

Keyboarding Project 3

3a Review o, t, n, g

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



Technique Tip

Use a down-and-in spacing motion.



o 1 l o l o l o l o l o l o j l o j l o k o o l k o d o j o d o j o s o s ;
2 d o d o s o s o f o r f o r l o o k l o o k s o l d s o l d h o l e h o l e ;
t 3 f t f t t f t t f t t h f t t h f t t j f t t j f t t r f t t r f t t f t ;
4 t h e t h e t r e e t r e e s e a t s e a t j o l t j o l t t h e r e t h e r e ;
n 5 j n j n n j n n j n h j n h j n n h k n h k k n j s k n j s l j n j j n ;
6 o n o n n o t e n o t e n o o k n o o k n o r t h n o r t h i n n e r i n n e r ;
g 7 f g f g g f g g f g g t g g t g g t g f g t g f g g h f g g h f g d g d f ;
8 g o g o g a s g a s d o g d o g g a g g l e g a g g l e g a d g e t g a d g e t

3b Technique: ENTER

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

- 1 I did too.
- 2 Did he take it?
- 3 We went to the game.
- 4 James took their picture.
- 5 Juan will leave next Thursday.
- 6 We don't meet again for five weeks.
- 7 They bought a new computer for Jennifer.
- 8 Her school has basketball tryouts next month.
- 9 Both of the girls may go to the docks by the lake.

