

SKILLBUILDING

BUILDING SPEED AND ACCURACY ON THE KEYBOARD



EIDE RIECK KLEMIN

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S e c o n d E d i t i o n

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PREFACE

OBJECTIVES OF THE SKILLBUILDING PROGRAM

Skillbuilding: Building Speed and Accuracy on the Keyboard provides you with a thoroughly tested program to improve your proficiency in using a personal computer, word processor, typewriter, or other machine with a similar keyboard. It contains materials specifically designed to:

- Measure your keyboarding speed and accuracy at the outset of the *Skillbuilding* program through the use of the Course Entry Timing.
- Determine your specific keyboarding problems through an analysis of the results of the diagnostic tests appearing at the beginning of various sections of the program.
- Select appropriate practice lessons based on diagnostic tests, your personal choice of lessons, or teacher-prescribed lessons.
- Establish your particular skill-improvement goal for each practice lesson through the use of a lesson pretest.
- Provide you with specially designed skillbuilding exercises in a prescribed manner.
- Determine whether or not you achieve your practice goal for each lesson through the use of the lesson posttest.
- Measure your overall skill-development progress at regular intervals during the *Skillbuilding* course through the use of special Progress Check Timings and at the end of the course through the use of the Course Exit Timing.

Skillbuilding reflects the philosophy and research findings of Dr. Fred E. Winger, former professor of office administration and business education at Oregon State University. His research found that the appropriate type of practice material, practiced in the correct way and practiced systematically, produces statistically significant gains in speed and in accuracy.

OVERVIEW OF THE PROGRAM SECTIONS

This text contains a variety of special practice materials organized in the following sections:

1. **Course Entry and Exit.** This section provides a 3- or 5-minute timing for use in measuring your speed and accuracy at the beginning of the course and again at the end of the course.
2. **Alphabet Practice, Lessons 1 to 26.** Two diagnostic timings determine which letters you mistype most often. Separate skillbuilding lessons for each letter of the alphabet are provided.
3. **Individual Finger Practice, Lessons 27 to 31.** Each of the five lessons presents exercises emphasizing the use of specific fingers.

4. **Word-Level Keystroking Practice, Lessons 32 to 36.** When you learn to type, you begin by stroking individual letters. As you become more fluent, you type entire words rather than separating them into individual keystrokes. You will practice word-level responses in this five-lesson section.
5. **Frequently Used Words Practice, Lessons 37 to 41.** Research indicates that certain English words are used more often than others. These five lessons provide practice on some of the most frequently used words.
6. **Horizontal/Vertical Reaches Practice, Lessons 42 to 51.** Ten lessons are devoted to improving your stroking on reaches that require your fingers to move sideways on the rows of the keyboard (horizontal reaches) or to move from one row of keys to another (vertical reaches).
7. **Word Family Practice, Lessons 52 to 56.** The five lessons in this section provide practice on some of the most commonly used word beginnings and endings found in the English language.
8. **Concentration Practice, Lessons 57 to 66.** Concentration Practice is divided into two sets of five lessons each. Accuracy is the primary focus. The first five lessons concentrate on the most commonly transposed letters. The second set of five lessons focus on such problems as transposition on adjacent-key reaches, opposite-finger reaches, and vertical-key reaches. *To achieve the maximum benefit from these additional concentration lessons, do one or more other skillbuilding sections **before** you do the second set of concentration lessons.*
9. **Frequently Misspelled Words Practice, Lessons 67 to 71.** Commonly misspelled words are the focus of these five lessons.
10. **Alternate-Hand Words Practice, Lessons 72 to 76.** Each of the five lessons builds speed through practice on words that require the alternate use of the right and left hands.
11. **Double-Letter Words Practice, Lessons 77 to 81.** The five lessons cover all the letters frequently doubled in English words, and they help you overcome the common problem of misstroking the second letter in double-letter combinations.
12. **Right-Hand and Left-Hand Words Practice, Lessons 82 to 91.** A surprising number of English words are typed entirely with the fingers of one hand—and most people typing over 30 words a minute have a stroking speed imbalance between their hands. The diagnostic timings and the ten lessons are designed to detect and reduce or eliminate the stroking imbalance between your hands.
13. **Punctuation Practice, Lessons 92 to 96.** Intensive practice on all the punctuation keys is provided in these five lessons.
14. **Number Practice, Lessons 97 to 106.** In addition to ten skillbuilding lessons, this section includes three entry and exit timings—numbers in phrases, in sentences, and in a paragraph. These timings are used for measuring your skill in typing numbers before and after completing the lessons. There are two versions of Lesson 102—page 124A is for standard keyboards, page 124B is for ergonomic keyboards.
15. **Symbol Practice, Lessons 107 to 111.** These five lessons provide practice on the most commonly used symbols.

16. **Keypad Practice, Lessons 112 to 116.** The five lessons in this section will help you build your skill in using the keypad on computers and calculators. In addition, the correlated software provides an introduction to the keypad and additional practice exercises.
17. **Progress Check Timings, Progress Checks 1 to 35.** The lesson materials are heavily weighted with special features to assist you in developing your speed and accuracy and are inappropriate for assessing your overall keyboarding skill. The Progress Check Timings, however, provide you with realistic copy of normal difficulty for measuring your speed and accuracy on 3- or 5-minute timings. You will use the Progress Check Timings at regular intervals during your skillbuilding class. A chart on which you can record your scores is provided on pages xv and xvi.
18. **Pacing Practice, Pacing Paragraphs 20 wam to 100 wam.** In addition to the placement timing, this section provides 1-minute timings for building speed and accuracy from 20 to 100 words a minute in increments of one or two words a minute. The markers in each timing indicate where you should be at the end of each quarter minute.

