

# Keyboarding Project 5

## 5a Review w, Right Shift, b, y

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



### Technique Tip

To key capital letters with the left hand:

1. Hold down the Right Shift with the right little finger.
2. Tap the letter with the left hand.
3. Return finger(s) to home-key positions.

- w
- 1 sw sw|sws sws|swj swj|wks wks|lws lws|hsw hsw|s;w;
- 2 saw saw|won won|wash wash|work work|willow willow;
- right shift
- 3 aA aA|sS sS|dD dD|fF fF|gG gG|eE eE|rR rR|tT tT|wW
- 4 Chase Chase|Dick Dick|Ruth Ruth|Greg Greg|Ron Ron;
- b
- 5 fb fb|bfb bfb|rbf rbf|fbrb fbrb|fbjb fbjb|fbo fbob
- 6 bow bow|Bob Bob|cabs cabs|rabbit rabbit|debt debt;
- y
- 7 jy jy|yJy yJy|jyn jyn|y; y;|fy fy|jujy jujy|fy fy;
- 8 yet yet|year year|July July|eyes eyes|nylon nylon;

## 5b Build Skill

Key each line twice  
single-spaced; double-  
space between 2-line  
groups.

### balanced-hand sentences

- 1 Jake paid for the six men to fix the big oak door.
- 2 Keith may work with the city auditor on the forms.
- 3 Pamela may make a formal sign to hang by the dock.
- 4 Six of the eight firms bid to do the work for Jan.
- 5 Hal and Nan may go to the island to dig for clams.
- 6 The man did the work for the girls on their gowns.
- 7 I may pay the auto firm for the bodywork they did.
- 8 Janel and I may bicycle to the big lake with them.

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

