

HOUGHTON MIFFLIN KEYBOARDING

and Applications

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STUDENT ACTIVITIES



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Credits

Art and Production by Perspectives

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Printed in the U.S.A.

ISBN: 0

BCDEFGHIJ-WC-9543210-898

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Percent of Accuracy Chart (20-190 WORDS)

To determine your percent of accuracy on a timed writing, locate the number of gross words you keyed in the first column.

Read across the top to locate the total number of errors you made. Then read down the column to find your percent of accuracy.

Example: If you keyed 103 words and made 4 errors you would have keyed with 96.1 percent of accuracy.

NO. OF GROSS WORDS	ERRORS (FROM 1 TO 15)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
20-30	96.0	92.0	88.0	84.0	80.0	76.0	72.0	68.0	64.0	60.0					
31-35	97.0	93.9	90.9	87.9	84.8	81.8	78.8	75.8	72.7	69.7					
36-40	97.4	94.7	92.1	89.5	86.8	84.2	81.6	78.9	76.3	73.7					
41-45	97.7	95.3	93.0	90.7	88.4	86.0	83.7	81.4	79.1	76.7					
46-50	97.9	95.8	93.8	91.7	89.6	87.5	85.4	83.3	81.3	79.2					
51-55	98.1	96.2	94.3	92.5	90.6	88.7	86.8	84.9	83.0	81.1					
56-60	98.3	96.6	94.8	93.1	91.4	89.7	87.9	86.2	84.5	82.8					
61-65	98.4	96.8	95.2	93.7	92.1	90.5	88.9	87.3	85.7	84.1					
66-70	98.5	97.1	95.6	94.1	92.6	91.2	89.7	88.2	86.8	85.3					
71-75	98.6	97.3	95.9	94.5	93.2	91.8	90.4	89.0	87.7	86.3					
76-80	98.7	97.4	96.2	94.9	93.6	92.3	91.0	89.7	88.5	87.2					
81-85	98.8	97.6	96.4	95.2	94.0	92.8	91.6	90.4	89.2	88.0					
86-90	98.9	97.7	96.6	95.5	94.3	93.2	92.0	90.9	89.8	88.6					
91-95	98.9	97.8	96.8	95.7	94.6	93.5	92.5	91.4	90.3	89.2					
96-100	99.0	98.0	96.9	95.9	94.9	93.9	92.9	91.8	90.8	89.8					
101-105	99.0	98.1	97.1	96.1	95.1	94.2	93.2	92.2	91.3	90.3	89.3	88.3	87.3	86.4	85.4
106-110	99.1	98.1	97.2	96.3	95.4	94.4	93.5	92.6	91.7	90.7	89.8	88.8	88.0	87.0	86.1
111-115	99.1	98.2	97.3	96.5	95.6	94.7	93.8	92.9	92.0	91.2	90.3	89.4	88.5	87.6	86.7
116-120	99.2	98.3	97.5	96.6	95.8	94.9	94.1	93.2	92.4	91.5	90.7	89.8	89.0	88.1	87.3
121-125	99.2	98.4	97.6	96.7	95.9	95.1	94.3	93.5	92.7	91.9	91.0	90.2	89.4	88.6	87.8
126-130	99.2	98.4	97.7	96.9	96.1	95.3	94.5	93.8	93.0	92.2	91.4	90.6	89.8	89.1	88.3
131-135	99.2	98.5	97.7	97.0	96.2	95.5	94.7	94.0	93.2	92.5	91.7	91.0	90.2	89.5	88.7
136-140	99.3	98.6	97.8	97.1	96.4	95.7	94.9	94.2	93.5	92.8	92.0	91.3	90.6	89.9	89.1
141-145	99.3	98.6	97.9	97.2	96.5	95.8	95.1	94.4	93.7	93.0	92.3	91.6	90.9	90.2	89.5
146-150	99.3	98.6	98.0	97.3	96.6	95.9	95.3	94.6	93.9	93.2	92.6	91.9	91.2	90.5	89.9
151-155	99.3	98.7	98.0	97.4	96.7	96.1	95.4	94.8	94.1	93.5	92.8	92.2	91.5	90.8	90.2
156-160	99.4	98.7	98.1	97.5	96.8	96.2	95.6	94.9	94.3	93.7	93.0	92.4	91.8	91.1	90.5
161-165	99.4	98.8	98.2	97.5	96.9	96.3	95.7	95.1	94.5	93.9	93.3	92.6	92.0	91.4	90.8
166-170	99.4	98.8	98.2	97.6	97.0	96.4	95.8	95.2	94.6	94.0	93.5	92.9	92.3	91.7	91.0
171-175	99.4	98.8	98.3	97.7	97.1	96.5	96.0	95.4	94.8	94.2	93.6	93.1	92.5	91.9	91.3
176-180	99.4	98.9	98.3	97.8	97.2	96.6	96.1	95.5	94.9	94.4	93.8	93.3	92.7	92.1	91.6
181-185	99.5	98.9	98.4	97.8	97.3	96.7	96.2	95.6	95.1	94.5	94.0	93.4	93.0	92.3	91.8
186-190	99.5	98.9	98.4	97.9	97.3	96.8	96.3	95.7	95.2	94.7	94.1	93.6	93.1	92.6	92.0

