

LESSON 43

MARGINS: Pica, 20–70; Elite,
30–80.

Clinic

Revise c key

Keep the as fingers in position as
you type c with the d finger.

Revise d key

Keep the asf fingers in position as
you type d.

Increase Speed

30 wpm 2 minutes.

S18 – SI 1.10

S19 – SI 1.18

Improve Accuracy

25 wpm 2 minutes.

A15 – SI 1.20

A16 – SI 1.22

Test your Skill

2 minutes.

T7 – SI 1.28

Use double-line spacing.

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

1. can cat cub cut cash cafe cave chat chop cabin cob
2. chew race cancer decide decade arcade accept since
3. Cindy can cut each choice chocolate cake at lunch.
4. dad dud due die din dig day dye dog dear date drag
5. adapt read dole had adder advance head trader dead
6. Down deep under the ground tired red-eyed men dig.

If you want to live life to the full you must learn all you can about as many things as you can, and keep on with your study of life. Study should not end when you leave school as what you learn at school only helps you start your life and gives an insight to but a few of the paths you might try to take.

There is nothing quite so nice as a stay on a farm to help you relax and get away from the tense pace of modern life. On a farm the pace does seem much less fast and time goes by more slowly. Only good will come from such a stay and the fresh airs of the country will help you forget the hurry of a town.

If you want to type at high speeds and with a high degree of accuracy you must make sure that at all times do you sit at the machine correctly, and do not move about on your chair as you type. This is vital. Each time you move, you tend to make an error.

Not so very long ago office work was all done by men. To-day it would be thought strange for an office to be staffed only by men who did all jobs, including the typing and shorthand. This does not mean that men are not good at these skills because some are.

This is another Speed and Accuracy Test. Try to understand what the passage is about and keep a sharp look out for long or difficult words you may have to slow down for. A good tip is to break any long words up into sections that you know you find fairly easy and slow down for only those parts you know are difficult. Type these on their own until they cease to be a problem.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |