

Keyboarding Project 18

18a Build Skill

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



Technique Tip



Do not rest your palms on the keyboard or desk as you key.

balanced-hand sentences

- 1 When he turns in the audit, he may go to the lake.
- 2 When did the widow make the gown for the neighbor?
- 3 I may go downtown to fix the problem with the bus.
- 4 Diana and Enrique paid for the rug for the chapel.
- 5 Alan and I may go to the social for the six firms.
- 6 Six men may dismantle the signs by the big chapel.
- 7 I wish to pay the man for the six bushels of corn.

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

18b 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.

all letters used

gwan 1'

Taxes are the means used by the government to raise money for its expenditures. Taxes have never been popular. The legislative branches of the government devote a lot of time and energy trying to devise a system that requires everyone to pay their just and fair share. Tax assessments are typically based on the benefits realized and on an individual's ability to pay. Two of the most common taxes are the personal income tax and the sales tax.

The personal income tax is the assessment individuals are required to pay on their earnings. Employers deduct this tax from employees' paychecks. The sales tax is another assessment with which the majority of people are familiar. It is a tax that is added to the retail price of a good or service. While the income tax is an assessment based on an individual's ability to pay, the general sales tax is based on the benefits a person receives.

gwan 1' | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |