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If you are enrolled in a **90-hour/18-week** skillbuilding course, you will follow the course plan outlined below. Use Level 1 if your speed is below 40 words a minute; use Level 2 if your speed is above 40 words a minute. As you complete each assignment, check off the box next to the assignment. Note: ? means use a computer-assigned lesson. Optional activities (*) include Pacing Practice, Keypad Practice, and Open-Screen Practice.

Level 1—for keyboarding speed below 40 words a minute.						Level 2—for keyboarding speed above 40 words a minute.					
Week	Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5	
1	☐ Entry Timing ☐ Alpha. Diag. ☐ Number Entry	☐ Alphabet ? ☐ Number 97 ☐ Pacing Place	☐ Alphabet ? ☐ Number 98 ☐ Pacing	☐ Alphabet ? ☐ Number 99 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 1 ☐ Pacing	☐ Entry Timing ☐ Alpha. Diag. ☐ Number Entry	☐ Alphabet ? ☐ Number 97 ☐ Pacing Place	☐ Alphabet ? ☐ Number 98 ☐ Pacing	☐ Alphabet ? ☐ Number 99 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 1 ☐ Pacing	
2	☐ Alphabet ? ☐ Number 100 ☐ *Option Act	☐ Alphabet ? ☐ Number 101 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 2 ☐ *Option Act	☐ Alphabet ? ☐ Number 102 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 3 ☐ *Option Act	☐ Alphabet ? ☐ Number 100 ☐ *Option Act	☐ Alphabet ? ☐ Number 101 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 2 ☐ *Option Act	☐ Alphabet ? ☐ Number 102 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 3 ☐ *Option Act	
3	☐ Ind Fing 27 ☐ Number 103 ☐ *Option Act	☐ Ind Fing 28 ☐ Number 104 ☐ Pacing	☐ Ind Fing 29 ☐ Pro Chk 4 ☐ *Option Act	☐ Ind Fing 30 ☐ Number 105 ☐ Pacing	☐ Ind Fing 31 ☐ Pro Chk 5 ☐ *Option Act	☐ Ind Fing 27 ☐ Number 103 ☐ *Option Act	☐ Ind Fing 28 ☐ Number 104 ☐ Pacing	☐ Ind Fing 29 ☐ Pro Chk 4 ☐ *Option Act	☐ Ind Fing 30 ☐ Number 105 ☐ Pacing	☐ Ind Fing 31 ☐ Pro Chk 5 ☐ *Option Act	
4	☐ Word Lev 32 ☐ Number 106 ☐ Number Exit	☐ Word Lev 33 ☐ Punct 92 ☐ Pacing	☐ Word Lev 34 ☐ Pro Chk 6 ☐ *Option Act	☐ Word Lev 35 ☐ Punct 93 ☐ Pacing	☐ Word Lev 36 ☐ Pro Chk 7 ☐ *Option Act	☐ Word Lev 32 ☐ Number 106 ☐ Number Exit	☐ Word Lev 33 ☐ Punct 92 ☐ Pacing	☐ Word Lev 34 ☐ Pro Chk 6 ☐ *Option Act	☐ Word Lev 35 ☐ Punct 93 ☐ Pacing	☐ Word Lev 36 ☐ Pro Chk 7 ☐ *Option Act	
5	☐ Freq Use 37 ☐ Punct 94 ☐ *Option Act	☐ Freq Use 38 ☐ Punct 95 ☐ Pacing	☐ Freq Use 39 ☐ Pro Chk 8 ☐ *Option Act	☐ Freq Use 40 ☐ Punct 96 ☐ Pacing	☐ Freq Use 41 ☐ Pro Chk 9 ☐ *Option Act	☐ Freq Use 37 ☐ Punct 94 ☐ *Option Act	☐ Freq Use 38 ☐ Punct 95 ☐ Pacing	☐ Freq Use 39 ☐ Pro Chk 8 ☐ *Option Act	☐ Freq Use 40 ☐ Punct 96 ☐ Pacing	☐ Freq Use 41 ☐ Pro Chk 9 ☐ *Option Act	
6	☐ Horz/Ver 42 ☐ Symbol 107 ☐ *Option Act	☐ Horz/Ver 43 ☐ Symbol 108 ☐ Pacing	☐ Horz/Ver 44 ☐ Pro Chk 10 ☐ *Option Act	☐ Horz/Ver 45 ☐ Symbol 109 ☐ Pacing	☐ Horz/Ver 46 ☐ Pro Chk 11 ☐ *Option Act	☐ Horz/Ver 42 ☐ Symbol 107 ☐ *Option Act	☐ Horz/Ver 43 ☐ Symbol 108 ☐ Pacing	☐ Horz/Ver 44 ☐ Pro Chk 10 ☐ *Option Act	☐ Horz/Ver 45 ☐ Symbol 109 ☐ Pacing	☐ Horz/Ver 46 ☐ Pro Chk 11 ☐ *Option Act	
7	☐ Horz/Ver 47 ☐ Symbol 110 ☐ *Option Act	☐ Horz/Ver 48 ☐ Symbol 111 ☐ Pacing	☐ Horz/Ver 49 ☐ Pro Chk 12 ☐ *Option Act	☐ Horz/Ver 50 ☐ Number 97 ☐ Pacing	☐ Horz/Ver 51 ☐ Pro Chk 13 ☐ *Option Act	☐ Horz/Ver 47 ☐ Symbol 110 ☐ *Option Act	☐ Horz/Ver 48 ☐ Symbol 111 ☐ Pacing	☐ Horz/Ver 49 ☐ Pro Chk 12 ☐ *Option Act	☐ Horz/Ver 50 ☐ Number 97 ☐ Pacing	☐ Horz/Ver 51 ☐ Pro Chk 13 ☐ RH/LH Diag.	
8	☐ Word Fam 52 ☐ Number 98 ☐ *Option Act	☐ Word Fam 53 ☐ Number 99 ☐ Pacing	☐ Word Fam 54 ☐ Pro Chk 14 ☐ *Option Act	☐ Word Fam 55 ☐ Number 100 ☐ Pacing	☐ Word Fam 56 ☐ Pro Chk 15 ☐ *Option Act	☐ RH/LH ? ☐ Number 98 ☐ *Option Act	☐ RH/LH ? ☐ Number 99 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 14 ☐ *Option Act	☐ RH/LH ? ☐ Number 100 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 15 ☐ RH/LH Diag.	
9	☐ Concen 57 ☐ Number 101 ☐ *Option Act	☐ Concen 58 ☐ Number 102 ☐ Pacing	☐ Concen 59 ☐ Pro Chk 16 ☐ *Option Act	☐ Concen 60 ☐ Number 103 ☐ Pacing	☐ Concen 61 ☐ Pro Chk 17 ☐ *Option Act	☐ RH/LH ? ☐ Number 101 ☐ *Option Act	☐ RH/LH ? ☐ Number 102 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 16 ☐ *Option Act	☐ RH/LH ? ☐ Number 103 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 17 ☐ RH/LH Diag.	

