

# LESSON 4

## 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.  
Keep your eyes on the copy.  
Return the carriage smartly.

Revise the space bar

## i key

Practise the reach until you can  
type i with the k finger without  
looking down.

Try to keep the ;|j fingers in  
position while typing i.

Keep your eyes on the copy.

Bounce your right thumb off the  
space bar.

## t key

Practise the reach until you can  
type t with the f finger without  
looking down.

Keep the asd fingers in position  
while typing t.

Tap the keys sharply.

Keep your eyes on the copy.

## Consolidation

Check your 'ready-to-type'  
position.

Return the carriage smartly.

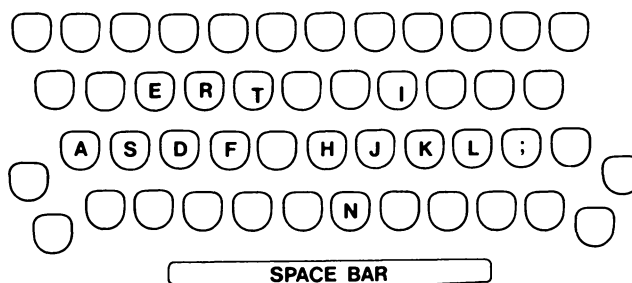
Try to type each line in ½ minute.

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

Centre and lock the carriage.

Cover the machine.

## UNIT 1



Remember to leave a blank line between sections.

Type the lines indicated by your teacher 3 times each.

1. red red hen hen sad sad rank rank drank;
2. jeer jeer kale kale hark hark hand hand;
3. a lass has a dear flash jaffa ash flask;
4. near here he drank her fresh jaffa hash;

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

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

Type this line as many times as your teacher asks.

6. kkk kik kik iii kik iki kik iki kik ikik

Type the lines indicated by your teacher 3 times each.

7. is hi his his ai air airs id lid lids if
8. ink ink jink jink hill hill nil nil isle
9. his isle is here; his fresh fish is fair
10. his fish line is as fine as a silk line;

Type this line as many times as your teacher asks.

11. fff ftf ftf ttt ftf tft ftf ftt ftf fttf

Type the lines indicated by your teacher 3 times each.

12. at ate ate it kit kit fit fit et jet jet
13. tent tent dirt dirt than than tilt tilt;
14. the the set set fat fat tea tea; tie tie
15. test the kite kit; sit still at the jail

Type each line 3 times.

16. the sea has red sand near the flat land;
17. set the last fat lads a stiff fire test;
18. the silk has a dark red ink stain in it;
19. a jest is ill said as the lad jilts her;
20. the sad earl hit the near desk seat hard

How big is a sheet of A5 paper?

How big is a sheet of A4 paper?

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