

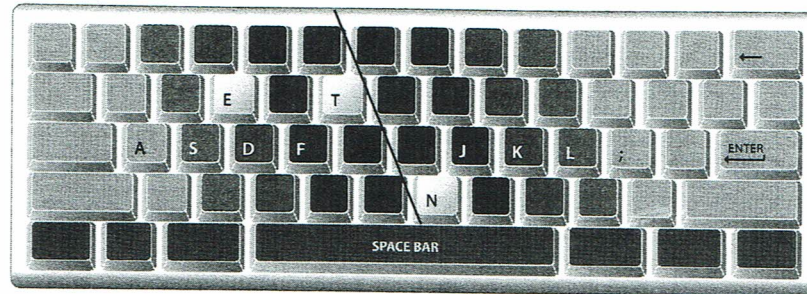
# New Keys

## Goals

- Touch-type the E, N, and T keys.
- Type at least 11wpm/1'/3e.



Fingers are named for home-row keys. For example, the middle finger of the left hand is the D finger.



Tap the SPACE BAR with a downward and inward motion of your right thumb.

## A. WARMUP

- 1 aa ss dd ff jj kk ll ;; fj dk sl a; asdf jkl; a;s
- 2 ask dad; a flask; a salsa salad; as sad as a lass
- 3 add salsa; fall fads; alas a sad lass; a dad; jak

## New Keys

## B. NEW-KEY PROCEDURE

Follow this procedure when learning a new key:

1. Place your fingers on the home-row keys.
2. Look in the left margin of your lesson to see which finger controls the new key.
3. While looking at your keyboard and without actually typing, move the correct finger to the new key and back to home-row position. Do this several times—until you can make the reach without looking at your fingers.
4. Now, with your fingers still on the home-row keys, type the drill lines while keeping your eyes on the copy.
5. If you forget the location of a key, stop typing and repeat step 3.
6. You will make numerous errors while you are learning the keyboard; do not be overly concerned about them. Errors will decrease as you become more familiar with the keyboard.



Keep the A finger at home as you reach for E.



Use the D finger.

### C. THE E KEY

- 4 ddd ded ded ede ede eee alae dead eels fed jelled
- 5 eke lead see fed fee safe eel ease seal deal dead
- 6 deed feed jell keel lead seal elks fade leek seek
- 7 a fake deal; feed a flea; lease a desk; sell ale;

Keep the Sem finger at home as you reach for N.



Use the J finger.

### D. THE N KEY

- 8 jjj jnj jnj njn njn nnn and sadness ends deafness
- 9 knee kennel sneak an fan dens fen lens sedan lend
- 10 dean sane lane sank keen lens seen fend lank send
- 11 lend a needle; send jeans and sandals; needs land

Keep the A finger at home as you reach for T.



Use the F finger.

### E. THE T KEY

- 12 fff ftf ftf tft tft ttt ate jet aft felt ant east
- 13 latte tat test at fat jest let ate late east daft
- 14 deft feet lent state taste tenet sets detest lets
- 15 a fast jet left at ten; staked a tent; tall tales

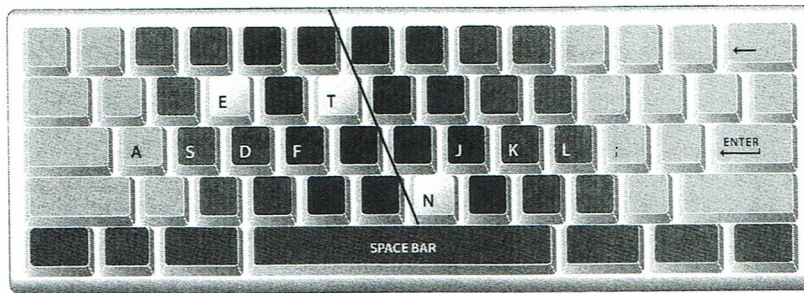
## Skillbuilding

### F. MINIMUM-CHANGE PRACTICE

- 16 lent sent send tend tent test nest lest fest jest
- 17 lake take tale tall tell fell felt feet feat seat
- 18 seed teed tend send sand land lend fend feed feel
- 19 lens tens fens fans tans tens dens dent lent sent
- 20 sank tank talk tale kale dale date late lane lank
- 21 jets lets less lass last fast fest feet feat seat



Only one letter changes in each word.



## G. NEW-KEY REVIEW

E 22 easel deafen deed defeat defend delete dense ease  
 N 23 annals fanned kennel tenant tan and dean den fend  
 T 24 at attend attest detest estate fatten jest jetted

E 25 deaden dented detest eases eaten eel effete elate  
 N 26 keen land lend neat sent need net sedan seen send  
 T 27 tests kettle latent tent latest nettle tee settee

E 28 eke jested else ended estate fee lessee feed fete  
 N 29 tanned ant sense eaten knee sneak stand tend tent  
 T 30 settle state talent tan taste tenant tenet tsetse

## H. CLAUSES

31 a tense staff deleted data; test a fast delta jet  
 32 a tenant dented a sedan; a sad tale ended at ten;  
 33 fasten a tan anklet; a lad ate a steak at a feast  
 34 a tall dean sat at a sedate settee; take an asset

## I. 1-MINUTE TIMED WRITING

35 a tenant leased a fast jet and landed at a sedate 10  
 36 lake; 11

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Take two 1-minute timed writings. Let word wrap end each line. Press ENTER only at the end of line 36.



Goal: At least 11wpm/1/3e

# Enrichment • Lesson 2

Type each line 2 times.

E  
N  
T

E  
N  
T

E  
N  
T

ENT  
ENT  
ENT

Type each line 2 times.



Do not type  
the colored  
vertical  
lines that  
separate each phrase.

Type each line 2 times.

## A. NEW-KEY REINFORCEMENT

- 1 fleet steel assets deafen lessee deed elate kneel
- 2 annals fanned nene anneal needle fennel leaden an
- 3 tats detest latest jet tsetse stats attest settle
- 4 detest lessen see leek skeet elands estate fallen
- 5 flan keen lean send knee sank land keen lane fend
- 6 aft let eta net alt fat sat ant ate set jet tanks
- 7 sleek leaden leaded needle easel knell sleets eke
- 8 and ant den end fan fen ken nee nets ten tan sane
- 9 settee state kettle tattle taste task kaftan test
- 10 nest detent tens sanest knelt neat teens dent net
- 11 tensed ante tanned talent sent nest latent fanjet
- 12 anklet tenant tend eaten attend assent ten fasten

## B. SHORT PHRASES

- 13 jet lease|sent fast|tan sedan|sent less|ten seats
- 14 dense lad|ten deeds|sent east|ten tasks|least tan
- 15 jet fleet|let feast|neat deal|neat feat|least sad
- 16 let stall|net leads|let stand|stale ale|let sneak
- 17 sent left|net deals|ten dates|sent data|ten lakes
- 18 ten desks|neat seat|ten deals|ate steak|let taste

## C. CLAUSES

- 19 a teen ate at least ten dates and sat at a stand;
- 20 fasten a faded saddle and sandal at a sad estate;
- 21 a tall tan fanjet landed at a flat delta and sat;
- 22 all lasses tasted a lean steak and felt less sad;
- 23 a tenant sent kale salads and ate fat leeks fast;
- 24 a dad skated at a lake and leaned left at a tent;
- 25 take a seat at a settee and taste tea and salads;
- 26 a tall tenant leased a sedate teal sedan and sat;
- 27 at least a lad tasted steak and ale and ate fast;