Level 1—for keyboarding speed below 40 words a minute.

Week	Day 1	Day 2	Day 3	Day 4	Day 5
10	☐ Freq Mis 67 ☐ Number 104 ☐ *Option Act	☐ Freq Mis 68 ☐ Number 105 ☐ Pacing	☐ Freq Mis 69 ☐ Pro Chk 18 ☐ *Option Act	☐ Freq Mis 70 ☐ Number 106 ☐ Number Exit	☐ Freq Mis 71 ☐ Pro Chk 19 ☐ *Option Act
11	☐ Alt Hand 72 ☐ Punct 92 ☐ *Option Act	☐ Alt Hand 73 ☐ Punct 93 ☐ Pacing	☐ Alt Hand 74 ☐ Pro Chk 20 ☐ *Option Act	☐ Alt Hand 75 ☐ Punct 94 ☐ Pacing	☐ Alt Hand 76 ☐ Pro Chk 21 ☐ *Option Act
12	☐ Ind Fing 27 ☐ Punct 95 ☐ *Option Act	☐ Ind Fing 28 ☐ Punct 96 ☐ Pacing	☐ Ind Fing 29 ☐ Pro Chk 22 ☐ *Option Act	☐ Ind Fing 30 ☐ Symbol 107 ☐ Pacing	☐ Ind Fing 31 ☐ Pro Chk 23 ☐ *Option Act
13	☐ Word Lev 32 ☐ Symbol 108 ☐ *Option Act	☐ Word Lev 33 ☐ Symbol 109 ☐ Pacing	☐ Word Lev 34 ☐ Pro Chk 24 ☐ *Option Act	☐ Word Lev 35 ☐ Symbol 110 ☐ Pacing	☐ Word Lev 36 ☐ Pro Chk 25 ☐ *Option Act
14	☐ Double 77 ☐ Symbol 111 ☐ *Option Act	☐ Double 78 ☐ Number 97 ☐ Pacing	☐ Double 79 ☐ Pro Chk 26 ☐ *Option Act	☐ Double 80 ☐ Number 98 ☐ Pacing	☐ Double 81 ☐ Pro Chk 27 ☐ *Option Act
15	☐ Concen 62 ☐ Number 99 ☐ *Option Act	☐ Concen 63 ☐ Number 100 ☐ Pacing	☐ Concen 64 ☐ Pro Chk 28 ☐ *Option Act	☐ Concen 65 ☐ Number 101 ☐ Pacing	☐ Concen 66 ☐ Pro Chk 29 ☐ *RH/LH Diag.
16	☐ RH/LH ? ☐ Number 102 ☐ *Option Act	☐ RH/LH ? ☐ Number 103 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 30 ☐ *Option Act	☐ RH/LH ? ☐ Number 104 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 31 ☐ RH/LH Diag.
17	☐ RH/LH ? ☐ Number 105 ☐ *Option Act	☐ RH/LH ? ☐ Number 106 ☐ Number Exit	☐ RH/LH ? ☐ Pro Chk 32 ☐ *Option Act	☐ RH/LH ? ☐ Punct 92 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 33 ☐ RH/LH Diag.
18	☐ Alt Hand 72 ☐ Punct 93 ☐ *Option Act	☐ Alt Hand 73 ☐ Punct 94 ☐ Pacing	☐ Alt Hand 74 ☐ Pro Chk 34 ☐ *Option Act	☐ Alt Hand 75 ☐ Pro Chk 35 ☐ Pacing	☐ Alt Hand 76 ☐ Exit Timing ☐ *Option Act

Level 2—for keyboarding speed above 40 words a minute.