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Percent of Accuracy Chart (191-400 WORDS)

NO. OF GROSS WORDS	ERRORS (FROM 1 TO 15)														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
191-195	99.5	99.0	98.4	97.9	97.4	96.9	96.4	95.9	95.3	94.8	94.3	93.8	93.3	92.7	92.2
196-200	99.5	99.0	98.5	98.0	97.5	97.0	96.5	96.0	95.5	94.9	94.4	93.9	93.4	92.9	92.4
201-205	99.5	99.0	98.5	98.0	97.5	97.0	96.6	96.1	95.6	95.1	94.6	94.0	93.6	93.1	92.6
206-210	99.5	99.0	98.6	98.1	97.6	97.1	96.6	96.2	95.7	95.2	94.7	94.2	93.8	93.3	92.8
211-215	99.5	99.1	98.6	98.1	97.7	97.2	96.7	96.2	95.8	95.3	94.8	94.4	93.9	93.4	93.0
216-220	99.5	99.1	98.6	98.2	97.7	97.2	96.8	96.3	95.9	95.4	95.0	94.5	94.0	93.6	93.1
221-225	99.6	99.1	98.7	98.2	97.8	97.3	96.9	96.4	96.0	95.5	95.1	94.6	94.2	93.7	93.2
226-230	99.6	99.1	98.7	98.2	97.8	97.4	96.9	96.5	96.1	95.6	95.2	94.7	94.3	93.9	93.4
231-235	99.6	99.1	98.7	98.3	97.9	97.4	97.0	96.6	96.1	95.7	95.3	94.8	94.4	94.0	93.6
236-240	99.6	99.2	98.7	98.3	97.9	97.5	97.1	96.6	96.2	95.8	95.4	95.0	94.5	94.1	93.7
241-245	99.6	99.2	98.8	98.4	97.9	97.5	97.1	96.7	96.3	95.9	95.5	95.1	94.7	94.2	93.8
246-250	99.6	99.2	98.8	98.4	98.0	97.6	97.2	96.8	96.4	96.0	95.6	95.2	94.8	94.4	94.0
251-255	99.6	99.2	98.8	98.4	98.0	97.6	97.2	96.8	96.4	96.0	95.7	95.3	94.9	94.5	94.1
256-260	99.6	99.2	98.8	98.4	98.1	97.7	97.3	96.9	96.5	96.1	95.7	95.3	95.0	94.6	94.2
261-265	99.6	99.2	98.9	98.5	98.1	97.7	97.3	97.0	96.6	96.2	95.8	95.4	95.1	94.7	94.3
266-270	99.6	99.3	98.9	98.5	98.1	97.8	97.4	97.0	96.6	96.3	95.9	95.5	95.1	94.8	94.4
271-275	99.6	99.3	98.9	98.5	98.2	97.8	97.4	97.1	96.7	96.3	96.0	95.6	95.2	94.9	94.5
276-280	99.6	99.3	98.9	98.6	98.2	97.8	97.5	97.1	96.8	96.4	96.0	95.7	95.3	95.0	94.6
281-285	99.6	99.3	98.9	98.6	98.2	97.9	97.5	97.2	96.8	96.5	96.1	95.8	95.4	95.1	94.7
286-290	99.7	99.3	99.0	98.6	98.3	97.9	97.6	97.2	96.9	96.5	96.2	95.8	95.5	95.1	94.8
291-295	99.7	99.3	99.0	98.6	98.3	98.0	97.6	97.3	96.9	96.6	96.2	95.9	95.6	95.2	94.9
296-300	99.7	99.3	99.0	98.7	98.3	98.0	97.7	97.3	97.0	96.6	96.3	96.0	95.6	95.3	95.0
301-305	99.7	99.3	99.0	98.7	98.3	98.0	97.7	97.4	97.0	96.7	96.4	96.0	95.7	95.4	95.0
306-310	99.7	99.4	99.0	98.7	98.4	98.1	97.7	97.4	97.1	96.8	96.4	96.1	95.8	95.5	95.1
311-315	99.7	99.4	99.0	98.7	98.4	98.1	97.8	97.4	97.1	96.8	96.5	96.2	95.8	95.5	95.2
316-320	99.7	99.4	99.1	98.7	98.4	98.1	97.8	97.5	97.2	96.9	96.5	96.2	95.9	95.6	95.3
321-325	99.7	99.4	99.1	98.8	98.5	98.1	97.8	97.5	97.2	96.9	96.6	96.3	96.0	95.7	95.4
326-330	99.7	99.4	99.1	98.8	98.5	98.2	97.9	97.6	97.3	97.0	96.6	96.3	96.0	95.7	95.4
331-335	99.7	99.4	99.1	98.8	98.5	98.2	97.9	97.6	97.3	97.0	96.7	96.4	96.1	95.8	95.5
336-340	99.7	99.4	99.1	98.8	98.5	98.2	97.9	97.6	97.3	97.0	96.7	96.4	96.2	95.9	95.6
341-345	99.7	99.4	99.1	98.8	98.5	98.3	98.0	97.7	97.4	97.1	96.8	96.5	96.2	95.9	95.6
346-350	99.7	99.4	99.1	98.9	98.6	98.3	98.0	97.7	97.4	97.1	96.8	96.6	96.3	96.0	95.7
351-355	99.7	99.4	99.2	98.9	98.6	98.3	98.0	97.7	97.5	97.2	96.9	96.6	96.3	96.0	95.8
356-360	99.7	99.4	99.2	98.9	98.6	98.3	98.0	97.8	97.5	97.2	96.9	96.6	96.4	96.1	95.8
361-365	99.7	99.4	99.2	98.9	98.6	98.3	98.1	97.8	97.5	97.2	97.0	96.7	96.4	96.1	95.9
366-370	99.7	99.5	99.2	98.9	98.6	98.4	98.1	97.8	97.6	97.3	97.0	96.7	96.5	96.2	95.9
371-375	99.7	99.5	99.2	98.9	98.7	98.4	98.1	97.9	97.6	97.3	97.1	96.8	96.5	96.2	96.0
376-380	99.7	99.5	99.2	98.9	98.7	98.4	98.1	97.9	97.6	97.4	97.1	96.8	96.6	96.3	96.0
381-385	99.7	99.5	99.2	99.0	98.7	98.4	98.2	97.9	97.7	97.4	97.1	96.9	96.6	96.3	96.1
386-390	99.7	99.5	99.2	99.0	98.7	98.5	98.2	97.9	97.7	97.4	97.2	96.9	96.6	96.4	96.1
391-395	99.7	99.5	99.2	99.0	98.7	98.5	98.2	98.0	97.7	97.5	97.2	96.9	96.7	96.4	96.2
396-400	99.7	99.5	99.2	99.0	98.7	98.5	98.2	98.0	97.7	97.5	97.2	97.0	96.7	96.5	96.2

Technique Rating Sheet

At various times, rate yourself on each of these techniques.

