

# Keyboarding Project 9

## 9a Build Skill

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



### balanced-hand sentences

- 1 Both of us may wish to bid for the antique mantle.
- 2 Lana is to pay the firm for the bodywork they did.
- 3 They may sign the amendment to handle the problem.
- 4 The eight haughty men may make a problem for them.
- 5 They both may make their goals if they work at it.
- 6 Vivian may go with the six busy maids to the lake.
- 7 Orlando may make the men pay for the burnt chairs.
- 8 The map may aid them when they do the work for us.

### Technique Tip

Quickly space  
after each word  
and immediately  
begin keying the  
next word.

## 9b Build Skill: Paragraphs

Key the two paragraphs.  
Key them again at a  
faster rate.

Americans remember and recognize those who have dedicated their lives to making our country a better place to live with monuments. During his inaugural address, President Reagan referred to the monuments of several of those great Americans.

“Directly in front of me, the monument to a monumental man, George Washington, father of our country. A man of humility who came to greatness reluctantly. He led America out of revolutionary victory into infant nationhood. Off to one side, the stately memorial to Thomas Jefferson. The Declaration of Independence flames with his eloquence.”