

Keyboarding

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SO'N

Introduction

Please read these notes before using the Keyboard Practice Workbook, available separately.

It is important for pupils using a laptop or desktop computer to be able to type at a reasonable speed. The only way to do that is by practising on a keyboard. It can be any type of keyboard as each one has a similar layout ie QWERTY. There are computer programs available for all computers that help to teach keyboarding or to practise keyboard familiarity as well as ones that can be used online. These programs seldom relate to the type of work that the pupil is working on and can often seem quite meaningless.

The workbook was devised in order to encourage regular practice on the keyboard and for it to be at an appropriate level for the pupil. Each worksheet in the book is for a week's practice. It is intended to start on a Monday and finish on a Friday. The pupil can then award themselves the number of stars they feel they deserve.

Typing Tips

- When the pupil is typing it is important that they use two hands on the keyboard (even if only two fingers are being used). The first page of the workbook shows the left / right split of the keyboard and indicates that the thumb is used to press the space bar. Make sure that the fingers are not clenched in a fist while typing. There are guides for the correct fingering.
- Many pupils are unaware that the correct method of typing a capital letter is by using the shift key while typing the letter. They are likely to put the *caps lock* on, type the letter and then put the *caps lock* off - if they remember! There is a shift key on either side of the keyboard so if the letter required to be capitalised is on the left side then the right hand shift is used and vice versa. Once the pupil knows this method they quickly learn which one to use with which letter.
- They also need to use the shift key to access the symbols and punctuation marks on the top line of the keys.

How to use the workbook

- 1 On the first day of the week write in the date.
- 2 The teacher would then write a short sentence (or 2 - 3 suitable words) to be practised that week. This sentence could be taken from the reading book, or made up using words from the spelling scheme, or for older pupils a sentence from the newspaper or dictated to the teacher by the pupil. It is important that this is written clearly and spelled correctly before the pupil copies it on the keyboard. It should be well within their capabilities so that they do not have to keep referring to it whilst concentrating on their typing.

Initially there should just be the capital letter to start the sentence and a full stop at the end in terms of punctuation. After a couple of weeks, names requiring capital letters in the middle of the sentence can be introduced. As the practice progresses other punctuation marks can be added. Eg ? , ! () but only if these are appropriate for the level of the pupil's language. The numbers and the £ sign can also be introduced.

- 3 On the first day the pupil is timed typing in the sentence. They should type in the sentence ignoring any errors made. **They should not delete mistakes or make corrections as they type.** The time taken to type the sentence is written in the space provided on the sheet.
- 4 The teacher, or responsible person, then counts the number of errors and this is written in the space provided. Errors include not having a capital letter where there should be one, omitting any punctuation marks, putting in extra capital letters or punctuation marks, not leaving a space or putting in too many spaces.
- 5 For the next three days the pupil is expected to type in the same sentence over and over for five minutes. If this is done then they can circle the 'Yes'. If for some reason the practice was not done then the 'No' is circled.
- 6 On the final day of the week the timing is repeated. It is expected that either accuracy or speed or both will have improved.
- 7 At the end of each week the pupil can fill in the chart at the end of the workbook, awarding themselves either 1, 2, or 3 stars depending on how well they feel they have done that week.