Day 1	Day 2	Day 3	Day 4	Day 5
☐ Concen 57 ☐ Number 104 ☐ *Option Act	☐ Concen 58 ☐ Number 105 ☐ Pacing	☐ Concen 59 ☐ Pro Chk 18 ☐ *Option Act	☐ Concen 60 ☐ Number 106 ☐ Number Exit	☐ Concen 61 ☐ Pro Chk 19 ☐ *Option Act
☐ Word Fam 52 ☐ Punct 92 ☐ *Option Act	☐ Word Fam 53 ☐ Punct 93 ☐ Pacing	☐ Word Fam 54 ☐ Pro Chk 20 ☐ *Option Act	☐ Word Fam 55 ☐ Punct 94 ☐ Pacing	☐ Word Fam 56 ☐ Pro Chk 21 ☐ *Option Act
☐ Alt Hand 72 ☐ Punct 95 ☐ *Option Act	☐ Alt Hand 73 ☐ Punct 96 ☐ Pacing	☐ Alt Hand 74 ☐ Pro Chk 22 ☐ *Option Act	☐ Alt Hand 75 ☐ Symbol 107 ☐ Pacing	☐ Alt Hand 76 ☐ Pro Chk 23 ☐ *Option Act
☐ Word Lev 32 ☐ Symbol 108 ☐ *Option Act	☐ Word Lev 33 ☐ Symbol 109 ☐ Pacing	☐ Word Lev 34 ☐ Pro Chk 24 ☐ *Option Act	☐ Word Lev 35 ☐ Symbol 110 ☐ Pacing	☐ Word Lev 36 ☐ Pro Chk 25 ☐ *Option Act
☐ Double 77 ☐ Symbol 111 ☐ *Option Act	☐ Double 78 ☐ Number 97 ☐ Pacing	☐ Double 79 ☐ Pro Chk 26 ☐ *Option Act	☐ Double 80 ☐ Number 98 ☐ Pacing	☐ Double 81 ☐ Pro Chk 27 ☐ *Option Act
☐ Freq Mis 67 ☐ Number 99 ☐ *Option Act	☐ Freq Mis 68 ☐ Number 100 ☐ Pacing	☐ Freq Mis 69 ☐ Pro Chk 28 ☐ *Option Act	☐ Freq Mis 70 ☐ Number 101 ☐ Pacing	☐ Freq Mis 71 ☐ Pro Chk 29 ☐ *Option Act
☐ Concen 62 ☐ Number 102 ☐ *Option Act	☐ Concen 63 ☐ Number 103 ☐ Pacing	☐ Concen 64 ☐ Pro Chk 30 ☐ *Option Act	☐ Concen 65 ☐ Number 104 ☐ Pacing	☐ Concen 66 ☐ Pro Chk 31 ☐ RH/LH Diag.
☐ RH/LH ? ☐ Number 105 ☐ *Option Act	☐ RH/LH ? ☐ Number 106 ☐ Number Exit	☐ RH/LH ? ☐ Pro Chk 32 ☐ *Option Act	☐ RH/LH ? ☐ Punct 92 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 33 ☐ RH/LH Diag.
☐ Alt Hand 72 ☐ Punct 93 ☐ *Option Act	☐ Alt Hand 73 ☐ Punct 94 ☐ Pacing	☐ Alt Hand 74 ☐ Pro Chk 34 ☐ *Option Act	☐ Alt Hand 75 ☐ Pro Chk 35 ☐ Pacing	☐ Alt Hand 76 ☐ Exit Timing ☐ *Option Act

If you are enrolled in a **60-hour/12-week** skillbuilding course, you will follow the course plan outlined below. Use Level 1 if your speed is below 40 words a minute; use Level 2 if your speed is above 40 words a minute. As you complete each assignment, check off the box next to the assignment. Note: ? means use a computer-assigned lesson. Optional activities (*) include Pacing Practice, Keypad Practice, and Open-Screen Practice.

