

Learn 0 and 5 – Type this entire lesson, print, and have parents initial that you typed this page and used correct keyboarding technique.

Type 1 line of ;0;0;0;0;0.....
 Type 1 line of ;p0;p0;p0;p0.....
 Type 1 line of f5f5f5f5f5.....
 Type 1 line of ft5ft5ft5ft5.....

; ; 0; 0; ;; 00 ;0; ;0; 00; 00; Reach up for 0, 00, and 000.
 Snap the finger off the 0. I used 0, 00, and 000 sandpaper.
 f f 5f 5f ff 55 f5f f5f 55f 55f Reach up for 5, 55, and 555.
 Reach up to 5 and back to f. Did he say to order 55 or 555? } 2X

Reach with the fingers to key 50 and 500 as well as 5 and 0.
 We asked for prices on these models: 50, 55, 500, and 5500. } 3X
 On May 5, I got 5 boxes each of 0 and 00 steel wool for her.

Flight 1049 is on time; it should be at Gate 48 at 5:50 p.m.
 The club meeting on April 5 will be in Room 549 at 8:10 a.m.
 Of our 108 workers in 1994, 14 had gone to new jobs by 1995. } 2X
 I used Chapter 19, pages 449 to 458, for my March 10 report.
 Can you meet us at 1954 Maple Avenue at 8:05 a.m. August 10?
 Of the 590 students, 185 keyed at least 40 wam by April 18.

***Type the following lines one time each.

27D • 12
Skill Transfer: Straight Copy, Script, Rough Draft

1. Key each ¶ once SS; DS between ¶s.
2. Key a 1' writing on each ¶; find *gwam* on each writing; compare the 3 rates.
3. Key one or two more 1' writings on the two slowest ¶s to improve skill transfer.

stet = no change
 ^ = insert
 ~ = delete
 # = add space
 C = close up
 ~ = transpose
 O = insert period

Straight copy gwam 1'

It is up to you to proofread the copy you produce to 11
 find any mistakes you may have made. It is also up to you 22
 to correct all the errors you find if the copy is to serve 34
 a purpose other than to show that you have done the work. 46
 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Script

*It is vital to check your copy word for word against 11
 the source copy from which you keyed. The words should 22
 be in the same order, and each word must be spelled right. 34
 A space should be left after each word or punctuation mark. 46*

Rough draft

Be quick^{stet} to discover^{find} your errors even^{though} if you will not 11
 correct them^{all} just now. As soon^{When} as you begin to ap^{ply} your 22
 skill you may^{will} be taught easy way^{ly} to cor^{rect} errors. For now, 35
 learn to excell in marking and finding them^o 44

Don't change your font!!