ORIENTATION TO SKILLBUILDING AND MAP+

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*Gregg College Keyboarding & Document Processing, 11e*

**Note:** This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course. Specific course requirements may vary.
Proper typing technique and technique checks were discussed in “Orientation to Technique Checks.” If you have not yet viewed that presentation, please do that first.
Assessment Is First . . .

<table>
<thead>
<tr>
<th>Technique</th>
<th>Acceptable</th>
<th>Needs Improvement</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes on copy*</td>
<td></td>
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<tr>
<td>Correct finger reaches (strikes key with correct finger)*</td>
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<tr>
<td>Continuity (keyboard without hesitation) and accuracy*</td>
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<tr>
<td>Body, hand, finger, wrist, and arm position</td>
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<tr>
<td>Stroking technique (quick strokes; fingers return to home position)</td>
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<tr>
<td>ENTER (anchor J finger)</td>
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<td></td>
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<tr>
<td>LEFT SHIFT (anchor F finger) - RIGHT SHIFT (anchor J finger)</td>
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<td></td>
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<tr>
<td>TAB (anchor F finger)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BACKSPACE (anchor J finger)</td>
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</tbody>
</table>

*Critical technique.

*Shaded items indicate critical techniques that must be acceptable.
Followed by Remediation

- GDP’s Skillbuilding, Lessons, and MAP+ features are truly a powerful, effective, convenient “triple-threat remediation” plan.

- Each routine will be discussed in detail as it relates to remediating specific keyboarding problems identified in the technique check.
Skillbuilding + Lessons + MAP+

- Use the **Skillbuilding** button, **New Key Drill** and **New Key Review**, to relearn keys and practice new keys.

- Use the **Lessons** button, **Lesson “X” Enrichment**, for extra practice on Lessons 1-20.

- Use the **MAP+** button for unlimited skillbuilding drills beginning with Lesson 1 and for intensive practice and diagnostics for Lesson 17 on.

**Relearn a key**: Click **Skillbuilding, New Keys** tab; click **New Key Drill** and click the desired key to move to the lesson of introduction, review the demonstration, and type the drills; click **New Key Review** for extra practice on new keys for that lesson. **Enrichment** lessons are also available from the **Lessons** menu.

**MAP+, unlimited skillbuilding drills, Lessons 1-18**: If you are on Lessons 1-18, click **MAP+, Lesson 1-18**; from the drop-down list, click the desired lesson for unlimited drills on all keys learned **up to and including** the selected lesson.

**MAP+, intensive practice on any key**: For Lesson 17 and beyond, click **MAP+**; click any key on the “live keyboard” for intensive, unlimited practice drills for that key.

**MAP+, diagnostics**—Alphabet (Lesson 17 on), Numbers (Lesson 19 on), and Symbols (Lesson 20 on): Click **MAP+, Pretest, Alphabet**, if you have completed Lesson 17 or beyond; click **Numbers** for Lesson 19 or beyond; click **Symbols** for Lesson 20 or beyond; take the pretest and follow the prompts to complete the unlimited prescriptive drills.
Use the **Skillbuilding** button, **Drills** tab, to go directly to the skillbuilding routines listed below.

<table>
<thead>
<tr>
<th>Drill Type</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>12-Second Speed Sprints</td>
<td>Achieves higher speeds by typing in short bursts on short, easy copy without error limits; to help break keyboard-watching habit, type each sprint keeping your eyes on the copy at all times.</td>
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<tr>
<td>Paced Practice</td>
<td>Encourages steady, paced typing; alternates between speed and accuracy improvement.</td>
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<td>Progressive Practice</td>
<td>Helps break keyboard-watching; builds straight-copy speed/accuracy using 30&quot; timed writings.</td>
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<td>Sustained Practice</td>
<td>Builds higher speeds by maintaining speed on increasingly difficult copy.</td>
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<td>Technique Practice</td>
<td>Builds skill on these keys: <strong>Shift</strong>, <strong>Backspace</strong>, <strong>Tab</strong>, <strong>Enter</strong>, and <strong>Space Bar</strong>.</td>
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<tr>
<td>Pretest/Practice/Posttest</td>
<td>Builds straight-copy skill focusing on speed or accuracy while emphasizing specific reaches.</td>
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Correct Fingering First