Level 1 —for keyboarding speed below 40 words a minute.						Level 2—for keyboarding speed above 40 words a minute.					
Week	Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5	
1	☐ Entry Timing	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Entry Timing	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	
	☐ Alpha. Diag.	☐ Number 97	☐ Number 98	☐ Number 99	☐ Pro Chk 1	☐ Alpha. Diag.	☐ Number 97	☐ Number 98	☐ Number 99	☐ Pro Chk 1	
	☐ Number Entry	☐ Pacing Place	☐ Pacing	☐ Pacing	☐ Pacing	☐ Number Entry	☐ Pacing Place	☐ Pacing	☐ Pacing	☐ Pacing	
2	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	
	☐ Number 100	☐ Number 101	☐ Pro Chk 2	☐ Number 102	☐ Pro Chk 3	☐ Number 100	☐ Number 101	☐ Pro Chk 2	☐ Number 102	☐ Pro Chk 3	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	
3	☐ Ind Fing 27	☐ Ind Fing 28	☐ Ind Fing 29	☐ Ind Fing 30	☐ Ind Fing 31	☐ Ind Fing 27	☐ Ind Fing 28	☐ Ind Fing 29	☐ Ind Fing 30	☐ Ind Fing 31	
	☐ Number 103	☐ Number 104	☐ Pro Chk 4	☐ Number 105	☐ Pro Chk 5	☐ Number 103	☐ Number 104	☐ Pro Chk 4	☐ Number 105	☐ Pro Chk 5	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	
4	☐ Word Lev 32	☐ Word Lev 33	☐ Word Lev 34	☐ Word Lev 35	☐ Word Lev 36	☐ Word Lev 32	☐ Word Lev 33	☐ Word Lev 34	☐ Word Lev 35	☐ Word Lev 36	
	☐ Number 106	☐ Punct 92	☐ Pro Chk 6	☐ Punct 93	☐ Pro Chk 7	☐ Number 106	☐ Punct 92	☐ Pro Chk 6	☐ Punct 93	☐ Pro Chk 7	
	☐ Number Exit	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Number Exit	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	
5	☐ Concen 57	☐ Concen 58	☐ Concen 59	☐ Concen 60	☐ Concen 61	☐ Concen 57	☐ Concen 58	☐ Concen 59	☐ Concen 60	☐ Concen 61	
	☐ Punct 94	☐ Punct 95	☐ Pro Chk 8	☐ Punct 96	☐ Pro Chk 9	☐ Punct 94	☐ Punct 95	☐ Pro Chk 8	☐ Punct 96	☐ Pro Chk 9	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	
6	☐ Freq Use 37	☐ Freq Use 38	☐ Freq Use 39	☐ Freq Use 40	☐ Freq Use 41	☐ Freq Use 37	☐ Freq Use 38	☐ Freq Use 39	☐ Freq Use 40	☐ Freq Use 41	
	☐ Symbol 107	☐ Symbol 108	☐ Pro Chk 10	☐ Symbol 109	☐ Pro Chk 11	☐ Symbol 107	☐ Symbol 108	☐ Pro Chk 10	☐ Symbol 109	☐ Pro Chk 11	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	

Level 1—for keyboarding speed below 40 words a minute.						Level 2—for keyboarding speed above 40 words a minute.					
Week	Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5	
7	☐ Alt Hand 72	☐ Alt Hand 73	☐ Alt Hand 74	☐ Alt Hand 75	☐ Alt Hand 76	☐ Alt Hand 72	☐ Alt Hand 73	☐ Alt Hand 74	☐ Alt Hand 75	☐ Alt Hand 76	
	☐ Symbol 110	☐ Symbol 111	☐ Pro Chk 12	☐ Number 97	☐ Pro Chk 13	☐ Symbol 110	☐ Symbol 111	☐ Pro Chk 12	☐ Number 97	☐ Pro Chk 13	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	
8	☐ Horz/Ver 42	☐ Horz/Ver 43	☐ Horz/Ver 44	☐ Horz/Ver 45	☐ Horz/Ver 46	☐ Horz/Ver 42	☐ Horz/Ver 43	☐ Horz/Ver 44	☐ Horz/Ver 45	☐ Horz/Ver 46	
	☐ Number 98	☐ Number 99	☐ Pro Chk 14	☐ Number 100	☐ Pro Chk 15	☐ Number 98	☐ Number 99	☐ Pro Chk 14	☐ Number 100	☐ Pro Chk 15	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	
9	☐ Horz/Ver 47	☐ Horz/Ver 48	☐ Horz/Ver 49	☐ Horz/Ver 50	☐ Horz/Ver 51	☐ Horz/Ver 47	☐ Horz/Ver 48	☐ Horz/Ver 49	☐ Horz/Ver 50	☐ Horz/Ver 51	
	☐ Number 101	☐ Number 102	☐ Pro Chk 16	☐ Number 103	☐ Pro Chk 17	☐ Number 101	☐ Number 102	☐ Pro Chk 16	☐ Number 103	☐ Pro Chk 17	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ RH/LH Diag.	
10	☐ Freq Mis 67	☐ Freq Mis 68	☐ Freq Mis 69	☐ Freq Mis 70	☐ Freq Mis 71	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	
	☐ Number 104	☐ Number 105	☐ Pro Chk 18	☐ Number 106	☐ Pro Chk 19	☐ Number 104	☐ Number 105	☐ Pro Chk 18	☐ Number 106	☐ Pro Chk 19	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Number Exit	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Number Exit	☐ RH/LH Diag.	
11	☐ Word Fam 52	☐ Word Fam 53	☐ Word Fam 54	☐ Word Fam 55	☐ Word Fam 56	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	
	☐ Punct 92	☐ Punct 93	☐ Pro Chk 20	☐ Punct 94	☐ Pro Chk 21	☐ Punct 92	☐ Punct 93	☐ Pro Chk 20	☐ Punct 94	☐ Pro Chk 21	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ RH/LH Diag.	
12	☐ Alt Hand 72	☐ Alt Hand 73	☐ Alt Hand 74	☐ Alt Hand 75	☐ Alt Hand 76	☐ Double 77	☐ Double 78	☐ Double 79	☐ Double 80	☐ Double 81	
	☐ Punct 95	☐ Punct 96	☐ Pro Chk 22	☐ Pro Chk 23	☐ Exit Timing	☐ Punct 95	☐ Punct 96	☐ Pro Chk 22	☐ Pro Chk 23	☐ Exit Timing	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	

If you are enrolled in a **45-hour/9-week** skillbuilding course, you will follow the course plan outlined below. Use Level 1 if your speed is below 40 words a minute; use Level 2 if your speed is above 40 words a minute. As you complete each assignment, check off the box next to the assignment. Note: ? means use a computer-assigned lesson. Optional activities (*) include Pacing Practice, Keypad Practice, and Open-Screen Practice.

