

LESSON 37

MARGINS: Pica, 20–70; Elite, 30–80.

Warm up

The quotation mark key (")

Leave no space after an initial mark or before a final mark. Punctuation at the end may be inside or outside quotation marks as long as it is consistent.

The brackets (key

Leave *one* space *before* the (but *no* space *after* it.

The brackets) key

Leave *no* space before) but leave *one* space *after* it, except before punctuation.

Clinic

4 and 7

3 and 8

2 and 9

5 and 6

All numbers

The % key

Use the ; finger to type the % key after depressing the left shift key. If the key is not on the bottom row, your teacher will give you the first line of the drill.

Test your theory

Use double-line spacing.

Make your own right-hand line endings.

Type this sentence as many times as your teacher asks.

1. The bank raiders quickly passed the cash into a taxi and joined the fight which may have stopped their escape through the maze of streets.

Type each line 3 times. Keep your eyes on the copy.

2. sss sws sw2 sw" sw" s"s 2"2 "2" s"s sw"f sw"f "2"s
3. "Come," he said, "follow me to the park gate now."
4. "That is all," she said, "now you may go outside."

Type this line 3 times.

5. lll lo9 lo(lo(l(l l(o l(o lo(j lo(j (ol l(ol lo(

Type each line 3 times. Keep your eyes on the copy.

6. ;;; ;p- ;p) ;p));););); ;p)j ;p)j ;p) p)p ;p)j););
7. The scores were Ipswich (3) Nottingham Forest (1).

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

8. fr4 fr4 444 f4r f44f fr4 ju7 ju7 777 j7j j77j ju7j
9. de3 de3 d3d 333 d3e3 d3d ki8 ki8 k8k k88k 888k k8k
10. sw2 sw2 s2s s2s 222s s2s lo9 lo9 191 199 9991 lo91
11. ft5 ft5 f5f 555 ft5t f5f ju6 ju6 666 j6j jy6y jy6j
12. The 129 children paid £358 to go on the day visit.
13. There were only 14 days left to make the 670 bags.
14. The sun shone for 295 hours in the 31 day session.

Do not leave a space before the % sign but leave one space after it, except before punctuation.

15. ;;; ;½; ;½; ;%; ;%; ;%; j ;%; ;%; ;%½% ;%; ;%½% ;%;
16. Take 25% off the paint and 15% off the wall-paper.
17. Give 30% for profit and a further 10% for the tax.

Put in the missing words as you type these sentences.

1. A sheet of A4 paper is x mm.
2. A sheet of A5 paper is x mm.
3. There are spaces in 25 mm of Pica type.
4. There are spaces in 25 mm of Elite type.
5. There are lines down a sheet of A4 paper.
6. space/s are left after a full stop at the end of a sentence.
7. space/s are left after a question mark.
8. space/s are left after a comma.
9. When underscoring you the final punctuation mark.
10. The abbreviation Messrs. stands for