



Camperdown Academy Keyboarding Work Summer 2018

To keep typing skills progressing, students should practice 3 to 4 times per week for 15 to 20 minutes each throughout the summer and school year. Here are some suggested ways to practice and some websites you can use.

Students typing less than 15 words per minute:

- make a list of 6 to 10 words that are 3-, 4-, and 5-letter words;
 - student should cover the keyboard with paper or make a cover from cardboard that does not touch the hands but keeps them from seeing the keys
 - eyes should be focused on the word to type, not on the screen
 - type a line of each word until the 15 to 20 minutes expires
 - use a timer, placed out of sight of the student, that buzzes/chimes at the appointed time
- challenge them with longer words or short phrases, but follow the same instructions above
- to measure typing speed, go to freetypinggame.net and select the “Tests” category
 - set time to desired length - minimum 3 minutes
 - use Lesson #9 “Letters only”
- to learn new keys, go to freetypinggame.net and select the “Lessons” category

Students typing more than 15 words per minute:

- use a magazine the student enjoys looking at or reading and select a paragraph or two to type
 - student should cover the keyboard with paper or make a cover from cardboard that does not touch the hands but keeps them from seeing the keys
 - eyes should be focused on the word to type, not on the screen
 - type a line of each word until the 15 to 20 minutes expires

- use a timer, placed out of sight of the student, that buzzes/chimes at the appointed time
- challenge with longer words or short phrases but follow the same instructions above
- to measure typing speed, go to freetypinggame.net and select the “Tests” category
 - set time to desired length - minimum 3 minutes
 - use Lesson #9 “Letters only”
- to learn new keys, go to freetypinggame.net and select the “Lessons” category
- once students have learned to type capital letters, then testing on freetypinggame.net should be:
 - set time to 5 minutes
 - use Lesson #26 “Classic Tales”

Other types of practice available online (and feel free to find your own):

- TypingClub.com - requires signing up with an email address, but it will keep track of the work completed and provide practice lessons
- Keybr.com - be sure to go to “Settings” and “Extend Alphabet Size” with the slide bar all the way to the right
- Play.typeracer.com - a bit tricky to navigate as there are some ads to contend with, but the games at the bottom and the tests are good choices.

If you need any help structuring keyboarding practice, please contact Meg Coffey at mcoffey@camperdown.org or 864-525-6681.