



TECHNIQUE SELF-ASSESSMENT

Name _____ Date _____

Workstation	Acceptable	Needs Improvement
1. Position chair so upper/lower legs form a greater-than-90-degree angle, with lower back supported and knees slightly lower than hips.	<input type="checkbox"/>	<input type="checkbox"/>
2. Position text on either side of monitor as close to monitor as possible.	<input type="checkbox"/>	<input type="checkbox"/>
3. Tilt top of monitor slightly away from you and slightly farther than an arm's length from you.	<input type="checkbox"/>	<input type="checkbox"/>
4. Position the mouse on a pad next to and at the same height as the keyboard.	<input type="checkbox"/>	<input type="checkbox"/>



TECHNIQUE SELF-ASSESSMENT

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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 Self-Assessment

- If you are an online student or typing in a setting in which your technique will not be formally assessed by a keyboarding instructor, you should routinely perform a self-assessment of your typing technique.
- Practicing acceptable technique on a daily basis sets the foundation for your ultimate success in achieving those valuable keyboarding skills.
- Each time you sit down to type, renew your commitment to learning the keyboard by touch with correct fingering and proper technique. Your keyboarding success is literally in your own hands.

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!



Getting Started

- If you can type but you are not sure if you are using correct fingering, complete a technique self-assessment before beginning Lesson 1; otherwise, complete your first self-assessment after Lesson 10.
- If your instructor has posted the Technique Self-Assessment form, in GDP, from **My GDP, Resources**, click **Open** to display the Technique Self-Assessment form.
- Review and complete each item on the checklist. Repeat this assessment again after Lesson 10. Proceed through Lessons 1-20 paying special attention to the New Keys portion of those lessons.

Read New-Key Procedures

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- Read and follow important procedures like the ones found in Lessons 1 . . .

A. HOME-ROW POSITION

The A S D F J K L and ; keys are called the *home-row keys*.

1. Place the fingers of your left hand lightly over the A, S, D, and F keys and the fingers of your right hand lightly over the J, K, L, and ; keys, as shown in the illustration below.
2. Feel the raised markers on the F and J keys; they will help you keep your fingers on the home-row keys. You are now in home-row position. Each finger is named for the home-row key it controls. Thus, your left little finger is known as the A finger, and your right little finger is known as the Sem finger (short for *semicolon*).



Read New-Key Procedures (cont'd)

- . . . and Lesson 2.

New Keys

B. NEW-KEY PROCEDURE

Follow this procedure when learning a new key:

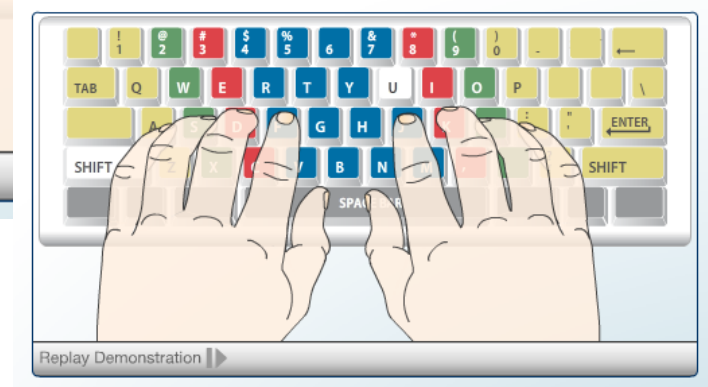
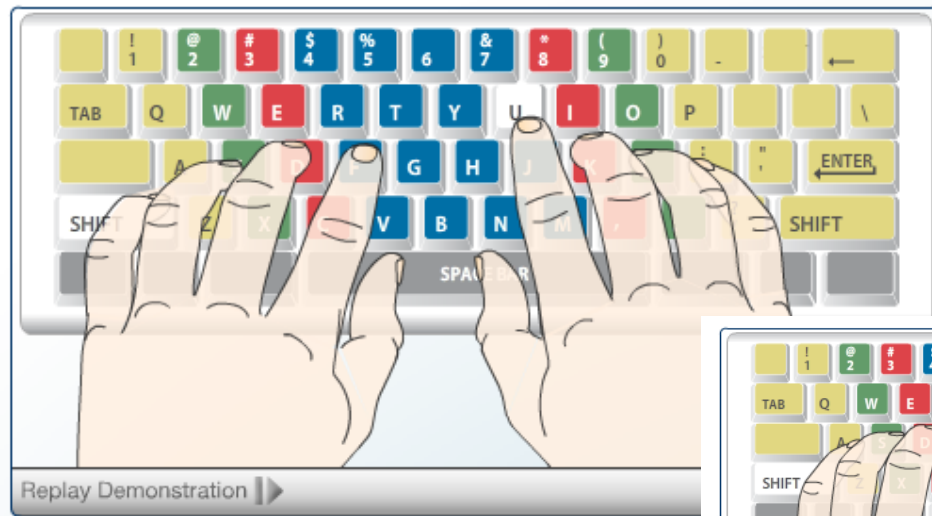
1. Place your fingers on the home-row keys.
2. Look in the left margin of your lesson to see which finger controls the new key.
3. While looking at your keyboard and without actually typing, move the correct finger to the new key and back to home-row position. Do this several times—until you can make 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.

