

Individualized Keyboarding for Personal Typing and Computing

by

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This edition is dedicated to the students

of the

Basic Typing Class

Hewlett High School

Hewlett, New York

who have helped us learn from our mistakes

Basic Letter Patterns (Or Combinations) Taught:**all — ad — la- — da-****Directions:**

- 1) Always follow your teacher's directions.
- 2) If you don't have a teacher and if you are using a typewriter,
 - a) Place this book to the right of your typewriter on a bookholder. If you don't have a bookholder, place something underneath it so that it is in a good reading position.
 - b) Insert paper. If you don't know how, don't be afraid to ask someone how it's done properly.
 - c) Locate the home keys and place your hands very, very lightly on the proper keys, as per illustration.

LEFT hand	RIGHT hand
a — little finger	; — little finger
s — ring finger	l — ring finger
d — middle finger	k — middle finger
f — index finger	j — index finger

- 3) If you are right-handed keep your right thumb above the space bar and space automatically after every word or letter grouping. If you are left-handed keep your left thumb above the space bar and space with your left thumb.
- 4) Say each word — not just letters — to yourself as you type it.
- 5) **Each line** is to be typed **three** times **before** going to the next line:

aaa lll aaa lll all all all all all all
 aaa lll aaa lll all all all all all all
 aaa lll aaa lll all all all all all all

- 6) Don't worry about mistakes. **Mistakes are opportunities to learn.** If you don't know how to pronounce a word or if you don't know what it means, **underline** it on your paper (not the book) with your pencil. **Learning** is what counts in this class. **Let your teacher help you.** If you don't have a regular teacher — the underlining is a signal to your computer brain that it has something to solve. And it will, if you will let it.

Exercise A

aaa lll aaa lll aaa lll all all all all
ddd aaa ddd dad dad dad dad
aaa lll ddd lad lad dad dad add

Exercise B

all add all add all lad lad all add
lll aaa ddd lad lad ddd dad add
aaa ddd add dad lll lad lll all dad

Exercise C

aaa lll all all lll aaa ddd lad lad
aaa ddd ddd add add lll lad dad
lll aaa ddd lad lad add aaa lll all

Exercise D

all all add add dad dad lad lad
add dad lad all add dad lad all
all dad all dad dad all dad lad all

Basic Letter Patterns (Or Combinations) Taught:**ss (sass, lass) all ad ads****Directions:**

- 1) Keep your eyes on your book. Don't look at your fingers! Don't look at the keys.
You must learn to feel the letters in your fingers.
- 2) Don't worry about mistakes.
- 3) Type each line three times. Say the words to yourself—not just the letters.
- 4) Try some of the exercises with your eyes closed. For example, when you get to Exercise D, you can read, “a lad.” Close your eyes and type, “a lad.” Look at a couple more words. Close your eyes and then type them.
- 5) Sit in the ATTENTION position.

The reason for sitting up straight has nothing to do with looking pretty or having good posture. The reason for sitting up straight is that how you sit affects how your computer brain operates and how you feel. If you lean back in your chair, your body position is telling your computer brain to shut off and get ready for sleep.

If you don't believe that how you sit affects your feelings, try this:

- a. Stand tall with your feet wide—WIDE—apart.
- b. Throw your shoulders back and put your hands on your hips.
- c. Cock your head with your chin up, up, up.
- d. Now say, “I'm sorry.” You can't help but smile. You can't say, “I'm sorry,” without it sounding funny.