

Learn 9 and 4 – Type this entire lesson, print, and have parents initial that you typed this page and used correct keyboarding technique.

Type 1 line of 1919191919.....  
 Type 1 line of 1o91o91o91o9.....  
 Type 1 line of f4f4f4f4f4.....  
 Type 1 line of fr4fr4fr4fr4.....

1 1 91 91 11 99 191 191 991 991 Reach up for 9, 99, and 999.  
 Key the figures 9, 99, and 999. Did the 9 and 99 finish it? } 2X  
 f f 4f 4f ff 44 f4f f4f 44f 44f Reach up for 4, 44, and 444.  
 Add the figures 4, 44, and 444. Please study pages 4. to 44.

Key 44, 49, 94, and 99. Only 49 of the 94 joggers are here.  
 Reach with the fingers to key 49 and 499 as well as 4 and 9. } 3X  
 My goal is to sell 44 pizzas, 99 tacos, and 9 cases of cola.

Keep the fingers low as you key 11, 18, 19, 48, 94, and 849.  
 On March 8, 1994, 14 people took the 4 tests for the 8 jobs. } 2X  
 He based his May 1 report on pages 449 to 488 on Chapter 19.

\*\*\*Type the following lines one time each.

**26D • 12**  
**Script and**  
**Rough-Draft Copy**  
 LS: DS  
 SM: defaults or 1.25"  
 1. Key each line once DS  
 (2 hard returns between lines).  
 2. Rekey the rough-draft lines if time permits.

≡ = capitalize  
 ^ = insert  
 ) = delete  
 ~ = transpose  
 )# = delete space  
 ## = add space  
 lc = lowercase  
 ○ = close up

**Script**

- 1 Proofread: Compare copy word for word with the original.
- 2 Compare all figures digit by digit with your source copy.
- 3 Be sure to check for spacing and punctuation marks, also.
- 4 Copy in script or rough draft may not show exact spacing.
- 5 It is your job to insert correct spacing as you key copy.
- 6 Soon you will learn how to correct your errors on screen.

Don't change your font!!

Use these to make corrections to the paragraph!!

**Rough draft**

7 cap the first word and <sup>d</sup> all proper nouns in <sup>each</sup> ~~every~~ sentence.  
 8 For example: pablo Mendez is from San juan, <sup>#</sup> Puerto rico.  
 9 Ami Qwan and <sup>her</sup> parents will return to Taipei <sup>fall</sup> this <sup>e</sup> summer.  
 10 our coffee <sup>comes</sup> <sup>is</sup> from <sup>Brazil</sup> <sup>e#</sup> Columbia; tea, from England or ghina.  
 11 How many of you have <sup>be</sup> ethnic origins in a for <sup>#</sup> eign country?  
 12 <sup>Do</sup> you know which of <sup>our</sup> ~~the~~ states ~~(once were)~~ part of mexico?