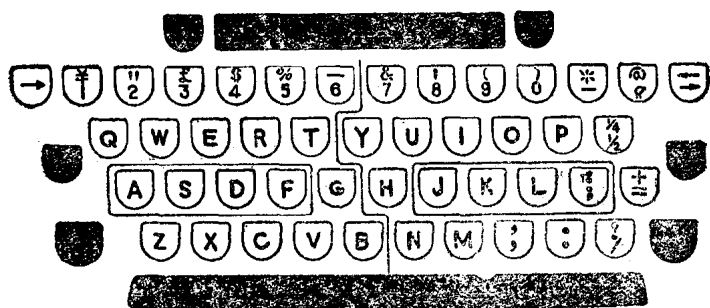
urj urj urj urj urj urj jur jur jur jur jur jur
urj urj urj urj urj urj jur jur jur jur jur jur

fru fru fru fru fru fru fur fur fur fur fur fur
fru fru fru fru fru fru fur fur fur fur fur fur

juf juf juf juf juf juf juf fuj fuj fuj fuj fuj fuj
juf juf juf juf juf juf juf fuj fuj fuj fuj fuj fuj

ruf ruf ruf ruf ruf ruf urf urf urf urf urf urf
ruf ruf ruf ruf ruf ruf urf urf urf urf urf urf

第 二 课



学打 D K 字母键。

D 用左手中指（第二指）

K 用右手中指（第二指）

d d d d d ddd ddd ddd k k k k k kkk kkk kkk
k k k k k kkk kkk kkk d d d d d ddd ddd ddd
ddd kkk ddd kkk ddd kkk ddd kkk ddd kkk ddd
kkk ddd kkk ddd kkk ddd kkk ddd kkk ddd kkk

学打 E I 字母键：

E 用左手中指（第二指）

I 用右手中指（第二指）

e e e e e ded ded ded ded i i i i i kik kik kik kik
ded kik ded kik ded kik ded kik ded kik ded kik ded
i i i i i kik kik kik kik e e e e e ded ded ded ded
eie eie eie eie eie eie eie iei iei iei iei iei iei iei
iei iei iei iei iei iei iei eie eie eie eie eie eie eie

自我测验：

测验运用 D K E I 四个字母键的熟练程度。按以下的示范打字，不要图快，注意力集中在手指下的字母键。

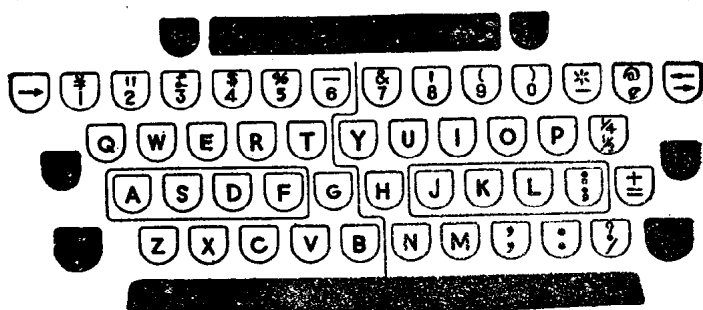
did did did ire ire ire rid rid rid eke eke eke
rid rid rid eke eke eke ire ire ire did did did
kid kid kid fee fee fee red red red die die die
die die die red red red fee fee fee kid kid kid

free free free juke juke juke fire fire fire fire
deed deed deed rife rife rife juke juke juke juke
deer deer deer rude rude rude dire dire dire dire
ride deer rude dire ride deer rude dire ride rude

fired fired fired rider rider rider freed freed freed
freed freed freed fired fired fired rider rider rider
rider rider rider freed freed freed fired fired fired
freed fired rider freed fired rider freed fired rider

did red ire fee rid deer rude fire feed juke rider
rid fee ire red did juke fire rude juke deed freed
rider juke deed fire rude deer rid fee ire red did
freed feed fire juke rude deer did fee ire red rid

第 三 课



学打 T Y 字母键:

T 用左手食指 (第一指)

Y 用右手食指 (第一指)

t t t t ftf ftf ftf ftf y y y y jyj jyj jyj jyj
ftf ftf ftf ftf ftf ftf ftf jyj jyj jyj jyj jyj jyj
ftf jyj ftf jyj ftf jyj ftf jyj ftf jyj ftf jyj ftf
tft tft tft tft tft tft tft yjy yjy yjy yjy yjy
yjy tft yjy tft yjy tft yjy tft yjy tft yjy tft

学打 G H 字母键:

G 用左手食指 (第一指)

