

Keyboarding Project 17

17a Build Skill

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



Technique Tip

Remember to keep your eyes on the copy as you key.

balanced-hand sentences

- 1 She may pay them to handle the work on the claims.
- 2 I kept the eight signs for the firm on the island.
- 3 The amendment by the girl was cut down by the men.
- 4 Keith is the big man to the right of the big bush.
- 5 Diana may pay the eight men to dismantle the dock.
- 6 The goal of the eight men is to make a big profit.
- 7 The men may visit the cozy island to fish for cod.

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

17b Speed Building

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 three words a minute faster.
4. Repeat steps 1–3 for paragraph 2.
5. Key a 2' timing on the two paragraphs combined.

all letters used

gwam 2'

The Bill of Rights includes the changes to the Constitution that
deal with human rights of all people. The changes or amendments
were to improve and correct the original document. They were made
to assure the quality of life and to protect the rights of all citizens.

One of the changes provides for the right to religious choice,
free speech, and free press. Another addresses the right to keep
and bear firearms. Another deals with the right of the people with
regard to unreasonable search and seizure of person or property.

Two others deal with the right to an immediate and public trial by a
jury and the prevention of excessive bail and fines.

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