

LESSON 8

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

Bounce your right thumb off the
space bar.
Keep your eyes on the copy.
Tap the keys sharply.
Return the carriage smartly.

v key

Practise the reach until you can
type v with the f finger without
looking down.
Keep the asd fingers in position
while typing v.
Keep your eyes on the copy.
Tap the keys sharply.

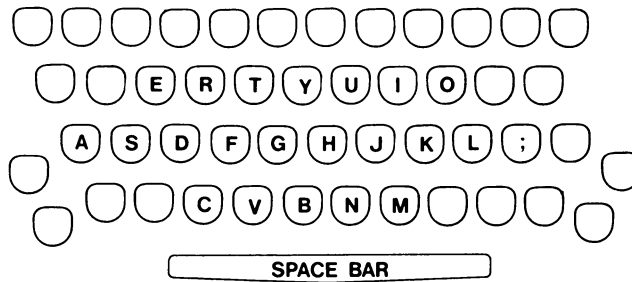
y key

Practise the reach until you can
type y with the j finger without
looking down.
Keep the ;|k fingers in position
while typing y.
Tap the keys sharply.
Keep your eyes on the copy.
Return the carriage smartly.

Consolidation

Check the 'ready-to-type' position.
Keep your eyes on the copy.
Bounce your right thumb off the
space bar.
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.



Remember to leave a blank line between sections.

Type the lines indicated by your teacher 3 times each.

1. de ki ft jh ft jn fg lo fb jn dc ki afj;
2. to see him so cut is but a one rare game
3. most men might think him too soft for it
4. on the face of it it seemed a good idea;
5. the lads had just left for a skiff race;

Type this line as many times as your teacher asks.

6. fff fvf fvf vvv fvv fvf vvf fvvf vfv fvf

Type the lines indicated by your teacher 3 times each.

7. va vat ev eve iv ive five vo vole ve vet
8. five five dive dive love love hive hive;
9. arrive alive; drive five; give five over
10. five vets love to rove ever over a river

Type this line as many times as your teacher asks.

11. jjj jyj jyj yyy yyj yyj jyj jyzy jyzy jyj

Type the lines indicated by your teacher 3 times each.

12. ay jay ly fly ny any ry try oy toy yoyo;
13. day day hay hay lay lay toy toy fly fly;
14. fly over; yes say fly; say hymn; toy boy
15. they say they may fly yes you try to fly

Type each line 3 times. Try to build up speed each time you repeat a line.

16. a grey dog chased the boy over the field
17. just as they scored the try a boy ran on
18. many men have fun over the field skating
19. the yacht is by far the best in the race
20. the cook just baked them a fine jam tart

Thin typing paper is called Bank paper and is used chiefly when taking carbon copies.
The heavier the weight of the paper the better the quality.