- The first item to address is correct fingering.
- Before you move on to remediating the more refined aspects of keyboarding technique, you must first be sure you are using the correct fingering.
- The most effective way to relearn a keystroke is to move to the lesson in which it was introduced and practice it until you have relearned the keystroke.
Skillbuilding – New Key Drills

- Click **Skillbuilding, New Keys** tab, **New Key Drill** menu.
- Click the desired key on the menu to move directly to the lesson where the key was introduced.

Follow this procedure when learning a new key:

- Place your fingers on the home-row keys.
- Look in the left margin of your lesson to see which finger controls the new key.
- While looking at your keyboard and without actually typing, move the correct finger to the new key and back to home position. Do this several times—until you can make the reach without looking at your fingers.
- Now, with your fingers still on the home-row keys, type the drill lines while keeping your eyes on the copy.
- If you forget the location of a key, stop typing and repeat Step 3.
- 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.
In this example, when you click **5D: The C Key**, you are moved directly to Lesson 5D where this key was introduced.

Click the **Replay Demonstration** button; if possible, listen to the directions; and study the correct fingering until you relearn the keystroke; then click **Next**.
Practice Drill Lines

- Type the drill lines on each screen using correct fingering and technique until you feel confident that you have relearned the key.

Lesson 5D: The C Key

ddd dcd dcdcdc cdc ccc aces bobcat occur redcoat

ddd dcd dcd
Skillbuilding – New Key Drills

- Click **Skillbuilding, New Keys** tab, **New Key Review** menu.

- Click the desired key on the menu to move directly to the New Key Review for drill lines that focus on all the new keys presented in that lesson.

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### New Key Review

Follow this procedure when learning a new key:

- Place your fingers on the home-row keys.
- Look in the left margin of your lesson to see which finger controls the new key.
- While looking at your keyboard and without actually typing, move the correct finger to the new key and back to home position. Do this several times—until you can make the reach without looking at your fingers.
- Now, with your fingers still on the home-row keys, type the drill lines while keeping your eyes on the copy.
- If you forget the location of a key, stop typing and repeat Step 3.
- 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.
MAP+ — Individualized Diagnostics

- MAP+ is a highly sophisticated, **individualized** error-analysis and remediation program and has no counterpart anywhere else in keyboard publishing!

- MAP+ may be used for unlimited skillbuilding beginning with Lesson 1 and for individualized diagnostics and remediation for alphabet, number, and symbols keys beginning in Lesson 17, 19, and 20 respectively.

- MAP+ identifies and remediates **80 different types of misstrokes**.
If you are on Lessons 1-18, click MAP+, Lesson 1-18; from the drop-down list, click the desired lesson for unlimited additional practice drills on all keys learned up to and including the selected lesson.
Below is an example of additional, unlimited skillbuilding drills for all keys learned through Lesson 9.
After you have completed Lesson 17 or beyond, click MAP+.

Click any key on the “live keyboard” for intensive, unlimited practice drills for that key.
Below is an example of a MAP+ intensive practice drill for the C key.

**MAP+: C Key**

```
click cay cat catch chunk coach chance Arctic cackle Cancun
soccer scenic cap cocoa chico choice ice civic citric McCoy
uncork occult cocci coca Circe cup taco caw accrue act cock
```

```
click cay cat catch
```

```
After you have completed Lesson 17 (for Alphabet diagnostics), Lesson 19 (for Numbers diagnostics), or Lesson 20 (for Symbols diagnostics), click MAP+, Pretest.

From the drop-down list, click the desired drill, take the pretest, and follow the prompts to complete the unlimited prescriptive drills.
Below is an example of an *Alphabet Pretest*:

MAP+: Alphabet Pretest

Did just five or six of the freelancers work for Jacqueline by quickly baking steaming hot pizzas?

I think so; I am not exactly sure, though. Are you?

I do know that those six pizzas were very, very hot and delicious; Jim grabbed quite a big piece.
Below is an example of a Numbers Pretest.
Below is an example of a Symbols Pretest.
After you take the desired pretest (Alphabet, Numbers, or Symbols), MAP+ will analyze your errors and direct you to the first Prescriptive Drill.

Or you can return to the MAP+ Summary screen to complete the individualized, prescriptive drills in any order desired.
MAP+ — Summary

MAP+: Alphabet

Errors
- Alphabet Keys: 1
- Number Keys: 1
- Symbol Keys: 1
- Functional Keys: 3
- Insertion/Omission: 2
- Substitution: 0
- Transposition: 0

Prescriptive Drills
- Functional Keys: ✔
- F Key: ✔
- SPACE BAR

Click any key, finger, or text box for intensive practice on the element. Press Shift while clicking to practice shifted symbols (such as the colon and exclamation point).

Click the first Prescriptive Drill to practice lines stressing that reach.

After you have finished these Prescriptive Drills, click any key, finger, or text box for intensive practice on that element.
The **Skillbuilding** button provides you with convenient access to these drills you can use for remediation:

- 12-Second Speed Sprints
- Paced Practice
- Progressive Practice
- Sustained Practice
- Technique Practice
- Pretest/Practice/Posttest
12-Second Speed Sprints Routine

- Achieves higher speeds by typing in short bursts on short, easy copy without error limits; to help break keyboard-watching habits, type each sprint while keeping your eyes on the copy at all times.
Paced Practice Routine

- Encourages steady, paced typing; alternates between speed and accuracy improvement; forces you to speed up “just a little” for speed gain and to slow down “just a little” for accuracy gain—any gross deviation from normal speed is detrimental to skill development.

The Paced Practice program is an individualized skill-development program designed to help you alternate between speed and accuracy improvement.

To increase speed, you should speed up—just a little. To increase accuracy, you should slow down—just a little. Any extreme variation in speed—either typing grossly faster or slower than a normal, comfortable speed, is detrimental to skill development.

This program helps you to pace your typing speed so that you are always typing at an appropriate speed.
Progressive Practice Routine

- Helps break keyboard-watching habit; builds straight-copy speed/accuracy using 30" timed writings.

The Progressive Practice program is designed to build straight-copy speed and accuracy in short, easy steps using individualized goals and immediate feedback.

The program enables you to work at your own speed. It also encourages self-competition. You compete against yourself rather than against the class; thus the goals are motivational and realistic.
Sustained Practice Routine

- Builds higher speeds by maintaining speed on increasingly difficult copy.

Sustained Practice

The Sustained Practice program develops increased speed. You are challenged to maintain or exceed your initial speed level on copy of increasing difficulty.

This drill is different from others in that the goal is to maintain speed rather than to increase speed. The “catch,” of course, is that the copy gets more difficult to type on each paragraph.
Technique Practice Routine

- Builds skill on these keys: **SHIFT**, **BACKSPACE**, **TAB**, **ENTER**, and **SPACE BAR**.

Technique Practice exercises sharpen your operation of these functional keys:

- SHIFT Key
- BACKSPACE Key
- TAB Key
- ENTER Key
- SPACE BAR

Concentrate on using the correct finger, making the reach by touch, and immediately returning your finger either to home-row position or to the next character.
Builds straight-copy skill focusing on speed or accuracy while emphasizing specific reaches.
Ten back-of-book supplementary timed writings provide more opportunities to measure students’ speed and accuracy.

Ten Supplementary Timed Writings are located at the back of your text on pages SB-26 through SB-35 in the Skillbuilding section.

You will be prompted to select a 3-minute or a 5-minute timed writing. *Be sure to turn to the specific timed writing in the text that corresponds to the timed writing number on the GDP computer screen.*
Keyboarding is a life skill — you must decide that building technique slowly and deliberately now will build a foundation that will “pay” big dividends in the “long run.”

Remember who won the proverbial race!
Feedback?

If you have any questions or comments regarding this presentation, please send an e-mail:

arlene_zimmerly@hotmail.com.

Note: This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course. Your specific course requirements may vary.