

 **TECHNIQUE CHECK**

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Acceptable (consistently acceptable or better technique)  
 Needs Improvement  
 Not Acceptable (consistently unacceptable technique)

Technique	Acceptable	Needs Improvement	Not Acceptable
Eyes on copy*			
Correct finger reaches (strikes key with correct finger)*			
Continuity (keyboard without hesitation) and accuracy*			
Body, hand, finger, wrist, and arm position			
Striking technique (quick strokes; fingers return to home position)			
ENTER (anchor J finger)			
LEFT SHIFT (anchor F finger) - RIGHT SHIFT (anchor J finger)			
TAB (anchor F finger)			
BACKSPACE (anchor J finger)			
*Critical technique.			

# ORIENTATION TO TECHNIQUE CHECKS

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**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.

# Typing Technique

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- ❑ Correct position at the keyboard enables you to type with greater speed and accuracy and with less fatigue.
- ❑ When typing for a long period, rest your eyes occasionally by looking away from the screen.
- ❑ Change position, walk around, or stretch when your muscles feel tired.
- ❑ Making such movements and adjustments may help prevent your body from becoming too tired. In addition, long-term bodily damage, such as carpal tunnel syndrome, can be prevented.

# Correct Position

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Type by touch with the pads of the fingertips, *not* fingernails.

When you can “feel” the raised bars on the “F” and “J” keys, you know you’re on home row.

See page xxix in your textbook for tension-reducing exercises.

# Workstation

If possible, adjust your workstation as follows:

- Position your chair so that your upper and lower legs form a greater-than-90-degree angle and your lower back is supported, with your knees slightly lower than your hips.
- Position your text on either side of the monitor close to the monitor.
- Position the mouse on a pad next to and at the same height as your keyboard.
- Tilt the top of the monitor slightly away from you and slightly farther than an arm's length from you.

# Position at the Keyboard

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- ❑ Center your body in front of the keyboard.
- ❑ Sit slightly reclined, with your lower back touching the back of the chair, feet flat on the floor.
- ❑ Keep elbows close to your body, but relaxed.
- ❑ Keep forearms at a slight downward slant.
- ❑ Raise your hands slightly—wrists should not touch the keyboard and should be straight.
- ❑ Curve your fingers naturally over the home-row position, with the back of your hands at the same angle as the keyboard.
- ❑ Move the mouse with your whole arm—not just your wrist.

# Keystroking

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- Keep your eyes on the copy **most of the time** while typing.\*
- Use correct finger reaches on all keys.\*
- Type with continuity and accuracy **most of the time**.\*
- Make quick, light strokes, and return your fingers to the home-row position or move to the next position after each stroke.
- Keep the F and J fingers anchored when using the ENTER, LEFT SHIFT, RIGHT SHIFT, TAB, and BACKSPACE keys.

\* These critical areas of technique must be eventually rated as "Needs Improvement," "Acceptable," or better.

# Technique Check – Lesson 10

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- After Lesson 10, you are ready for a technique check.
- The form on the next slide will be used to assess your technique.
- You **MUST** use the correct fingers on all keys and type by touch with continuity and accuracy most of the time.
- Don't try to type fast, don't be concerned with an occasional error, and don't correct errors. The BACKSPACE key will be assessed separately.
- Try to relax and type normally—your goal is “acceptable” or better technique.

# Technique Check Form

## Assessment:

Student types copy that includes keystrokes learned through Lesson 10 as the instructor observes and assesses.

## Remediation:

Instructor assigns appropriate GDP skillbuilding routines based upon assessment.

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Stroking technique (quick strokes; fingers return to home position)			
ENTER (anchor J finger)			
LEFT SHIFT (anchor F finger) - RIGHT SHIFT (anchor J finger)			
TAB (anchor F finger)			
BACKSPACE (anchor J finger)			

\*Critical technique.

## REMEDIATION:

- 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. Enrollment 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.  
 Click **Skillbuilding, Drills** tab; click the desired drill:
- 12-Second Speed Sprints:** 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.
- Paced Practice:** Encourages steady, paced typing; alternates between speed and accuracy improvement.
- Progressive Practice:** Helps break keyboard-watching; builds straight-copy speed/accuracy using 30" timed writings.
- Sustained Practice:** Builds higher speeds by maintaining speed on increasingly difficult copy.
- Technique Practice:** Builds skill on these keys: **SHIFT, BACKSPACE, TAB, ENTER, and SPACEBAR**.
- Pretest/Practice/Posttest:** Builds straight-copy skill focusing on speed or accuracy while emphasizing specific reaches.



# Assessment

- Acceptable** (consistently acceptable or better technique)
- Needs Improvement**
- Not Acceptable** (consistently unacceptable technique)

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\*Shaded items indicate critical techniques that must be acceptable.

\*Critical technique.

# Triple-Threat Remediation

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- Remediation using GDP’s Skillbuilding, Lessons, and MAP+ features will be discussed briefly in this presentation.
- See “Skillbuilding and MAP+” (a related presentation and movie) for details on using these very powerful features for remediation after a technique check assessment.

# Skillbuilding, Lessons, & MAP+

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- 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.

# Skillbuilding Drills Tab

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- Use the **Skillbuilding** button, **Drills** tab, to go directly to the skillbuilding routines listed below.

Click **Skillbuilding**, **Drills** tab; click the desired drill:

- **12-Second Speed Sprints:** 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.
- **Paced Practice:** Encourages steady, paced typing; alternates between speed and accuracy improvement.
- **Progressive Practice:** Helps break keyboard-watching; builds straight-copy speed/accuracy using 30" timed writings.
- **Sustained Practice:** Builds higher speeds by maintaining speed on increasingly difficult copy.
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- **Pretest/Practice/Posttest:** Builds straight-copy skill focusing on speed or accuracy while emphasizing specific reaches.

# Problematic Keys

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Many students in my keyboarding courses throughout the years have problems learning the correct fingering for the keys listed below. Make sure you are using the correct fingering before attempting a technique check.

Letter	Lesson	Fingering
C	5D	Typed with the D finger.
X	7B	Typed with the S finger.
B	5B	Typed with the F finger.
Period	4D	Typed with the L finger.
Right SHIFT	6B	Hold the <b>Right SHIFT down</b> to capitalize any letters typed with the left hand.
Left SHIFT	4C	Hold the <b>Left SHIFT down</b> to capitalize any letters typed with the right hand.

# Preparation

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- Download “[Technique Check Copy](#)” so you can practice typing the boxed paragraph and the BACKSPACE drill.
- Practice keeping your eyes on the copy as much as possible, not on your hands.
- You do *not* have to type fast—just carefully, using good technique.
- Do *not* correct errors as you type the paragraph copy. The BACKSPACE key will be observed separately.

- Press the TAB (→) key and the ENTER (¶) key as shown in the boxed paragraph.
- The copy includes all keystrokes from Lessons 1-10.

→ Paul quickly jogged exactly five miles;¶  
Robin whizzed by here.¶  
¶  
→ Two men are expected: Pat and Rex!¶  
Is Jack here exactly as expected?¶

- Press the BACKSPACE 1 time when you see the BACKSPACE sign; then type the next letter.

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

# Keyboard Watching

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Set a reasonable goal to reduce keyboard watching. You will soon develop locational security and muscle memory and find that you are typing faster and more accurately than ever before!

When Alex Hailey was asked what he would have done differently if he had known that *Roots* would be so successful, he answered,

**“I would have typed faster”!**





# Technique for Sale!

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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?

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

[arlene\\_zimmerly@hotmail.com](mailto:arlene_zimmerly@hotmail.com)



## Happy keyboarding!

**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.