SCORING:

Excellent = 4 points
Good = 3 points
Average = 2 points
Poor = 1 point

TECHNIQUE GOAL TECHNIQUE CUE	RATING PERIOD							
	1	2	3	4	5	6	7	8
Position the body properly With the elbows in a natural position, sit so the fingers are curved properly over home-key position; keep elbows by your sides, but not touching your body; rest your back against the back of the chair								
Position feet properly Place feet flat on the floor and slightly apart; one foot slightly in front of the other								
M Insert disk efficiently Open the door to Drive 1; hold program disk between thumb and index finger with the label facing up and the notched side facing left; insert program disk into Drive 1 and close the door; open the door to Drive 2; insert student disk into Drive 2 and close the door; turn on the monitor; turn on the microcomputer; follow screen prompts ...								
T Insert paper efficiently Pull paper-load lever/bail forward; rest paper evenly behind the platen; feed the paper into the machine using the paper-feed key, the index key, or by turning the platen knob until paper is in position; check alignment of paper; push paper-load lever/bail back; begin keying immediately								
Use proper wrist and finger position Keep the wrists low but not touching the equipment; rotate wrists inward so that fingers are in a direct, vertical line with the keys; curve the fingers; do not bounce the wrists								
Keep stroking action in the fingers Hold the wrists and arms almost motionless; make reaches with the fingers—not with the hands and arms; strike each key with a quick, sharp stroke; snap the finger toward the palm after each stroke								
Key by touch Do not look at your fingers as you key; keep your eyes on the copy								

Continued on page 4

Technique Rating Sheet

SCORING:

Excellent = 4 points

Good = 3 points

Average = 2 points

Poor = 1 point

TECHNIQUE GOAL TECHNIQUE CUE	RATING PERIOD							
	1	2	3	4	5	6	7	8
Key without pauses Do not pause between letters or words; try to keep the cursor/carrier moving; key easy-to-stroke two- and three-letter combinations rapidly; slow down for difficult reaches; key some words as words rather than as separate letters								
Space properly Use a quick down-and-in tapping motion of the right thumb; space between words without pausing; let the side of the thumb lightly touch the space bar; do not space at the end of a line								
Return the cursor/carrier properly Tap the enter/return key lightly with the sem finger and release quickly; return to home-key position immediately; keep other fingers on home-key position; keep eyes on the copy throughout the enter/return operation; do not space before returning; begin keying the next line without a pause								
Use shift keys properly Use a one-two count as (1) the a or sem finger presses the shift and (2) the key is struck with the opposite hand; keep other fingers over home-key position; quickly release the shift key and return finger to home-key position; keep eyes on copy								
Tabulate properly Make a finger reach to the tab key; keep the wrist low; avoid up-and-down hand movement; keep eyes on copy; key as soon as the cursor/carrier reaches the tab setting								
M Remove disk efficiently Follow screen prompts; store document; wait for red light on disk drive to go off; open door to disk drive; remove the disk and place it in the protective envelope; turn off the power to the monitor and the micro-computer								
T Remove paper efficiently Pull paper-load lever/bail toward you; operate the paper-feed key or the paper-release lever; pull paper out of machine; turn off the typewriter								
TOTAL POINTS								

Reinforcement Activity 1

Keyboard Practice

Goal: To practice proper keystroking techniques

Default or SS

SM: 33-97
(12 pitch)
27-82
(10 pitch)

LESSON 2

asdf jkl; a; sl dk fj ;a ls kd jf a;a sls dkd fjfj

sad; ask; fad; jas; all; dad; lass; jak; lad; fall

M

Key the drill line. Enter/
Return and key the line
again.

a lad; as sad as; ask a; lass asks; all fall; dads

DS Continue with the
remaining drill lines.

T

LESSON 3

1. Insert this sheet into
the typewriter.

E ded deed deaf dele seed led ade lade dell lead eel

2. Roll the paper up so
you can read the first
drill line.

H jhj hadj hash has aha half had hall dash shall ash

3. Key the drill line.
Return and key the
line again.

T ftf fat fast daft fatal staff last flat talk salts

4. Space down to the
next drill line.
Repeat Step 3. Con-
tinue with remaining
lines.

LESSON 4

I kik like kid dike silk kites hike sheik khaki kiss

G fgf gaffe flag gag gale get glass egg hag gas gate

Reinforcement Activity 1

Keyboard Practice *Continued*

Default or SS

(N) jnj jane jeans handle stand end lank and tent lend

SM: 33-97

(12 pitch)

27-82

(10 pitch)

LESSON 6

(M)

(O) lol long load look hole told soil loaf solo loosen

Key the drill line.

Enter/Return and key the line again.

DS Continue with the remaining drill lines.

(R) frf fir far fear fire frets fair friend raft rifle

(T)

Key the drill line.

Return and key the line again.

Space down to continue with the remaining drill lines.

(SHIFT) Nan Helen Jane Kate India King Latin Jake Len Hank

LESSON 7

(U) juj jug jute jungle junk juggle jaguar just junket

(W) sws sweets waist news swing tows sewn straw swords

(I) l.l Ltd. La. Ill. Okla. ital. He is. Janet sees.

LESSON 9

(P) ;p; pep; people; whip; pear; pepper; pipe; sipped;

Reinforcement Activity 1

Keyboard Practice Continued

Default or SS

['] k,k king, link, walk, tank, thanks, take, talking,

SM: 33-97

(12 pitch)

27-82

(10 pitch)

[SHIFT] Rita Andrew Susan Delhi Frank Ed Tulane Wales Greg

M

Key the drill line.

Enter/Return and key the line again.

LESSON 10

DS Continue with the remaining drill lines.

[M] jmj jam major jump jasmine jetsam summer main time

T

Key the drill line.

Return and key the line again.

[B] fbf fib fable fiber buff baffle forbid flab fabric

Space down to continue with the remaining drill lines.

[C] dcd deck cad scored dice credit duct dunce succeed

LESSON 12

[Y] jyj joy Joey jelly jay July jetty juicy jury jolly

[Q] aqa aqua quart quota equal quack quake squad qualm

[X] sxs six taxes exist expense sax sexton waxes mixes

Reinforcement Activity 1

Keyboard Practice Continued

Default or SS

LESSON 13

SM: 33-97
(12 pitch)
27-82
(10 pitch)

V fvf five favor fever verify fervor festive forever

Z aza glaze amaze adze haze lazy zeta Brazil Arizona

M

Key the drill line.
Enter/Return and key the
line again.

DS Continue with the
remaining drill lines.

LESSON 17

: ;:: Dear Kathy: Gentlemen: Add these: This way:

T

Key the drill line.
Return and key the line
again.

? ;?; What? When? How? Where? Is he? Will they?

Space down to continue
with the remaining drill
lines.

LESSON 18

Keyboard 1 **'** ;'; let's; wasn't; Jan's; you'll; can't; couldn't;

Keyboard 2 **j** j'j Jan's Kathy's Mike's Jenny's Lora's I'm aren't

- ;-; first-class; self-made; thirty-four; all-star;

LOCK The ZIP CODE abbreviations are OK, AZ, TX, and FL.

or
All caps command

Reinforcement Activity 1

Keyboard Practice Continued

Default or SS

LESSON 19

SM: 33-97
(12 pitch)
27-82
(10 pitch)

Keyboard 1 **"** ; " ; "loser" "always" "some" "perhaps" "only" "but"

Keyboard 2 **"** s"s "she" "sure" "best" "thanks" "star" "sensible"

M

Key the drill line.
Enter/Return and
key the line again.

DS Continue
with the remain-
ing drill lines.

Keyboard 1
or automatic
underscore **=** ; _ ; I am; the word like; Time; your book; one year

I can; Sports Illustrated; the word joke; Look

T

Key the drill line.
Return and key
the line again.

Space down to
continue with the
remaining drill
lines.

LESSON 23

2 s2s 2 sides; 22 sons; 222 signs; 2,222 sets; 22.22

3 d3d 3 dogs; 33 dimes; 333 dials; 3,333 deeds; 3.33

4 f4f 4 fires; 4.4 feet; 4,444 forts; 444 faces; 4.4

LESSON 24

7 j7j 7 jugs; 77 jokes; 7,777 jewels; 777 jumps; 7.7

Reinforcement Activity 1

Keyboard Practice *Continued*

Default or SS

8 k8k 8 kegs; 888 kilts; 8,888 keys; 88 kites; 88.88

SM: 33-97
(12 pitch)
27-82
(10 pitch)

9 191 9 lots; 99 loans; 9,999 logs; 999 lists; 99.99

M

Key the drill line.
Enter/Return and key the
line again.

