

西文打字法實習

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商

發行

第 一 實 習

觸覺字字術 (touch system of typewriting) 全賴手指之觸覺。每指各有所司。打字時兩目專注于原稿。除必要時，切勿移顧機上。此條最易破犯。非但費時，且易致錯誤。切誌切誌。

實習時姿勢手術兩項，為成敗之關鍵，最須注意。

導 鍵

導鍵者，打字時手指所固守之八鍵也。由導鍵始能得他鍵之位置，故手指須常按于導鍵。

導鍵在第二行（由下數起）。左手小指置于 A，無名指置于 S，中指置于 D，食指置于 F。右手小指置于 ； 號，無名指置于 L，中指置于 K，食指置于 J。此即準備時及打字時應取之位置。初學者可將指尖輕置于導鍵上。練習既久，各指須懸于鍵上，僅可偶爾觸之。

第一圖中繪影之鍵即為導鍵。右面空圈為他種符號，亦以右小指司之。



第 一 圖

手指既各得其位，即可開始實習，先以左指擊 a。擊後立復原位，否則字跡重疊，且費時間。小指最弱，擊時稍須用力。

次擊 s, d, f, g, f 諸字。擊 g 時，食指須向右展開。擊後即還原位。

實習時須看一字母打一字母.隨打隨思.勿依手指之次序,任意打去.否則無效.

左面諸字母既畢,以右拇指按空鍵一下.乃以右手如法擊 ; , l, k, j, h, j. 愈緩愈佳.務使各指所費之時間相等.若按拍子然.同時目專注書中之練習.萬勿移顧及機.

打完一行,可觀察一過.小指力弱,所印之象常淡不可辨,當矯正之.務使八指之壓力平均.

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

第 二 實 習

前述關於姿勢手術數節，須字字實踐，切勿懈怠。

本實習之目的，在練習手指之嫻熟。字母之排列無定，各指所司之字母須用腦想出之。非萬不得已，不得觀諸鍵之所在。

偶有錯誤，不可塗改，或用橡皮。須重複練習，至嫻熟為止。

asfg; asfg; asfg; asfg; asfg; asfg; asfg; asfg; asfg; asfg;
sldgh sldgh sldgh sldgh sldgh sldgh sldgh sldgh sldgh sldgh
ssass ssass ssass ssass ssass ssass ssass ssass ssass ssass
allss allss allss allss allss allss allss allss allss allss
;fald ;fald ;fald ;fald ;fald ;fald ;fald ;fald ;fald ;fald
kljfa kljfa kljfa kljfa kljfa kljfa kljfa kljfa kljfa kljfa
sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg sfdlg
hsalj hsalj hsalj hsalj hsalj hsalj hsalj hsalj hsalj hsalj
assgh assgh assgh assgh assgh assgh assgh assgh assgh assgh
;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh ;lkjh
aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa aaaaa
sssss sssss sssss sssss sssss sssss sssss sssss sssss sssss
lllll lllll lllll lllll lllll lllll lllll lllll lllll lllll
fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf fgfgf

第 三 實 習

今練習第二行字母所綴成之字.字有長短,可照打字機上之尺排列之.

每字打二十行.同字母有連續者.擊時不可一重一輕.小指尤宜注意.



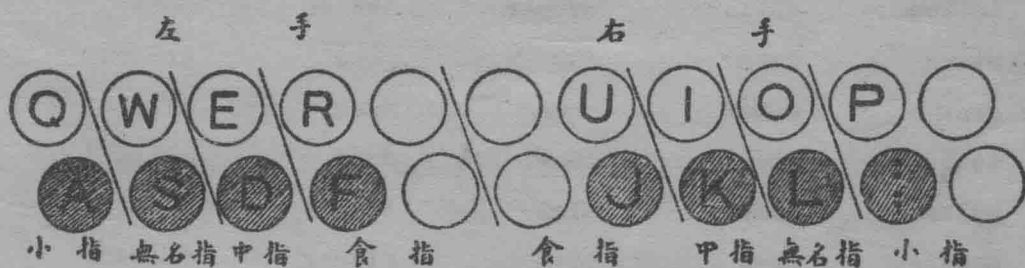
all	ask	lad	halls	shall
fall	lass	asks	alas	glass
glad	flags	jags	sad	flask
lag	alfalfa	add	had	gas
ash	sag	gall	slash	has
hag	dash	slag	gash	fads

第 四 實 習

第二行之字母既已嫻熟,可習第三行之字母.此時窺觀手指之引誘特強,務須自制之.

