

LESSON 9

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.

Tap the keys sharply.

Keep your eyes on the copy.

Return the carriage smartly.

w key

Practise the reach until you can
type w with the s finger without
looking down.

Keep either the a finger or the f
finger in position as you type w.

Keep your eyes on the copy.

Tap the keys sharply.

p key

Practise the reach until you can
type p with the ; finger without
looking down.

Keep the jkl fingers in position as
you type p. Try not to lift your
elbow.

Keep your eyes on the copy.

Consolidation

Check the 'ready-to-type' position.
Bounce the right thumb off the
space bar.

Return the carriage smartly.

Tap the keys sharply.

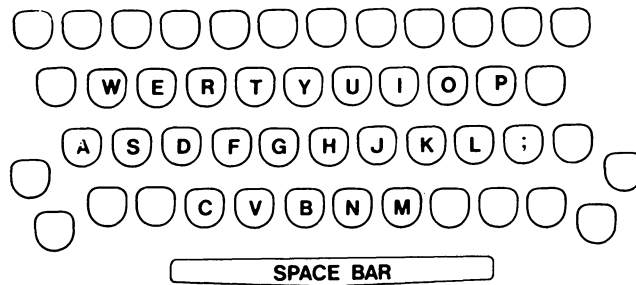
Try to type each line in ½ minute.

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

Centre and lock the carriage.

Cover the machine.

UNIT 3



Remember to leave a blank line between sections.

Type the lines indicated by your teacher 3 times each.

1. if it is not yet due do not cut it; and he will go
2. a car jerked to a halt as the old man bounced out;
3. a lad in some grey jeans came first in the second;
4. as the rain just started the covers saved the day;
5. the skates just fit the man as father had said so;

Type this line as many times as your teacher asks.

6. sss sws sws wsw swwf swf swws was swfs swf swf sws

Type the lines indicated by your teacher 3 times each.

7. wi win ew few wa was aw saw wi wire wa waft wh why
8. we we will will was was new new few few wet wetter
9. we few; we were; brew two; blow away; wallow away;
10. we will win when the wet wind blows well westward;

Type this line as many times as your teacher asks.

11. ;;; ;p; ;p; ppp ;pp; ;p;p ;p;p ape; jap; p;p; ;pp;

Type the lines indicated by your teacher 3 times each.

12. pa pat pu put up pup pe pet ip pip lip op hop hope
13. tap tap map map tape tape pull pull flip flip wipe
14. pull the puppet up; stop please; play away; sit up
15. open the paper up and place the rip up at the top;

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

16. put up the play tent if both boys need a cot cover
17. use up the plum jam so that the wasp will go away;
18. high in the dark sky we saw the larks fly over us;
19. the car skids over the black ice if you brake hard
20. the jury found him guilty of the grim crimes done;

A typing ribbon that is one colour only is called a record ribbon. Record ribbons are usually black.

A typing ribbon with two colours is called a bi-chrome ribbon. Black and red are the usual colours although there may be others.

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