		Level 1—for keyboarding speed below 40 words a minute.					Level 2—for keyboarding speed above 40 words a minute.				
Week		Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5
1		☐ Entry Timing ☐ Alpha. Diag. ☐ Number Entry	☐ Alphabet ? ☐ Number 97 ☐ Pacing Place	☐ Alphabet ? ☐ Number 98 ☐ Pacing	☐ Alphabet ? ☐ Number 99 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 1 ☐ Pacing	☐ Entry Timing ☐ Alpha. Diag. ☐ Number Entry	☐ Alphabet ? ☐ Number 97 ☐ Pacing Place	☐ Alphabet ? ☐ Number 98 ☐ Pacing	☐ Alphabet ? ☐ Number 99 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 1 ☐ Pacing
2		☐ Alphabet ? ☐ Number 100 ☐ *Option Act	☐ Alphabet ? ☐ Number 101 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 2 ☐ *Option Act	☐ Alphabet ? ☐ Number 102 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 3 ☐ *Option Act	☐ Alphabet ? ☐ Number 100 ☐ *Option Act	☐ Alphabet ? ☐ Number 101 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 2 ☐ *Option Act	☐ Alphabet ? ☐ Number 102 ☐ Pacing	☐ Alphabet ? ☐ Pro Chk 3 ☐ *Option Act
3		☐ Ind Fing 27 ☐ Number 103 ☐ *Option Act	☐ Ind Fing 28 ☐ Number 104 ☐ Pacing	☐ Ind Fing 29 ☐ Pro Chk 4 ☐ *Option Act	☐ Ind Fing 30 ☐ Number 105 ☐ Pacing	☐ Ind Fing 31 ☐ Pro Chk 5 ☐ *Option Act	☐ Ind Fing 27 ☐ Number 103 ☐ *Option Act	☐ Ind Fing 28 ☐ Number 104 ☐ Pacing	☐ Ind Fing 29 ☐ Pro Chk 4 ☐ *Option Act	☐ Ind Fing 30 ☐ Number 105 ☐ Pacing	☐ Ind Fing 31 ☐ Pro Chk 5 ☐ *Option Act
4		☐ Word Lev 32 ☐ Number 106 ☐ Number Exit	☐ Word Lev 33 ☐ Punct 92 ☐ Pacing	☐ Word Lev 34 ☐ Pro Chk 6 ☐ *Option Act	☐ Word Lev 35 ☐ Punct 93 ☐ Pacing	☐ Word Lev 36 ☐ Pro Chk 7 ☐ *Option Act	☐ Concen 57 ☐ Number 106 ☐ Number Exit	☐ Concen 58 ☐ Punct 92 ☐ Pacing	☐ Concen 59 ☐ Pro Chk 6 ☐ *Option Act	☐ Concen 60 ☐ Punct 93 ☐ Pacing	☐ Concen 61 ☐ Pro Chk 7 ☐ *Option Act
5		☐ Concen 57 ☐ Punct 94 ☐ *Option Act	☐ Concen 58 ☐ Punct 95 ☐ Pacing	☐ Concen 59 ☐ Pro Chk 8 ☐ *Option Act	☐ Concen 60 ☐ Punct 96 ☐ Pacing	☐ Concen 61 ☐ Pro Chk 9 ☐ *Option Act	☐ Horz/Ver 42 ☐ Punct 94 ☐ *Option Act	☐ Horz/Ver 43 ☐ Punct 95 ☐ Pacing	☐ Horz/Ver 44 ☐ Pro Chk 8 ☐ *Option Act	☐ Horz/Ver 45 ☐ Punct 96 ☐ Pacing	☐ Horz/Ver 46 ☐ Pro Chk 9 ☐ *Option Act
6		☐ Freq Use 37 ☐ Symbol 107 ☐ *Option Act	☐ Freq Use 38 ☐ Symbol 108 ☐ Pacing	☐ Freq Use 39 ☐ Pro Chk 10 ☐ *Option Act	☐ Freq Use 40 ☐ Symbol 109 ☐ Pacing	☐ Freq Use 41 ☐ Pro Chk 11 ☐ *Option Act	☐ Horz/Ver 47 ☐ Symbol 107 ☐ *Option Act	☐ Horz/Ver 48 ☐ Symbol 108 ☐ Pacing	☐ Horz/Ver 49 ☐ Pro Chk 10 ☐ *Option Act	☐ Horz/Ver 50 ☐ Symbol 109 ☐ Pacing	☐ Horz/Ver 51 ☐ Pro Chk 11 ☐ RH/LH Diag.
7		☐ Horz/Ver 42 ☐ Symbol 110 ☐ *Option Act	☐ Horz/Ver 43 ☐ Symbol 111 ☐ Pacing	☐ Horz/Ver 44 ☐ Pro Chk 12 ☐ *Option Act	☐ Horz/Ver 45 ☐ Punct 92 ☐ Pacing	☐ Horz/Ver 46 ☐ Pro Chk 13 ☐ *Option Act	☐ RH/LH ? ☐ Symbol 110 ☐ *Option Act	☐ RH/LH ? ☐ Symbol 111 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 12 ☐ *Option Act	☐ RH/LH ? ☐ Punct 92 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 13 ☐ RH/LH Diag.
8		☐ Horz/Ver 47 ☐ Punct 93 ☐ *Option Act	☐ Horz/Ver 48 ☐ Punct 94 ☐ Pacing	☐ Horz/Ver 49 ☐ Pro Chk 14 ☐ *Option Act	☐ Horz/Ver 50 ☐ Punct 95 ☐ Pacing	☐ Horz/Ver 51 ☐ Pro Chk 15 ☐ *Option Act	☐ RH/LH ? ☐ Punct 93 ☐ *Option Act	☐ RH/LH ? ☐ Punct 94 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 14 ☐ *Option Act	☐ RH/LH ? ☐ Punct 95 ☐ Pacing	☐ RH/LH ? ☐ Pro Chk 15 ☐ RH/LH Diag.
9		☐ Alt Hand 72 ☐ Punct 96 ☐ *Option Act	☐ Alt Hand 73 ☐ Pro Chk 16 ☐ Pacing	☐ Alt Hand 74 ☐ Pro Chk 17 ☐ *Option Act	☐ Alt Hand 75 ☐ Pro Chk 18 ☐ Pacing	☐ Alt Hand 76 ☐ Exit Timing ☐ *Option Act	☐ Alt Hand 72 ☐ Punct 96 ☐ *Option Act	☐ Alt Hand 73 ☐ Pro Chk 16 ☐ Pacing	☐ Alt Hand 74 ☐ Pro Chk 17 ☐ *Option Act	☐ Alt Hand 75 ☐ Pro Chk 18 ☐ Pacing	☐ Alt Hand 76 ☐ Exit Timing ☐ *Option Act