LESSON 26

DS Continue with the
remaining drill lines.

1 ala 1 act; 11 ads; 1,111 acres; 111 acids; 1.1 alp

T

Key the drill line.
Return and key the line
again.

0 ;0; 30 days; 400 films; 7,000 bats; 20,000 leagues

Space down to continue
with the remaining drill
lines.

\$ f\$f \$9.99; \$33.44; \$223.99; \$89.98; \$72.49; \$77.79

LESSON 27

5 f5f 5 figs; 55 flares; 5,555 fleas; 555 fads; 5.55

6 j6j 6 jars; 66 jays; 666 juries; 6,666 jumps; 6.66

% f%f 44%; 99.9%; 24%; 100%; 33%; 80%; 10%; 43%; 88%

Reinforcement Activity 1

Keyboard Practice Continued

Default or SS

LESSON 29

SM: 33-97
(12 pitch)
27-82
(10 pitch)

Keyboard 1 [D] ;); 1) I chose; 2) you chose; 3) he, she, it chose

Keyboard 2 [D] l)l local) label) full) vertical) mall) all) goal)

M

Key the drill
line. Enter/
Return and key
the line again.

Keyboard 1 [C] l(l (late) (lab) (large) (leave) (lunch) (letters)

DS Continue
with the re-
maining lines.

Keyboard 2 [C] k(k (knock) (koala) (knight) (knots) (know) (knit)

T

Key the drill
line. Return
and key the
line again.

[/] ;/; either/or yes/no on/off left/right July/August

Space down to
continue with
the remaining
drill lines.

LESSON 31

[!] John yelled out, "Stop! Don't press that switch!"

[@] The price of the paperback was 1 @ \$2 or 12 @ \$22.

[#] We got 9# of apples, 7# of pears, and 6# of plums.

[c] One card cost 59¢, one cost 49¢, and one cost 45¢.

[&] Baron & Dubois merged with Clayton & Brand in May.

Reinforcement Activity 1

Keyboard Practice Continued

Default or SS

***** An * indicates sales items; such as, 42A* and 13B*

SM: 33-97

(12 pitch)

27-82

(10 pitch)

½ Ray added $23\frac{1}{2}$, $16\frac{1}{2}$, and $39\frac{1}{2}$ to get a total of $79\frac{1}{2}$.

M

Key the drill line.

Enter/Return and key the line again.

¼ She purchased the stock at $12\frac{1}{4}$, $13\frac{1}{4}$, $15\frac{1}{4}$, and $17\frac{1}{4}$.

DS Continue with the remaining drill lines.

MATH/PROGRAMMING SYMBOLS

T

Key the drill line.

Return and key the line again.

@ 510 Data G, (, H,), I, @, J, @, K, 3, L, G, M, @, G, 3, (, H,), @, I

Space down to continue with the remaining drill lines.

+ Jane determined that $8 + 9 + 7 + 9 + 9$ equaled 42.

[] 10 Print "Use a [Save] command to place a message"

<> 20 If AZ is < 10,000 and BX is > 5,000, print all.

* That math program multiplies $3*6$ and prints " $3*6$ ".

= If $A=5$, $B=25$, and $C=A*B$, then $C=5*25$ (5 times 25).

Reinforcement Activity 2

Word Scale Practice (Use after Lesson 11)

Goal: To review word scale use

Use the illustration at the right to answer the questions that follow.

Check your answers on p. 91.

SET 1

I was told to check his work thoroughly.
It is important to do the job very well.
Since that first day, she has done well.
Before leaving today, call the operator.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

1. If you keyed all of line 1, what is your GWAM? _____
2. If you keyed all four lines, what is your GWAM? _____
3. If you keyed all of line 1, and up to the word *job* in line 2, what is your GWAM? _____

Use the illustration at the right to answer the questions that follow.

Check your answers on p. 91.

SET 2

More practice was required to get ahead.
I can work rapidly to make the schedule.
A memo was sent regarding your progress.
Every year, another report was required.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

1. If you keyed to the end of line 2, what is your GWAM? _____
2. If you keyed all of lines 1 and 2 and up to the word *sent* in line 3, what is your GWAM? _____
3. If you keyed all of lines 1, 2, and 3 and up to the word *was* in line 4, what is your GWAM? _____

Use the illustration at the right to answer the questions that follow.

