

Keyboarding Project 16

16a Build Skill

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



Technique Tip

Keep the insertion point moving steadily across each line without pausing.

balanced-hand sentences

- 1 If the town amends the bills, the problem may end.
- 2 Orlando and Diana may make six signs for the city.
- 3 Their firm may sign the form for the big oak door.
- 4 The chapel is to be down the road by the big lake.
- 5 They may cut the lens to make it fit my right eye.
- 6 Henry is the man Helen got to fix the chapel door.
- 7 Glen may make a big profit for the big oak panels.

gwam 20'' | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 |

16b 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. Repeat steps 1–3 for paragraph 2.
5. Key a 2' timing on paragraphs 1–2. Determine words keyed.

all letters used

gwam 2'

What is it that makes one person succeed and another fail
when the two seem to have about equal ability? Some have said
that the difference is in the degree of motivation and effort each
brings to the job. Others have said that an intent to become
excellent is the main difference.

At least four items are likely to have a major effect on
success: basic ability, a desire to excel, an aim to succeed, and
zestful effort. If any one of these is absent or at a low point, our
chances for success are lessened. These features, however, can be
developed if we wish.

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