

Keyboarding Project 10

10a Build Skill

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



Technique Tip



All the movement should be in the fingers; the hands and arms should not be moving as you key.

balanced-hand sentences

- 1 I may pay the maid when she signs the right forms.
- 2 Sign the form so the auditor may pay for the work.
- 3 It is their duty to fix the bicycle for the girls.
- 4 He may lend the map to us to do the work for them.
- 5 Send the forms to them at the address on the card.
- 6 If they do the work, he may spend the day with me.
- 7 The firm kept half of them busy with the hem work.
- 8 Ruth and I may handle the problems for their firm.

10b Build Skill: Paragraphs

Key the text at the right.
Key the text again, trying
to increase the rate at
which you key the text.

Your reputation is what others think about the way you choose to live your life. It is all about your ethical and moral values. In other words are you fair, honest, and just in your dealings with other people? A good reputation is priceless. Your reputation should be one of your most prized possessions.

A good reputation requires time, effort, and discipline to develop and protect. However, a bad reputation can be acquired in a short period of time. It can result from just one misdeed and can be a heavy burden to carry the rest of your life. What are you doing to build and protect your reputation?

