

# **Individualized Keyboarding for Personal Typing and Computing**

by

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This edition is dedicated to the students

of the

Basic Typing Class

Hewlett High School

Hewlett, New York

who have helped us learn from our mistakes

**Basic Letter Patterns (Or Combinations) Taught:****all — ad — la- — da-****Directions:**

- 1) Always follow your teacher's directions.
- 2) If you don't have a teacher and if you are using a typewriter,
  - a) Place this book to the right of your typewriter on a bookholder. If you don't have a bookholder, place something underneath it so that it is in a good reading position.
  - b) Insert paper. If you don't know how, don't be afraid to ask someone how it's done properly.
  - c) Locate the home keys and place your hands very, very lightly on the proper keys, as per illustration.

LEFT hand	RIGHT hand
a — little finger	; — little finger
s — ring finger	l — ring finger
d — middle finger	k — middle finger
f — index finger	j — index finger

- 3) If you are right-handed keep your right thumb above the space bar and space automatically after every word or letter grouping. If you are left-handed keep your left thumb above the space bar and space with your left thumb.
- 4) Say each word — not just letters — to yourself as you type it.
- 5) **Each line** is to be typed **three** times **before** going to the next line:

aaa lll aaa lll all all all all all all  
 aaa lll aaa lll all all all all all all  
 aaa lll aaa lll all all all all all all

- 6) Don't worry about mistakes. **Mistakes are opportunities to learn.** If you don't know how to pronounce a word or if you don't know what it means, **underline** it on your paper (not the book) with your pencil. **Learning** is what counts in this class. **Let your teacher help you.** If you don't have a regular teacher — the underlining is a signal to your computer brain that it has something to solve. And it will, if you will let it.

**Exercise A**

aaa lll aaa lll aaa lll all all all all  
ddd aaa ddd dad dad dad dad  
aaa lll ddd lad lad dad dad add

**Exercise B**

all add all add all lad lad all add  
lll aaa ddd lad lad ddd dad add  
aaa ddd add dad lll lad lll all dad

**Exercise C**

aaa lll all all lll aaa ddd lad lad  
aaa ddd ddd add add lll lad dad  
lll aaa ddd lad lad add aaa lll all

**Exercise D**

all all add add dad dad lad lad  
add dad lad all add dad lad all  
all dad all dad dad all dad lad all

**Basic Letter Patterns (Or Combinations) Taught:****ss (sass, lass) all ad ads****Directions:**

- 1) Keep your eyes on your book. Don't look at your fingers! Don't look at the keys.  
You must learn to feel the letters in your fingers.
- 2) Don't worry about mistakes.
- 3) Type each line three times. Say the words to yourself—not just the letters.
- 4) Try some of the exercises with your eyes closed. For example, when you get to Exercise D, you can read, “a lad.” Close your eyes and type, “a lad.” Look at a couple more words. Close your eyes and then type them.
- 5) Sit in the ATTENTION position.

The reason for sitting up straight has nothing to do with looking pretty or having good posture. The reason for sitting up straight is that how you sit affects how your computer brain operates and how you feel. If you lean back in your chair, your body position is telling your computer brain to shut off and get ready for sleep.

If you don't believe that how you sit affects your feelings, try this:

- a. Stand tall with your feet wide—WIDE—apart.
- b. Throw your shoulders back and put your hands on your hips.
- c. Cock your head with your chin up, up, up.
- d. Now say, “I'm sorry.” You can't help but smile. You can't say, “I'm sorry,” without it sounding funny.

**Exercise A**

sss ;;; sss ;;; sss aaa sass; sass; sass; sass;  
;;; sss lll aaa lass sass; ddd dad; sad dad;  
ddd ;;; dad dads; lad lads; all lass; all lads;

**Exercise B**

;;; sss aaa lass sass; all lads add lass; sass;  
sss adds dads lads; all all; lass; sass; a lad;  
all sad dads; all sad dads; add sad lads;

**Exercise C**

a lass; a lad; a dad; as a dad; as a lad; sad;  
;;; sss aaa ddd lll ;;; all sad dads add; lass;  
as a lass; as a lad; as sad as a sad dad; all;

**Exercise D**

a lad; a dad; a lass; as a dad adds lads;  
alas; a lass; a lass adds; a lad adds dads;  
as a lad adds; as a lass adds; as dads add;

**Basic Letter Patterns (Or Combinations Taught:**

at fa fla sa  
ast ats asts alls

**Directions:**

- 1) The letter t is struck by the f finger.
- 2) Don't get upset just because you make a few mistakes. Remember:

**Mistakes are Opportunities to Learn.**

- 3) Don't erase your mistakes.
- 4) Don't backspace and then type it over. Your time is precious. Don't waste it making corrections. Use your time learning.
- 5) Remember: You must type EACH line THREE times.

