

LESSON 16

MARGINS:

Left, Pica 20; Elite 30;
Right, moved out of the way.

PAPER: Against the paper guide at 0 on the scale on the left. Turn up 7 single lines.

Check the 'ready-to-type' position: feet, body, fingers and eyes.

Warm up

Tap the keys sharply.
Return the carriage smartly.
Keep your eyes on the copy.

When using Elite type, six spaces may be used.

Revise numbers

Keep the a and ; fingers in position while typing these figures.

Figure 3

Keep either the f or the a finger in position as you type 3 with the d finger.
Keep your eyes on the copy.

Figure 8

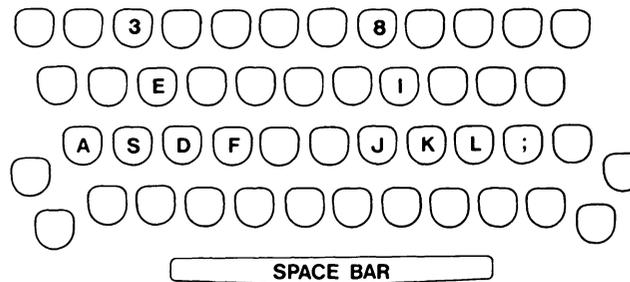
Keep either the j or the ; finger in position as you type 8 with the k finger.
Keep your eyes on the copy.

Consolidation

Check the 'ready-to-type' position.

a.m. and p.m.

UNIT 4



Remember to leave a blank line between sections.

Type these two paragraphs exactly as they are as many times as your teacher asks. Notice that in order to start the second paragraph you will have to tap out five spaces on the space bar. In a later Lesson you will be told how to use the tabulator and so save time.

Up to this point, all the exercises you have typed have been in the Blocked style. In this style all the lines begin at the same place, at the margin.

This paragraph is in the Indented style. The first word has been started 5 spaces away from the margin.

Type each line 3 times.

1. The 5 boys sold 4 pike and 6 perch only.
2. Susan had 56 for Art and 74 for English.
3. Over 546 new vans were built in 71 days.
4. Exactly 100 years ago 747 people played.

Type the first line of each new figure as many times as your teacher asks.

Type the other lines indicated by your teacher 3 times each.

5. ddd ded de3 de3 d3d e3e d3e3 d3e e3e d3d
6. 3 and 3 plus 1 and 3 and 3 plus 1 is 14.
7. If 333 divided by 3 is 111 you are home.
8. kkk kik ki8 ki8 i8i k8i8 i8i ki8 k8k k8k
9. 8 and 8 make 16, but 8 less 8 is nothing
10. When 88 leave the 888 only 800 can stop.

Type each line 3 times paying particular attention to good typing technique.

11. There are only 13 weeks and 5 days left.
12. The new orange carpet was 15 by 16 feet.
13. The music is on 847 or 345 metres daily.
14. Send 35 rackets, 85 balls and 74 shirts.
15. Telephone 0173645 or 0814756 to ask her.
16. The 36 men and 68 women passed the test.

When typing a.m. or p.m. to indicate the time always use the figure and not the word, e.g., 11.15 p.m., or 7 p.m. When typing o'clock always use the word and not the figure, e.g., four o'clock.

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