

# LESSON 2

## 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.

## Revise the home keys

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

## Revise the space bar

Return the carriage smartly.

## r key

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

Move only the f finger when typing r.

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

*Check your 'ready-to-type' position.*

## h key

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

Move only the j finger when typing h.

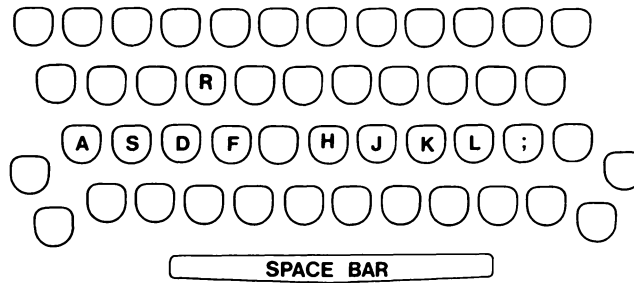
Tap the keys sharply.  
Return the carriage smartly.

## Consolidation

Check the 'ready-to-type' position.  
Keep your eyes on the copy.

Use the paper release lever when taking the paper out of the machine.

Centre and lock the carriage.  
Cover the machine.



Type the lines indicated by your teacher 3 times each.

1. fff jjj ddd kkk sss lll aaa ;;; asdfjkl;
2. as all dads ask a sad lass a jaffa salad
3. a lass; a ask; salad; a jaffa salad alas
4. a dad; all dads fall; a lass as a flask;

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

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

Leave a blank line between sections.

Type this line as many times as your teacher asks.

6. fff frf frf rrr frf frf rrf frr frf frf;

Type the lines indicated by your teacher 3 times each.

7. ar far far rk ark ark ar jar jar rk dark
8. lark lark dark dark jars jars arks arks;
9. a far dark jar; a lark; a far dark lark;
10. a sad lark; a dark ark; a far salad jar;

Leave a blank line between sections.

Type this line as many times as your teacher asks.

11. jjj jhj jhj hhh jhj jhj hhh jhj jhh jhhj

Type the lines indicated by your teacher 3 times each.

12. ha had had ha har hard sh sha shal shall
13. hash hash hall hall dash dash lash lash;
14. a hard lash; a dash; a sash; a flash ash
15. a lad has hash; dad has a hard ash sash;

Type each line 3 times.

16. a lass has a hard flash jaffa ash flask;
17. hark a lark; a far dark hall; ask a lad;
18. dad has a sad ass as a lass has a jaffa;
19. slash a hard ash sash dad; a lark falls;
20. a lass shall dash hard; a lad has a jar;

## UNIT 1

## LESSON 2