

LESSON 3

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

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

Revise the space bar

e key

Practise the reach until you can
type e without looking down.

Try to keep the asf fingers in
position while typing e with the d
finger.

Tap the keys sharply.
Keep your eyes on the copy.

n key

Practise the reach until you can
type n with the j finger without
looking down.

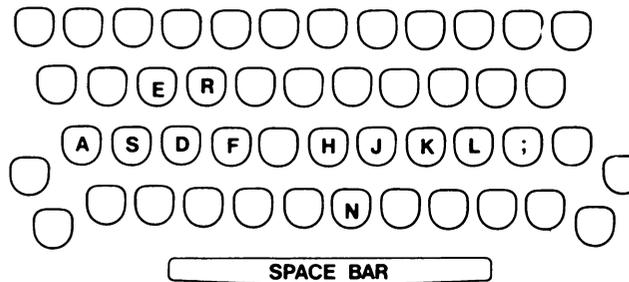
Keep the ;lk fingers in position.
Tap the keys sharply.
Keep your eyes on the copy.
Return the carriage smartly.

Consolidation

Check the 'ready-to-type' position.
Bounce your right thumb off the
space bar.
Keep your fingers bent.

Use the paper release lever when
taking the paper out of the
machine.
Centre and lock the carriage.
Cover the machine.

UNIT 1



Type the lines indicated by your teacher 3 times each.

1. all; all; fall; fall; jar; jar; lad; lad
2. hall hall arks arks hark hark hard hard;
3. a flask; a hard ash; a hard lash; a jar;
4. a flash hard ash sash; a jaffa salad dad

Type this line 3 times. *Bounce* your right thumb off the space bar.

5. a ; s l d k f j f j f r j h a ; s l d f j

Leave a blank line between sections.

Type this line as many times as your teacher asks.

6. ddd ded ded eee ded ded eee dee ede eded

Type the lines indicated by your teacher 3 times each.

7. ea ear ear le led led se sea he hea head
8. fear fear rear rear lear lear deal deal;
9. her ears hear a fresh dear he deer here;
10. see a red deer as dad leads her ass here

Type this line as many times as your teacher asks.

11. jjj jnj jnj nnn jnj njn jnn jnj jnj njnj

Type the lines indicated by your teacher 3 times each.

12. an and ne nea near en hen en end den fen
13. near near sand sand land land hand hand;
14. near her hand a fan lands; a snake fear;
15. dad fears her sand snakes near here lads

Type each line 3 times.

16. see a jaffa jell as a head lad has a fad
17. a lad sees a far land as he has a flask;
18. see a deer fear a sand snake near a lake
19. dad has a salad here; she sees her lads;
20. a lad ran as her dark ash fell hard here

A4 paper is 210 x 297 mm.

A5 paper is half this size and can be used 148 x 210 mm or 210 x 148 mm.

LESSON 3