手指先置于導鍵上.目光全集于書中之演題.擊時須遲緩中節.快速非特無益,且阻進步.

awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
 awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
 awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
 awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
 awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
 awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
 awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
 awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
 awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;



第 二 圖

第 五 實 習

先將第四實習練習十遍.再打下列諸字.每字打十行.
本實習可分作四次練習.

注意：(1) 專看演題. (2) 擊鍵輕而堅. (3) 速力均勻.

if ⁷	elk ⁹	sell ⁷	flake ⁷	alias
flea ⁷	sea ⁹	fields ⁷	fails ⁷	fail
jokes ⁷	dirks ⁷	desks ⁷	row ⁷	saw
asked ⁷	lead ⁸	feed ⁷	seeds ⁷	jade
squeal ⁶	larks ⁷	liked ⁷	war ⁹	oppose
apples ⁶	offal ⁷	equals ⁶	world ⁷	would
fells ⁷	skill ⁷	squall ⁶	aisles ⁷	skill
usual ⁷	wasp ⁸	our ⁹	were ⁸	dew
jailers ⁵	drawls ⁵	awaked ⁶	upper ⁷	said
park ⁷	dark ⁸	paper ⁷	queer ⁷	read
fife ⁸	folds ⁷	was ⁸	wed ⁹	people
lulled ⁶	dollars ⁵	pepper ⁶	swords ⁶	pork
aware ⁷	swear ⁷	our ⁹	pope ⁸	errors
dear ⁷	sawed ⁷	aqua ⁷	apes ⁷	oil
soil ⁷	airs ⁸	rear ⁸	deaf ⁷	arise
poise ⁷	quake ⁷	slake ⁷	fiddle ⁶	riddle
saddle ⁶	free ⁸	sirs ⁷	flower ⁶	flowed
rue ⁹	wore ⁸	spoiled ⁷	flaps ⁷	drew
few ⁷	flew ⁸	look ⁷	work ⁷	sake
asked ⁷	rise ⁸	sea ⁷	ears ⁷	fear

第 六 實 習

學者對於中間諸字母若T, Y, G, H等常感困難.另設本實習,以資練習.指法見第三圖.



第 三 圖

下列演題反覆習之.每擊一鍵,須牢記該鍵之所在.惟目須專集于演題.

gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
 ertgf iuyhj ertgf iuyhj ertgf iuyhj ertgf iuyhj
 tyrugh tyrugh tyrugh tyrugh tyrugh tyrugh tyrugh tyrugh
 qtred pyoik qtred pyoik qtred pyoik qtred pyoik
 tgrfed yhujik tgrfed yhujik tgrfed yhujik tgrfed yhujik
 aqswde ;plok aqswde ;plok aqswde ;plok aqswde ;plok
 qawsed p;olik qawsed p;olik qawsed p;olik qawsed p;olik
 frftfg jujyjh frftfg jujyjh frftfg jujyjh frftfg jujyjh

第 七 實 習

本實習之字皆需中間諸鍵練習時注意各指之壓力，
以免明淡不勻之弊。

本實習可分作三次練習。

下列諸字，每個打十行。

fault	artful	styles	kettles
faithful	disloyal	should	guilds
there	although	youth	therefore
their	writer.	afterward	toward
light	though	illegal	herself
qualify	laughs	others	ushers
whiskers	duty	quiet	twilight
tassel	troops	drugs	quarry
waggish	little	triple	terrify
letter	wetter	ergot	outsider
struggles	trowel	gallows	property
yours	truly	stupid	those
great	shrug	shrewed	grew
strap	right	light	height
tough	slough	dough	thorough
tooth	torpedo	grass	trash
shark	shear	shops	pretty
ready	steady	wedges	fledge

第 八 實 習

本實習爲大寫實習.打大寫時指法不變.字母如在左邊,以右小指按右邊更換鍵(shift key).字母在右邊,以左小指按左面之更換鍵.更換鍵可按不可擊.又不可以他指按之.

下列諸字,每個打五行.

Asia ⁵	Russia ¹¹	Florida ⁷	Shari
Portugal ⁹	Wakefield ⁸	Querfurt ⁹	Augustus
George ¹¹	Elyria ¹¹	Kirkwall ⁹	Uppsala
Weisshorn ⁸	Weatherley ⁷	York Isis ⁹	Lassa
Waterloo ⁹	Gregory ¹⁰	Paul ¹³	Douglas

第 九 實 習

終止符號 (period) 以右小指擊之.不可太重.
下列每句打二十句.

Prosperity goes to those who work hard.

Wise efforts will surely get a reward.

Speed will look after itself if you do your part well.

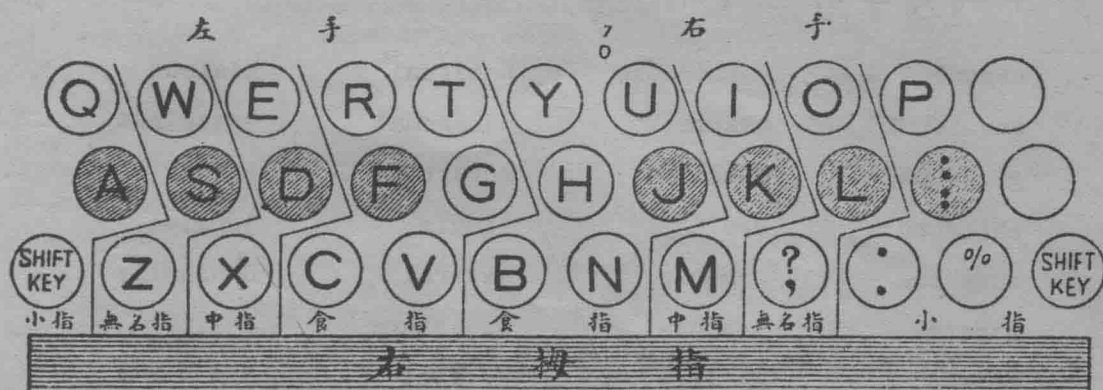
Geography is a useful study.

Look out for the dog.

We have your letter of last Saturday.

第 十 實 習

本實習練習第一行字母,指法可看第四圖.應注意者,左小指不司字母鍵,右無名指司終點,中指司逗號(Comma).



第 四 圖

先置諸指于導鍵上,繼續習練下列演題.隨打隨記各字母之位置,至嫻熟為止.

注意: (1) 勿看鍵盤, (2) 擊鍵從容, (3) 節奏均勻.

