

Home-Row Keys

Goals

- Touch-type the home-row keys—A S D F J K L ;.
- Touch-type the SPACE BAR, ENTER, and BACKSPACE keys.
- Type at least 10wpm/1'/3e; that is, type at least 10 words per minute (wpm) on a 1-minute timed writing while making no more than 3 uncorrected errors.



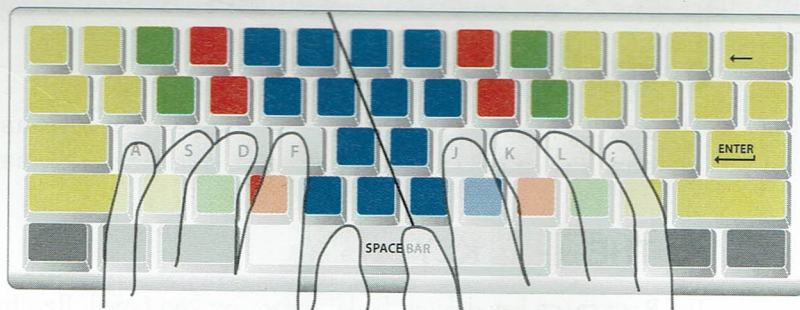
New Keys

A. HOME-ROW POSITION

The A S D F J K L and ; keys are called the *home-row keys*.

1. Place the fingers of your left hand lightly over the A, S, D, and F keys and the fingers of your right hand lightly over the J, K, L, and ; keys, as shown in the illustration below.
2. Feel the raised markers on the F and J keys; they will help you keep your

fingers on the home-row keys. You are now in home-row position. Each finger is named for the home-row key it controls. Thus, your left little finger is known as the A finger, and your right little finger is known as the Sem finger (short for *semicolon*).



B. THE AND KEYS

The SPACE BAR is located beneath the letter keys and is used to space between words and after punctuation marks. Tap the SPACE BAR with a downward and inward (toward your body) motion of the right thumb.



The ENTER key moves the insertion point to the beginning of a new line. Reach to the ENTER key with the Sem finger (the little finger of your right hand), keeping your J finger at home. Quickly return the Sem finger to home-row position after tapping ENTER.

C. PRACTICE THE HOME-ROW KEYS

Type each line 1 time, pressing the SPACE BAR where you see a space and pressing the ENTER key at the end of each line (indicated by ↵). Tap ENTER 2 times (indicated by ↵↵) to insert a blank line between each set of drill lines.

- 1 asdf jkl; asdf jkl; asdf jkl; ↵
- 2 asdf jkl; asdf jkl; asdf jkl; ↵↵
- 3 asdf jkl; asdf jkl; asdf jkl; ↵
- 4 asdf jkl; asdf jkl; asdf jkl; ↵



Say the name of each key to yourself as you type it.

D. THE F AND J KEYS

- 5 fff fff jjj jjj fff jjj fjf fjf jfj jfj fff fj jf
- 6 fff fff jjj jjj fff jjj fjf fjf jfj jfj fff fj jf

E. THE D AND K KEYS

- 7 ddd ddd kkk kkk ddd kkk dkd dkd kdk kdk ddd dk kd
- 8 ddd ddd kkk kkk ddd kkk dkd dkd kdk kdk ddd dk kd



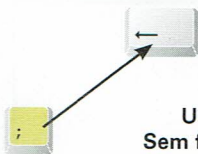
Rest your other fingers *lightly* over the keys while you're typing.

F. THE S AND L KEYS

- 9 sss lll sss lll sss lll sls sls lsl lsl sss sl ls
- 10 sss lll sss lll sss lll sls sls lsl lsl sss sl ls

G. THE A AND ; KEYS

- 11 aaa ;;; aaa ;;; aaa ;;; a;a a;a ;a; ;a; aaa a; ;a
- 12 aaa ;;; aaa ;;; aaa ;;; a;a a;a ;a; ;a; aaa a; ;a



Use the Sem finger.

H. THE ← KEY

The BACKSPACE key deletes the last character you typed. Reach to the BACKSPACE key with the Sem finger (the little finger of your right hand), keeping your J finger at home. Quickly return the Sem finger to home-row position after tapping BACKSPACE.

Looking at your keyboard and keeping your J finger at home, reach for and quickly press the BACKSPACE key and immediately return your little finger to the Sem key. Do this several times—until you can make the reach without looking at your fingers.



In the drill line below, follow these directions:

1. Type the group of letters as shown.
2. When you reach the BACKSPACE sign (←), backspace 1 time to delete the last keystroke typed.
3. Then type the next letter. For example, you will type *as*, press BACKSPACE 1 time, and then type *d*, thus changing *as* to *ad*.

Space 1 time after a semicolon (but not before).

13 *as*←*d*; *dadk*←*s*; *sas*←*d*; *laf*←*d*; *jal*←*k*; *sal*←*d*; *lasd*←*s*;

Skillbuilding

I. WORD BUILDING

14 a ad ads; l la las lass; f fa fad; s sa sal sala;

15 d da dad; f fa fal fall; l la lad; j ja jas jass;

16 s sa sad; f fl fla flak; a as ask; s sa sas sass;

17 a ad add; a al alf alfa; j ja jak; a al ala alas;

J. 1-MINUTE TIMED WRITING

Take two 1-minute timed writings. Try to complete the passage each time. If you finish, press ENTER 2 times and start over again. The number scale below line 18 shows the number of words credited for typing a partial line. The software will automatically score your timed writings for speed and accuracy.

18 ask a sad lad; a fall fad; add a jak salad; a lad
 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10



Goal: At least 10wpm/1'/3e



See "Introduction to the Student" at the front of your text for guidance on how speed and accuracy are measured.

Type each line 2 times.

A. NEW-KEY REINFORCEMENT

- 1 a dads jass la daff ad add dak lad lads daks adds
- 2 ads fad lall lass fads alas alfa fala sad alfalfa

- 3 sal falda all fall sala as falls salad salsa flak
- 4 asks flask sass dad flasks skald dada jak ask lad

- 5 alas ask salads dads dak sala fad falda flask sal
- 6 alfalfa add fads all salad flak lass flask ads as

B. SHORT PHRASES

Type each phrase on a separate line; that is, press ENTER 1 time at the end of each line. Type each line 2 times; then press ENTER 2 times to insert a blank line between each line. Do not space after a semicolon if it is the last character on the line; instead, immediately after typing the semicolon, press ENTER.

- 7 a lad;
- 8 a lass;
- 9 a fall;

- 10 ask dad;
- 11 add all;
- 12 as a fad;

- 13 a fall ad;
- 14 dad falls;
- 15 jak salad;

- 16 add a lad;
- 17 ask a lass;
- 18 all flasks;

- 19 fall salads;
- 20 a lad asks dad;
- 21 a sad lass falls;

C. PARAGRAPH TYPING

First, type the following paragraph 1 time. Do not press ENTER at the end of each line; instead, let Word wrap end your lines for you. After you type the three lines 1 time, press ENTER 2 times and then type the three-line paragraph again.

- 22 fall salad; add a jak ad; alfalfa salad; ask a
- 23 sad lad; a lad asks dad; a lass asks dad; a sad
- 24 lad falls; a sad lad asks a dad; as a lass falls;