

Keyboarding Project 14

14a Review 7 & 3

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.

- 1 j 7 j 7 | j u 7 j u 7 | ju7 ju7 | 78 78 | 71 71 | 79 79 | 747;
- 2 Add the numbers 7, 77, and 747. Only 77 finished.
- 3 d 3 d 3 | d e 3 d e 3 | de3 de3 | 37 37 | 30 30 | 35 35 | 433;
- 4 On May 30 Dr. Baxter worked from 1:30 to 4:30 p.m.
- 5 Only 37 out of 103 finished the course by July 14.
- 6 Did Jacob add 801, 940, 375, and 307 to the total?
- 7 I hit .308 in June, .347 in July, and .195 in May.
- 8 They have lived at 3047 Summit since May 15, 1987.

14b Technique: Double Letters

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

- 1 summer guessed committee called attend week assign
- 2 current appears written comma books committee will
- 3 Massachusetts Mississippi Illinois Missouri Hawaii
- 4 Fillmore Kennedy Fillmore Coolidge Hoover Harrison
- 5 Allison Roosevelt will keep your books three days.
- 6 Sally will keep books for a business in Tennessee.
- 7 Allan and Kellee are from Apple Valley, Minnesota.
- 8 William Jeffers has excellent proofreading skills.
- 9 Phyllis Woods and Debbie Babbitt keep calling you.
- 10 The spelling bee committee chair looked befuddled.

