

Lesson 16 – Review – Type this entire lesson, print, and have parents initial that you typed this page and used correct keyboarding technique. Turn monitor off while you key this lesson.

When you type the first set of lines, only hit the enter at the END of the paragraph (after the word “return” and the word “paragraphs.”

When you strike the return or enter key at the end of a line to space down and start a new line, this process is called a hard return.

If a machine returns at line ends for you, what is known as a soft return or wordwrap is in use. You must use a hard return, though, between paragraphs.

I am to fix the sign for them.  
Jaye held the key to the blue auto.  
Todd is to go to the city dock for fish.  
Vi paid the girl to make a big bowl of salad.  
Kal may keep the urn he just won at the quay show.

so an if us am by or ox he own jay pen yam own may  
she is in am to pay if he may by the man in a firm  
I am to keep the pens in a cup by a tan mail tray.  
Fran may try to fix an old toy for the little boy.  
J. V., Dr. or Mrs., Ph.D. or Ed.D., Fourth of July  
Mrs. Maria Fuente; Dr. Mark V. Quin; Mr. T. C. Ott  
B. J. Marx will go to St. Croix in March with Lex.  
Mae has a Ph.D. from Miami; Dex will get his Ed. D.

ox jam for oak for pay got own the lap via sob cut  
make than with them such they when both then their  
to sit an elf by six an oak did go for air the jam  
to vie he owns pay them cut both the quay for they  
I may have six quick jobs to get done for low pay.  
Vicky packed the box with quail and jam for Signe.  
Max can plan to bike for just five days with Quig.  
Jim was quick to get the next top value for Debby.

2X

2X

2X

1X