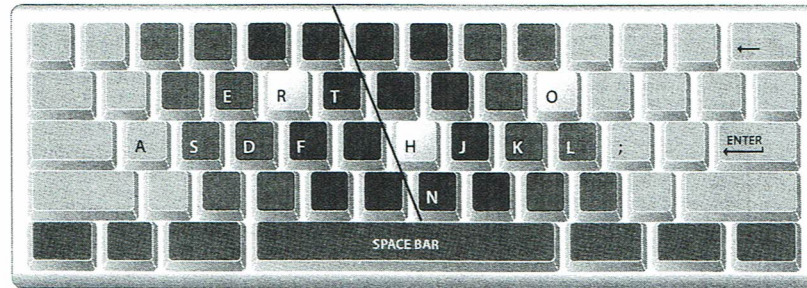


# New Keys

## Goals

- Touch-type the O, R, and H keys.
- Type at least 12wpm/1'/3e.



## A. WARMUP

learned keys  
concentration  
easy

- 1 take a jet and taste a flat steak at a tall tent;
- 2 skedaddle attendant senseless flatlands steadfast
- 3 an ant lent an elf a snake; an elk let an ant eat

## New Keys

Keep the J finger at home as you reach for O.



Use the L finger.

## B. THE O KEY

- 4 lll lol lol olo olo ooo do eons foe jot kook lots
- 5 no too so to not ton eon foe jot lot no dodo dojo
- 6 took soon solo onto oleo tool look foot fool soon
- 7 a felon loaded a lot of loose loot on an old lot;

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



Use the F finger.

## C. THE R KEY

- 8 fff frf frf rfr rfr rrr are drat erased fro okras
- 9 enroll ore errs tree rear ardor drear raked radar
- 10 erred rotor retro error rare rater rear errs dare
- 11 a red deer ran free for an area near a rear door;

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




Use the J finger.

## D. THE H KEY

- 12 jjj jhj jhj hjh hjh hhh ah adhere heh offhand shh
- 13 ankh oh rho she the ha he oh hah haha harsh heath
- 14 shah hallah the that she three here there her hot
- 15 she and he had heard that other short heron here;



 Only one letter changes in each word.

## Skillbuilding

### E. MINIMUM-CHANGE PRACTICE

- 16 dash hash sash lash last lost host hoss loss less
- 17 hall tall tale kale hale hole role dole dolt jolt
- 18 hero here hare hard hark lark dark dank rank rant
- 19 jeer seer seek leek leak teak tear teal seal real
- 20 horn torn tort fort fore fare hare hard hart dart
- 21 heat seat feat fear hear sear dear dean lean leak

### F. NEW-KEY REVIEW

- O 22 food noon soon fool nook root solo tool donor oho
- R 23 err rear ardor dares freer rarer roar order erred
- H 24 hash hardhat harsher hath shah harsh heath hashed
- O 25 foot odor toot oho drool oleo too hoof rook drool
- R 26 radar raker rooter rare arrest reader rafter sort
- H 27 heathen hashes health hearth hoorah heather trash
- O 28 dodo lost toro doors onto flood hooks roof honors
- R 29 errata orator darker render rather tartar terrors
- H 30 rehash hothead sheath thrash thresh handheld hash

### G. CLAUSES

- 31 she folded the sheets and he held her hands free;
  - 32 he heard an oath and told her to note the reason;
  - 33 the odd raft had floated onto the north seashore;
  - 34 then she joked that he had stolen the old shades;
- 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

### H. 1-MINUTE TIMED WRITING

- 35 the jaded steno learned a hard lesson on the trek 10
  - 36 to a tree; 12
- 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 12wpm/1'3e

# Enrichment • Lesson 3

Type each line 2 times.

O  
R  
H

O  
R  
H

O  
R  
H

O R H

O R H

O R H

Type each line 2 times.

Do not type the colored vertical lines.

Type each line 2 times.

## A. NEW-KEY REINFORCEMENT

- 1 roost hotfoot solon forefoot loose offshoot odors
- 2 errs rater refer retro rotor harder roster resort
- 3 hardhats hasheesh hosanna hotshots rehashed flesh
- 4 nonfood shook forenoon stood torso onlooker hoots
- 5 darter terser horror roller eraser roarer errands
- 6 sheathed shoehorn aha thrasher handshake thrasher
- 7 shoot foothold forsooth noose stool rodeo tootles
- 8 narrator restorer tearjerker referral northerners
- 9 harshness horseshoe hotheaded shorthand threshold
- 10 rho ashore hoorah hero hereto shorts hoar hoarser
- 11 hoer holder hora horn honker forth horned shofars
- 12 frosh throes froth honor heron horror hoard honer

## B. SHORT PHRASES

- 13 a loose shade|eats a short noodle|the rose thorns
- 14 a tattletale|she sat here|he often jostled a jerk
- 15 the rest of the lesson|thanks for the short looks
- 16 the oddest tattoos|those stolen forks|do not jerk
- 17 the shore floods|she flossed her teeth|jot a note
- 18 the earth shook hard|had a look|a tenth of a foot

## C. CLAUSES

- 19 she shared her salad at the hotel near the shore;
- 20 three deer ran to the dark oak tree near the ark;
- 21 she had then also looked at the other ten horses;
- 22 she set all of the stolen art on that tall shelf;
- 23 take a seat near the dark settee and talk to her;
- 24 the teal sandals on her feet had soon fallen off;
- 25 the loose earth on the north and east had fallen;
- 26 ask her not to take the nonfat food to the stall;
- 27 the senator held a safe seat and soon left there;