If you are enrolled in a **30-hour/6-week** skillbuilding course, you will follow the course plan outlined below. Use Level 1 if your speed is below 40 words a minute; use Level 2 if your speed is above 40 words a minute. As you complete each assignment, check off the box next to the assignment. Note: ? means use a computer-assigned lesson. Optional activities (*) include Pacing Practice, Keypad Practice, and Open-Screen Practice.

Level 1—for keyboarding speed below 40 words a minute.						Level 2—for keyboarding speed above 40 words a minute.					
Week	Day 1	Day 2	Day 3	Day 4	Day 5	Day 1	Day 2	Day 3	Day 4	Day 5	
1	☐ Entry Timing	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Entry Timing	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?
	☐ Alpha. Diag.	☐ Number 97	☐ Number 98	☐ Number 98	☐ Pro Chk 1	☐ Alpha. Diag.	☐ Number 97	☐ Number 98	☐ Number 99	☐ Pro Chk 1	
	☐ Number Entry	☐ Pacing Place	☐ Pacing	☐ Pacing	☐ Pacing	☐ Number Entry	☐ Pacing Place	☐ Pacing	☐ Pacing	☐ Pacing	
2	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?	☐ Alphabet ?
	☐ Number 100	☐ Number 101	☐ Pro Chk 2	☐ Number 102	☐ Pro Chk 3	☐ Number 100	☐ Number 101	☐ Pro Chk 2	☐ Number 102	☐ Pro Chk 3	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act
3	☐ Ind Fing 27	☐ Ind Fing 28	☐ Ind Fing 29	☐ Ind Fing 30	☐ Ind Fing 31	☐ Ind Fing 27	☐ Ind Fing 28	☐ Ind Fing 29	☐ Ind Fing 30	☐ Ind Fing 31	
	☐ Number 103	☐ Number 104	☐ Pro Chk 4	☐ Number 105	☐ Pro Chk 5	☐ Number 103	☐ Number 104	☐ Pro Chk 4	☐ Number 105	☐ Pro Chk 5	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ RH/LH Diag.	
4	☐ Word Lev 32	☐ Word Lev 33	☐ Word Lev 34	☐ Word Lev 35	☐ Word Lev 36	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	
	☐ Number 106	☐ Punct 92	☐ Pro Chk 6	☐ Punct 93	☐ Pro Chk 7	☐ Number 106	☐ Punct 92	☐ Pro Chk 6	☐ Punct 93	☐ Pro Chk 7	
	☐ Number Exit	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Number Exit	☐ Pacing	☐ *Option Act	☐ Pacing	☐ RH/LH Diag.	
5	☐ Freq Use 37	☐ Freq Use 38	☐ Freq Use 39	☐ Freq Use 40	☐ Freq Use 41	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	☐ RH/LH ?	
	☐ Punct 94	☐ Punct 95	☐ Pro Chk 8	☐ Punct 96	☐ Pro Chk 9	☐ Punct 94	☐ Punct 95	☐ Pro Chk 8	☐ Punct 96	☐ Pro Chk 9	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ RH/LH Diag.	
6	☐ Alt Hand 72	☐ Alt Hand 73	☐ Alt Hand 74	☐ Alt Hand 75	☐ Alt Hand 76	☐ Alt Hand 72	☐ Alt Hand 73	☐ Alt Hand 74	☐ Alt Hand 75	☐ Alt Hand 76	
	☐ Word Fam 52	☐ Word Fam 53	☐ Pro Chk 10	☐ Word Fam 54	☐ Exit Timing	☐ Horz/Ver 42	☐ Horz/Ver 43	☐ Pro Chk 10	☐ Horz/Ver 44	☐ Exit Timing	
	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ Pacing	☐ *Option Act	☐ *Option Act

PROGRESS CHECK GRAPH

Name _____
Class _____
Period _____

Record the words a minute and errors of your more accurate timing. First, mark the speed with a dot at the junction of the speed (WAM) scale and the Progress Check number. Then, write the number of errors and the date in the appropriate boxes at the bottom of the graph.