New-Key Demonstrations

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- Demonstrations include audio and video and can be replayed as many times as needed.

Lesson 4C: The LEFT SHIFT Key



Color-Coded Charts

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- Pay special attention to color-coded keyboarding charts in Lessons 1-20 that remind you to check finger placement; for example, the "D" finger controls all the keys shown in **red** above and below it.



Body Movements

- ❑ 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:

Workstation

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Position at the Keyboard

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Position at Keyboard

	Acceptable	Needs Improvement
5. Center your body in front of keyboard.	<input type="checkbox"/>	<input type="checkbox"/>
6. Sit slightly reclined with lower back touching chair; feet flat on floor.	<input type="checkbox"/>	<input type="checkbox"/>
7. Keep elbows relaxed and close to body.	<input type="checkbox"/>	<input type="checkbox"/>
8. Curve fingers naturally over home-row position at same angle as keyboard.	<input type="checkbox"/>	<input type="checkbox"/>
9. Move the mouse with your whole arm, not just your wrist.	<input type="checkbox"/>	<input type="checkbox"/>

Keystroking

✓ Critical areas of technique: You **MUST** use the correct fingers on all keys and type by touch with continuity and accuracy *most of the time*.

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Keystroking

Acceptable Needs Improvement

✓ 10. Operate all keys by touch (eyes on copy most of the time).

✓ 11. Use correct finger reaches (strike key with correct finger).



✓ 12. Type with continuity (without hesitation) and with accuracy.

13. Keep forearms at a slight downward slant with hands slightly raised so wrists do not touch keyboard.

14. Make quick, light strokes; return fingers to home position or move to next position.

Triple-Focus Remediation

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- Remediation using GDP's Lessons, Enrichment pages, Skillbuilding, 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 self-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, **New Key Drill**; click desired key to move to lesson of introduction, review demonstration, and type drills; click **New Key Review** for extra practice on new keys for that lesson.
- **Enrichment:** From the **Lessons** menu for Lessons 1-20, click **Lesson "X" Enrichment**, and type the enrichment drills.
- **MAP+ (unlimited skillbuilding drills, Lessons 1-18)**
If you are on Lessons 1-18, click **MAP+**, **Lesson 1-18**; from drop-down list, click desired lesson for unlimited drills on all keys learned *up to and including* the selected lesson.
- **MAP+ (unlimited intensive practice on any key)**
If you are on Lesson 17 or beyond, click **MAP+**; click a key on "live keyboard" for intensive, unlimited drills for that key, or click any row or box for intensive practice on that row or that reach.
- **MAP+ Diagnostics—Alphabet (Lesson 17+), Numbers (Lesson 19+), and Symbols (Lesson 20+)**
If you are on Lesson 17 or beyond, click **MAP+**, **Pretest, Alphabet**. For Lesson 19 or beyond, click **Numbers**. For Lesson 20 or beyond, click **Symbols**. Take pretest and follow prompts to complete 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.

- **12-Second Speed Sprints** (click **Skillbuilding**, **Drills** tab; click desired drill)
Achieve higher speeds by typing in short bursts on short, easy copy without error limits; to help break keyboard-watching habit, type each sprint keeping eyes on the copy at all times.
- **Paced Practice** (click **Skillbuilding**, **Drills** tab; click desired drill)
Use to encourage steady, paced typing; drills alternate between speed and accuracy improvement.
- **Progressive Practice** (click **Skillbuilding**, **Drills** tab; click desired drill)
Use to help break keyboard-watching; drills build straight-copy speed/accuracy using 30" timed writings.
- **Sustained Practice** (click **Skillbuilding**, **Drills** tab; click desired drill)
Use to build higher speeds by maintaining speed on increasingly difficult copy.
- **Technique Practice** (click **Skillbuilding**, **Drills** tab; click desired drill)
Use to build skill on these keys: SHIFT, BACKSPACE, TAB, ENTER, and SPACE BAR.
- **Pretest/Practice/Posttest** (click **Skillbuilding**, **Drills** tab; click desired drill)
Use to build straight-copy skill focusing on speed or accuracy while emphasizing specific reaches.

Problematic Keys

Many students in Professor Zimmerly's keyboarding courses throughout the years had problems learning the correct fingering for the keys listed below. Double-check that you are using correct fingering on these keys.

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 Right SHIFT down to capitalize any letters typed with the left hand.
Left SHIFT	4C	Hold the Left SHIFT down to capitalize any letters typed with the right hand.

Feedback?

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If you have any questions or comments regarding this presentation, please send an e-mail:
arlene_zimmerly@hotmail.com.



Happy keyboarding!

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