**1<sup>st</sup> time: Type it slow and steady.**

**2<sup>nd</sup> time: Type it a little faster but with rhythm.**

**3<sup>rd</sup> time: Type it a little faster still but with rhythm.**

- 6) Type each line in each exercise in each lesson THREE TIMES.

**Exercise A on the next page looks like this:**

fff fttf fttf aaa ttt at at at fttf fttf fat  
at fat fats; fl fl flat flats; fttf fttf fat;  
at; slat; slat slats; flat flats; sat fat;

**On your paper it should look this:**

fff fttf fttf aaa ttt at at at fttf fttf fat  
fff fttf fttf aaa ttt at at at fttf fttf fat  
fff fttf fttf aaa ttt at at at fttf fttf fat

at fat fats; fl fl flat flats; fttf fttf fat;  
at fat fats; fl fl flat flats; fttf fttf fat;  
at fat fats; fl fl flat flats; fttf fttf fat;

at; slat; slat slats; flat flats; sat fat;  
at; slat; slat slats; flat flats; sat fat;  
at; slat; slat slats; flat flats; sat fat;

**Exercise A**

fff fttf fttf aaa ttt at at at fttf fttf fat  
at fat fats; fl fl flat flats; fttf fttf fat;  
at; slat; slat slats; flat flats; sat fat;

**Exercise B**

fff fttf all fall falls; all tall stall stalls  
all tall; all tall stall; all fall falls; all tall;  
fast last; last fast; fast last; fast fast fast;

**Exercise C**

fff fad fads; ddd dad dads; lll lad lads;  
ttt at fat fats; flat flats; sat at fat; ;;;  
a fat dad sat; at last a fast lad; alas;

**Exercise D**

as fast as a lad; as fast as a lass; alas;  
as sad as a dad; as tall as a dad; fttf;  
all a tall stall; all a fall falls; at flat at;

**Basic Letter Patterns (Or Combinations) Taught:**

ar art ja ra

**Directions:**

- 1) The letter r is struck by the f finger.
- 2) By the time you have finished this lesson, you should be able to read and spell correctly all of the following words:

Pattern:	ar	ars	art	arts	all	alls
Words:	far		art	arts	fall	falls
	tar	tars	tart	tarts	tall	
	star	stars	start	starts	stall	stalls

Pattern:	ad	ads	at	ats	ass	ast
Words:	ad	ads	at			
	fad	fads	fat	fats		fast
	tad	tads	tat	tats		
	sad		sat		sass	
	lad	lads			lass	last

- 3) If there is a word that you don't know (or are unsure of) underline the word on your paper with pencil before you hand it in.
- 4) **Mistakes are Opportunities to Learn.** But your teacher can't help you learn a word if you don't let your teacher know that you don't know it. In this class, your grade does not depend upon hiding from the teacher what you don't know. The emphasis in this class is on learning.
- 5) A line with mistakes in it is nothing to be ashamed of.
- 6) A perfect line is something to be proud of.
- 7) Try for speed and accuracy through RHYTHM.
- 8) Say all the words to yourself as you type each line **THREE TIMES**.
- 9) Don't just type letters. **TYPE WORDS**.

**Exercise A**

jjj frrf jjj frrf; far; jar; far; jar jar jar;  
far jar; tar tars; star stars; jar jars jar;  
art arts; tart tarts; start starts; art art;

**Exercise B**

tar tars; star stars; jjj jar jar; jjj jar jars;  
fff; as far as a star; jjj jar jars; jjj; jar jars;  
all as tall as a tall dad falls; jjj; jar jars;

**Exercise C**

fff; as fast as a fast lad; a sad dad; jjj jar;  
jjj jar jars; tar tars; star stars; ;;; fff; far;  
a star starts fast at last; fff far; jjj jars;

**Exercise D**

at last a tall lad starts as a star starts;  
tar tart tarts; star start starts; stars start;  
fff; start as fast as a tall star starts; jjj jars;

**Basic Letter Patterns (Or Combinations) Taught:****ack acks act acts ca****Directions:**

- 1) The letter c is struck by the d finger.
- 2) Do not use the f finger to strike the c unless your teacher gives you permission.
- 3) The d finger hits only the d key, c key, e key, and 3 key.
- 4) Don't watch your fingers. Don't look at the keys.
- 5) Keep your eyes on this book.
- 6) If you don't know what a word is, underline it with your pencil before you hand in your paper. Let your teacher teach you what the word is. Believe it or not, teachers love to teach.