WAM	ENTRY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	WAM
100																				100
98																				98
96																				96
94																				94
92																				92
90																				90
88																				88
86																				86
84																				84
82																				82
80																				80
78																				78
76																				76
74																				74
72																				72
70																				70
68																				68
66																				66
64																				64
62																				62
60																				60
58																				58
56																				56
54																				54
52																				52
50																				50
48																				48
46																				46
44																				44
42																				42
40																				40
38																				38
36																				36
34																				34
32																				32
30																				30
28																				28
26																				26
24																				24
22																				22
20																				20
18																				18
16																				16
14																				14
12																				12
10																				10
ERRORS																				ERRORS
DATE																				DATE

Record the words a minute and errors of your more accurate timing. First, mark the speed with a dot at the junction of the speed (WAM) scale and the Progress Check number. Then, write the number of errors and the date in the appropriate boxes at the bottom of the graph.

WAM	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	EXIT	WAM
100																			100
98																			98
96																			96
94																			94
92																			92
90																			90
88																			88
86																			86
84																			84
82																			82
80																			80
78																			78
76																			76
74																			74
72																			72
70																			70
68																			68
66																			66
64																			64
62																			62
60																			60
58																			58
56																			56
54																			54
52																			52
50																			50
48																			48
46																			46
44																			44
42																			42
40																			40
38																			38
36																			36
34																			34
32																			32
30																			30
28																			28
26																			26
24																			24
22																			22
20																			20
18																			18
16																			16
14																			14
12																			12
10																			10
ERRORS																			ERRORS
DATE																			DATE

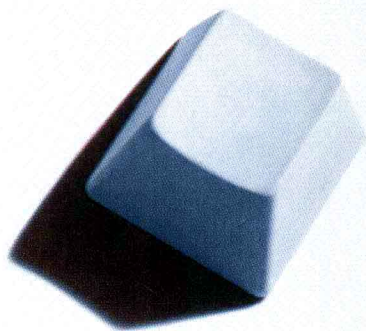
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SECTION 1

Course Entry and Exit

(Entry Timing or Exit Timing)

COURSE ENTRY TIMING

CONTENT

This section provides material for use in measuring your speed and accuracy on a 3- or 5-minute timing at the beginning of the course.

OBJECTIVE

To determine keyboarding speed and accuracy at the beginning of this course.

PROCEDURE

If you are using the Skillbuilding software, turn on your computer, run the Skillbuilding software, and follow the screen prompts. The program will lead you through the steps listed below, find and highlight your errors, compute your speed, and record your results.

If you are not using the Skillbuilding software, set margins for a 65-space line, use double spacing, and set a 5-space paragraph indentation. Label a clean sheet of paper with your name, date, and the title "Course Entry Timing 1." Then follow these steps:

- Step 1** Practice the warmup on page 2 for 2 minutes.
- Step 2** Take the 3-minute (or 5-minute) timing on page 2.
- Step 3** Proofread your work, circle your errors, and compute your speed. Note the number of errors and your speed on the timing.
- Step 4** Repeat Steps 2 and 3.
- Step 5** Select the better of the two timings, and record your speed and errors on the Progress Check Record Card provided by your instructor.

COURSE EXIT TIMING

OBJECTIVE

To measure keyboarding speed and accuracy at the end of this course.

PROCEDURE

Follow the instructions for the Course Entry Timing.

After completing the Course Exit Timing, compare your scores on it with those you achieved on the Course Entry Timing, and note your skill gains!

COURSE ENTRY AND EXIT TIMING

WARMUP

Practice the following paragraph. Time—2 minutes.

Most people think that the paper punch is a simple office tool. However, many projects can be destroyed if the paper punch is not used properly. One of the most common errors is to punch holes on the wrong edge of the paper.

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

TIMING

Microchips can fit on the head of a pin. They wield the amazing ability to store thousands and thousands of small pieces of data called bits. These chips begin as thin wafer slices of silicon, which are cleaned with solvents before the circuitry is etched by photograph into hundreds of squares on the wafer.

The next phase in the making of the minute chip involves baking the wafers in blazing ovens using complex gases. After that point, the wafers are metal masked and etched once more. Finally, thin strands of gold wire are used to join these chips to detached holders. The computer industry uses some of the most dangerous chemicals in this part of the process. They include cyanide, krypton gas, and epoxy resin.

The concluding step for the microchip is quality testing. The holders are plugged into printed circuit boards, along with resistors, switches, and other parts. Once again, the strong solvents and cleaners are used. Thus the process combines the latest technology, complex chemicals, and skilled labor to bring the chip to its full capacity.

The early computers had one to four bytes of random access memory. Computers using these new microchips presently have four million to more than sixteen million bytes of memory. The future holds the potential for even more storage.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |