

# Keyboarding Project 11

## 11a Build Skill

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



### balanced-hand sentences

- 1 She may or may not do the handiwork for the panel.
- 2 Diane bid on the land by the field for the chapel.
- 3 Helen laid it by the mantle by the end of the rug.
- 4 Burn wood and a small bit of coal for a big flame.
- 5 Jane and Alan may fix the problem with the signal.
- 6 Pamela and Glen may visit the ancient city chapel.
- 7 The toxic odor by the lake may make the girl sick.
- 8 Six official tutors may work with the eight girls.

### Technique Tip

Use quick  
keystrokes; do not  
be in slow motion.

## 11b 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 combined.
6. Determine the number of words you keyed.

### all letters used

gwam 2'

Government is the structure by which public laws are made  
for a group of people. One type of structure is where the populace  
has the right to elect citizens to govern for them and make the laws.  
A representative government would be an example of this way of  
making the laws and policies.  
The democracy or the republic form of government are two  
names that are quite often used to refer to this type of governance  
by the people. This type of a structure is in direct contrast to a  
dictatorship where all the decisions are made by just one person.

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