H 用右手食指 (第一指)

g g g g fgf fgf fgf fgf h h h h jhj jhj jhj jhj
jhj jhj jhj jhj jhj jhj jhj fgf fgf fgf fgf fgf fgf fgf

fgf jhj fgf jhj fgf jhj fgf jhj fgf jhj fgf
hjh hjh hjh hjh hjh hjh gfg gfg gfg gfg gfg gfg
gfg hjh gfg hjh gfg hjh gfg hjh gfg hjh gfg hjh

练习英语单词：（单词中包括 T Y G H 字母）

hit hit hit hit hit hit get get get get get get
yet yet yet yet yet yet try try try try try try
hit get yet try hit get yet try hit get yet try
gift gift gift gift high high high high hit get
high high high high gift gift gift gift yet try
gift high gift high gift high gift high get hit

自我测验：

要求不看手指和字母键，打完下列三十五行英语单词

the the the try try try get get get yet yet yet
yet yet yet get get get try try try the the the
the try get yet the try get yet the try get yet
the the the the the the try try try try try try
get get get get get get yet yet yet yet yet yet

key key key hit hit hit tie tie tie kit kit kit
tie tie tie kit kit kit key key key hit hit hit
key hit tie kit key hit tie kit key hit tie kit
key key key key key key hit hit hit hit hit hit
tie tie tie tie tie tie kit kit kit kit kit kit

here here here they they they true true true
they they they they they true true true true
true true true they they they here here here
here true they here true they here true they
true they here true they here true they here

there there there fruit fruit fruit right right
fruit fruit fruit right right right there there

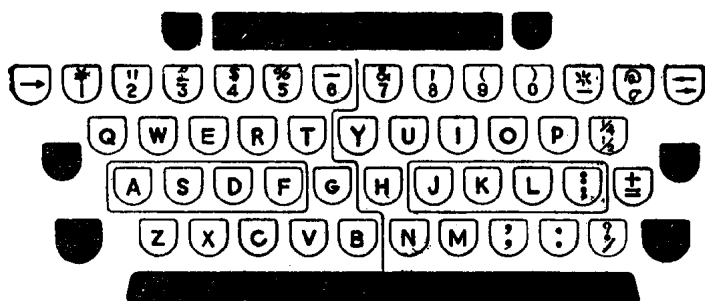
right fruit there right fruit there right fruit
fruit there fruit there fruit there fruit there
right fruit right fruit right fruit right fruit

third third third tired tired tired urged urged
tired tired tired urged urged urged third third
urged third tired urged third tired urged third
third third third third tired tired tired tired
urged urged urged urged third third third third

truth truth truth their their their dried dried
their their their dried dried dried truth truth
dried truth their dried truth their dried truth
truth truth their their dried dried truth dried
their truth truth their dried there there dried

did they get the right dried fruit there yet
did they get the right dried fruit there yet
did they get the right dried fruit there yet
did they get the right dried fruit there yet
did they get the right dried fruit there yet

第 四 课



学打 S L 字母键：

S 用左手无名指（第三指）

L 用右手无名指（第三指）

s s s s sss sss sss sss l l l l lll lll lll lll
 sss lll sss lll sss lll sss lll sss lll sss lll
 sl sl sl sl sl sl sl sl sl sl sl sl sl sl sl
 ls ls ls ls ls ls ls ls ls ls ls ls ls ls ls
 sls sls sls sls sls sls sls sls sls sls sls

学打 W O 字母键：

W 用左手无名指（第三指）

O 用右手无名指（第三指）

w w w w sws sws sws o o o o lol lol lol lol
 sws lol sws lol sws lol sws lol sws lol sws lol
 slo slo slo slo slo slo slo slo slo slo slo slo
 ols ols ols ols ols ols sol sol sol sol sol sol
 wol wol wol wol wol low low low low low

练习英语单词：（单词中包括 S L W O 字母）

sow sow sow sow sow low low low low low
row row row row row how how how how how
sow low row how sow low row how sow low
slow slow slow slow slow lose lose lose lose lose
wool wool wool wool wool oldy oldy oldy oldy

自我测验:

试一试你的手指是否已掌握 S L W O 四个字母的部位,要求打完下列二十七行英语单词和句子。

is is is so so so of of of do do do go go go to
go go go to to to do do do of of of so so so is
is so of do go to is so of do go to is so of do

too too too low low low set set set wit wit wit
sit sit sit lit lit lit wit wit wit low low low
too low set wit sit lit too low set wit sit lit

wool wool wool suit suit suit full full wood wood
hole hole hole wool wool wool suit suit good good
full full full good good good wool wool hole hole

style style style order order order those those
loose loose loose style style style order order
those those those order order order style style

desire desire desire rulers rulers worker worker
worker worker worker desire desire rulers rulers
desire rulers worker desire rulers worker desire

hold your wrists low while you strike the keys
hold your wrists low while you strike the keys
hold your wrists low while you strike the keys

we desire the right goods for our wool suits
we desire the right goods for our wool suits