

Your Name
Keyboarding I xx Period
Mr. Behling
Current Date

Lesson 14 (approximately 1110 words)

Many expect Frank Valdez to quit working on all of the jobs.
Many expect Frank Valdez to quit working on all of the jobs.

Did they say when they will be able to do the work for Stan?
Did they say when they will be able to do the work for Stan?

Rick and the girls may go downtown to pay for the six signs.
Rick and the girls may go downtown to pay for the six signs.

f f 5f 5f ff 55 f5f f5f 55f 55f Reach up for 5, 55, and 555.
f f 5f 5f ff 55 f5f f5f 55f 55f Reach up for 5, 55, and 555.

Reach up to 5 and back to f. Did he say to order 55 or 555?
Reach up to 5 and back to f. Did he say to order 55 or 555?

j j 7j 7j jj 77 j7j j7j 77j 77j Reach up for 7, 77, and 777.
j j 7j 7j jj 77 j7j j7j 77j 77j Reach up for 7, 77, and 777.

Key the figures 7, 77, and 777. She checked Rooms 7 and 77.
Key the figures 7, 77, and 777. She checked Rooms 7 and 77.

Proofread: Compare copy word for word with the original.
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Compare all figures digit by digit with your source copy.
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Be sure to check for spacing and punctuation marks, also.
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Copy in script or rough draft may not show exact spacing.
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It is your job to insert correct spacing as you key copy.

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Soon you will learn how to correct your errors on screen.
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Cap the first word and all proper nouns in each sentence.
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For example: Pablo Mendez is from San Juan, Puerto Rico.
For example: Pablo Mendez is from San Juan, Puerto Rico.

Ami Qwan and her parents will return to Taipei this fall.
Ami Qwan and her parents will return to Taipei this fall.

Our coffee comes from Brazil; tea, from England or China.
Our coffee comes from Brazil; tea, from England or China.

Do you know which of our states were once part of Mexico?
Do you know which of our states were once part of Mexico?

d d 3d 3d dd 33 d3d d3d 33d 33d Reach up for 3, 33, and 333.
d d 3d 3d dd 33 d3d d3d 33d 33d Reach up for 3, 33, and 333.

Add the figures 3, 33, and 333. Read pages 2 to 33 tonight.
Add the figures 3, 33, and 333. Read pages 2 to 33 tonight.

j j 6j 6j jj 66 j6j j6j 66j 66j Reach up for 6, 66, and 666.
j j 6j 6j jj 66 j6j j6j 66j 66j Reach up for 6, 66, and 666.

Key the figures 6, 66, and 666. Did just 6 of 66 finish it?
Key the figures 6, 66, and 666. Did just 6 of 66 finish it?

s s 2s 2s ss 22 s2s s2s 22s 22s Reach up for 2, 22, and 222.
s s 2s 2s ss 22 s2s s2s 22s 22s Reach up for 2, 22, and 222.

Reach up to 2 and back to s. Ashley reviewed pages 2 to 22.
Reach up to 2 and back to s. Ashley reviewed pages 2 to 22.

Only 263 of the 362 flights left on time on Monday, July 26.
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Read chapter 26, pages 263 to 326, for the exam on April 23.
Read chapter 26, pages 263 to 326, for the exam on April 23.

She moved from 819 Briar Lane to 4057 Park Avenue on May 15.
She moved from 810 Briar Lane to 4057 Park Avenue on May 15.

The 50-point quiz on May 17 covers pages 88-94, 97, and 100.
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The meeting will be held in Room 87 on March 19 at 5:40 p.m.
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The 495 representatives met from 7:00 to 8:40 p.m. on May 1.
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Social Security Nos. 519-88-7504 and 798-05-4199 were found.
Social Security Nos. 519-88-7504 and 798-05-4199 were found.

My office is at 157 Main, and my home is at 4081 9th Avenue.
My office is at 157 Main, and my home is at 4081 9th Avenue.

Runners 180, 190, 495, and 507 were scheduled for August 15.
Runners 180, 190, 495, and 507 were scheduled for August 15.

Her telephone number was changed to 708-194-5009 on July 10.
Her telephone number was changed to 708-194-5009 on July 10.

Review Rules 1-9 on pages 89-90 and rules 15-19 on page 174.
Review Rules 1-9 on pages 89-90 and rules 15-19 on page 174.

As you work for high skill, remember that how well you key fast is just as important as how fast you key. How well you key at any speed depends in major ways upon the technique or form you use. Bouncing hands and flying fingers lower the speed, while quiet hands and low finger reaches increase speed.

Few of us ever reach what the experts believe is perfect technique, but all of us should try to approach it. We must realize that good form is the secret to higher speed with fewer errors. We can then focus our practice on the improvement of the features of good form that will bring success.

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