1a Home-Row Review

Key each line twice. Double-space between 2-line groups.

Technique Tip

• body erect
• sit back in chair
• fingers curved and upright

1 a s d f j k l ;|as df jk l;|as df jk l;|asdf jkl;;

2 aa kk ss ;; dd jj ff ll|kk dd ;; aa jj ss ll ff jj

3 aja   aja|dld   dld|f;f f;f|sks   sks|jaj jaj|ldl   ldl|kk

4 as   as|ask ask|ad ad|lad lad|all all|fall fall|j;j;

5 add add|dad dad|sad sad|fad fad|lad lad|add; adds;

6 lass lass|salad salad|asks asks|flak flak|dad dad;

1b Speed Check

1. Key a 1' timing on paragraph 1.
2. Determine the number of words you keyed.
3. Key another 1' timing on paragraph 1. Try to go two words a minute faster.
4. Key a 2' timing on paragraphs 1–2 combined.
5. Determine the number of words you keyed.

all letters used   *gwam* **2'**

• 2 • 4 • 6 • 8 • 10 • Set goals that will challenge you to reach them. When you	6
12 • 14 • 16 • 18 • 20 • 22 • 24 set them high enough, you will have to put in time and effort to	12
• 26 • 28 • 30 • 32 • 34 • 36 • accomplish them. When you have to really work hard to reach a	19
38 • 40 • 42 • goal, it is one worth having.	22
• 2 • 4 • 6 • 8 • 10 To realize your keying goals, you need to use good tech-	27
• 12 • 14 • 16 • 18 • 20 • 22 • 24 niques. Be sure to keep your feet on the floor, your eyes on the	34
• 26 • 28 • 30 • 32 • 34 • 36 • copy, and each arm relaxed by your side. As difficult as it may	40
38 • 40 • 42 • 44 • 46 • seem, you can enjoy working hard to be successful.	45

gwam **2'** | 1 | 2 | 3 | 4 | 5 | 6 |