Check your answers on p. 91.

SET 3

Use those good keying techniques you have learned.
You will find that they pay off in better results.
Maintaining good posture will help reduce fatigue.
Keeping your eyes on the copy will increase speed.

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

1. If you keyed all four lines and up to the word *you* in line 1, what is your GWAM? _____
2. If you keyed all four lines twice and up to the word *you* in line 1, what is your GWAM? _____
3. If you keyed up to the word *increase* in line 4, what is your GWAM? _____
4. If you keyed all four lines and up to the word *good* in line 3, what is your GWAM? _____

Following each of the paragraphs below, determine the answers to the questions. Record your answers in the column at the right. Check your answers on page 91.

SET 4

In recent years, a revolution has been taking place all around us--the computer revolution. Like other revolutions before it, this one affects us all, whether we know it or not and whether we like it or not. We can scarcely escape the computer. It is everywhere. It is found in the business world, in education, in science, in law enforcement, in agriculture, and in the home. If we can better understand the computer, we will be better able to use it.

1'	3'
11	4
22	7
34	11
46	15
58	19
69	23
81	27
92	31

1'	1	2	3	4	5	6	7	8	9	10	11	12
3'		1			2			3			4	

What is your GWAM if:

- In a 1-minute timing, you keyed up to the word *everywhere*? _____
- In a 1-minute timing, you keyed the entire paragraph? _____
- In a 3-minute timing, you keyed the entire paragraph once and up to the word *other* in the second line? _____
- In a 3-minute timing, you keyed the paragraph once and reached the word *able* in the last line? _____

SET 5

A computer is a device which can, through the technological miracle of miniature electronic circuitry, use a set of instructions to accept data in the form of words, letters, figures, and symbols and very rapidly process the information into a useful form. Computers come in all sizes. Large computers with great capacity for processing and storing information are generally called "main-frame" computers. Small computers are called "microcomputers."

1'	3'
11	4
22	7
34	11
46	15
57	19
68	23
80	27
91	30

1'	1	2	3	4	5	6	7	8	9	10	11	12
3'		1			2			3			4	

What is your GWAM if:

- In a 1-minute timing, you keyed through the end of the fourth line? _____
- In a 3-minute timing, you keyed the paragraph once and reached the word *sizes* in the sixth line? _____
- In a 3-minute timing, you keyed the paragraph twice? _____
- In a 3-minute timing, you keyed the paragraph twice and reached the word *miracle* in line two? _____
- In a 3-minute timing, you keyed the paragraph once and reached the word *Computers* in line five? _____

Reinforcement Activity 3

Misstroke Location Practice (Use after Lesson 16)

Goal: To learn to identify misstrokes

Default or SS

SM: 1½" (12); 1" (10)

Read Need to Know, 14E,
in the textbook.

Circle the misstrokes in
the sentences at the right.
The kind of misstroke is
indicated for each group
of sentences.

After circling the mis-
strokes, key the sentences
correctly.

Check your answers in the
solutions at the back
of the workbook.

SET 1 Omitted Letter(s)

Quitly sitting, Tom read the bigraphy.
Reachin agreement was a real necessity.
Nan needed mor time to practice skiing.

SET 2 Omitted Word(s)

Ms. Wilson gave class an assignment.
Most of time, I finished work early.
I gave Jo apple, a pear, and a peach.

SET 3 Added Letter(s)

Do not forget too let Sam know the rules.
The reporte was to ben completed by today.
Finding time for practice wass difficult.

SET 4 Added Word(s)

The book was in in that locker in the hall.
Time will will tell whether Marion was right.
As soon as as her work was done, Mary left.

SET 5 All of the Above

As you are keyin, try to concentrate on your work. Letting
you mind wander may may result in errors. Employers expect
each employee produce copy that iss free of of errors.
Having to spend time corecting errors can resul in lower
productivity. Lower productivity migh result in lower
profit for the employer, andd no employer will will permit
that happen indefinitely.

SET 6 Extra Space

Key ing accurately demands concen tration.
Practic ing always hel ps to make per fect.
Con centration i s necessary for accuracy.

Continued on page 16