azxcvf lkmbj azxcvf lkmbj azxcvf lkmbj azxcvf lkmbj

awzasa awzasa awzasa awzasa awzasa awzasa awzasa awzasa

trgfvc yuhjbn trgfvc yuhjbn trgfvc yuhjbn trgfvc yuhjbn

第 十 一 實 習

本實習可分作四次練習。

注意：(1) 坐須挺直，(2) 勿看鍵盤，(3) 勿躁急。
下列每字打二十行。

absent ¹¹	formidable ⁷	habitual ²⁴	zealous
acquittal ⁸	quarrel ¹⁰	hexagonal ⁸	valueless
geography	dazzling ⁹	advertise ⁴	twenty
children ⁹	could ¹²	jingle ¹¹	jungle
knocking ⁰	gambols ¹⁰	several ¹⁰	unusually
general ¹⁰	possess ¹⁰	necessary ⁵	laxity
moral ¹²	college ¹⁰	arrival ¹⁰	fantastic
musical ¹⁰	success ¹⁰	readiness ⁴	plank
justice ¹⁰	linen ¹²	fraternal ⁴	sixfold
axled ¹²	boxing ¹¹	wrestlers ⁵	weather
jovial ¹¹	jealous ¹⁰	diphthongal ⁶	vowels
engaged ¹⁷	decided ¹⁰	carried ¹⁰	married
sweetness ⁸	prettiness ⁷	rights ¹¹	quaking
exercises ⁴	judges ¹¹	laurel ¹¹	boyhood
clinging ⁹	mixing ¹¹	boxing ¹¹	thinning
growth ¹¹	breadth ⁸	width ¹²	smooth
behind ¹¹	front ¹²	enjoy ¹²	zebra
wolves ¹¹	calves ¹¹	halves ¹¹	knives
nation ¹¹	action ¹¹	option ¹¹	ration
joyous ¹¹	envious ¹³	callous ¹³	copious

第 十 二 實 習

本實習可分作四次練習。

下列每行練習十遍。

were were were were were were were were were were
was was was was was was was was was was was was
wax wax wax wax wax wax wax wax wax wax wax wax
saw saw saw saw saw saw saw saw saw saw saw saw
ass ass ass ass ass ass ass ass ass ass ass ass
please please please please please please please please
place place place place place place place place place
war war war war war war war war war war war war
quack quick quack quick quack quick quack quick quack
quart squad quart squad quart squad quart squad
paper piper paper piper paper piper paper piper paper
equal equal equal equal equal equal equal equal equal
apple apple apple apple apple apple apple apple
straw plump straw plump straw plump straw plump straw
queen queen queen queen queen queen queen queen queen
pour pour pour pour pour pour pour pour pour pour
said said said said said said said said said said said
mean mean mean mean mean mean mean mean mean mean mean
meat meat meat meat meat meat meat meat meat meat meat
knave knave knave knave knave knave knave knave knave
grave grave grave grave grave grave grave grave grave
brave brave brave brave brave brave brave brave brave
plum plum plum plum plum plum plum plum plum plum plum

第 十 三 實 習

下列句子每句打十遍,使無一錯誤,終點及他附號不可猛擊。

(,), (:), (;) 之後各空一位。

Birds of a feather flock together.

When a woman repulses, beware.

When a woman beckons, beware.

Love is the wine of life and marriage is the morning after.

We pardon as long as we love.

Listening is the sincerest form of flattery.

Good cheer is no hindrance to a good life.

Reason should direct and appetite obey.

Rare as is true love, true friendship is rarer.

The only way to have a friend is to be one.

Sympathy is good; advice is better; help is best.

Music is the universal language of mankind.

Youth is a blunder; Manhood, a struggle; Old Age, a regret.

Wine is wont to show the mind of man.

A woman is only a woman, but a good cigar is a Smoke.

Dogmatism is puppyism come to its full growth.

Moderation is the pleasure of the wise.

Now good digestion wait on appetite and health on both.

第 十 四 實 習

先將下列字母反覆打十行.以作準備.

abcdefghijklmnopqrstuvwxyz ; zyxwvutsrqponmlkjihgfedcba

下列各句盡含英文字母,以求練習之普遍.每句打十遍.起首空五位.

A thorough knowledge of the keyboard is the first requisite of the zealous typist who desires to excel in his work and enjoy the envied distinction of those who become champions.

It is far easier to learn to write by touch than by sight and all who wish to become good typists should realize this fact and practice each exercise with joy, as it is only a question of time when they will understand the value of the work they are doing.

Let accuracy be the foundation from which you make a quick advance to join the ranks of those who are neither too lax nor too lazy to storm the fortress of high speed.

第 十 五 實 習

本實習爲長字之練習。
下列之字,每字打十行。

separation ⁷	satisfactory ⁵	stationery ⁷	explanation
examination ⁶	condition ⁸	telegraphy ⁷	reliability
answering ⁸	reparation ⁷	intellect ⁸	congruous
philosophy ⁷	contribution ⁵	university ⁷	sovereigns
aberrations ⁶	conscience	acknowledge	ordinarily
improperly ⁷	institutions ⁵	authority ⁶	reasonable