BSBITU307A

DEVELOP KEYBOARD SPEED AND ACCURACY
DEMONSTRATE YOUR TECHNIQUE TO YOUR SUPERVISOR
If Necessary – Develop Your Technique

PROCEDURE NOTES AS PER
BSBITU102A - DEVELOP KEYBOARD SKILLS

If Not Necessary – Turn to Page 3 of this Manual

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DEMONSTRATE YOUR TECHNIQUE TO YOUR SUPERVISOR

NOW CONCENTRATE ON SPEED AND ACCURACY FOLLOWING KEYBOARD SPEED AND ACCURACY LOG SHEET
COLLECT LOG AND RESOURCE FROM YOUR SUPERVISOR
Attention Students: Complete all exercises for each session.

Tests (ASST) are handed out by the supervisor and returned to the supervisor. ASST are printed; double spaced, with your name, today’s date and the test number at the top.

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## INDIVIDUAL STUDENT RECORD SHEET

**STUDENT’S NAME ________________________________**

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Unit 1 - Keyboard Drills

1:1 Alphabetic Sentences

Each sentence contains every letter of the alphabet.

Review
Key each sentence once, repeating any sentence that causes hesitation or on which an error is made.

Build Accuracy

1. Striving for perfect copy, key each sentence three times in succession as follows:
   - at a slow, accurate rate;
   - at a moderate, accurate rate;
   - at a rapid, but accurate rate.

2. If an individual letter repeatedly causes hesitating or errors, do Build Proficiency drill on that letter in section 1:3.

1. They were quite amazed that you folks have bought the adjacent duplex.
2. Every ballroom dancer practised the few quick but exciting jazz steps.
3. Big lazy jackals quiver in fright at the sounds of a mellow saxophone.
4. It is my view the five or six junior kids could all pass the big quiz.
5. That fox was certainly brave but was too dazed to jump quickly enough.
6. The five chaps quietly fixed us a few zombi drinks from the brown jug.
7. The queen gave an excellent prize to the best woman jockey of the day.
8. I was happy when Jack finally quit shaving with my extra razor blades.
9. They realize both experts just answered five skill questions on magic.
10. We all might join the five zany experts who quote on stocks and bonds.
12. Be quick and fix up the tray of delightful jams for the divine wizard.
13. We have lightly packed a number of boxes in just the size you require.
14. The wizened old folks have very few jobs except for making croquettes.
15. As expected, we may have breakfast and snooze on the quiet jet flight.
17. The judge will pick up five dozen quarts of mixed beverages for Harry.
18. Ask a few to seize valuable extra minutes to adjust typing techniques.
19. The cab drivers must acquire new axles for jeeps in your parking zone.
20. Before the exciting game, Liz Jupiter vowed to quit squash and hockey.
21. Dazzling lights from the aquarium project blocked my view of the exit.
22. We organized flea markets to buy or exchange junk and proven antiques.
23. Basking in the sun, we enjoyed four exquisite performances Zelda gave.
24. Under quite hazy skies, we five jogged to your busy apartment complex.
25. Jake felt vexed that equal rights were not respected by the plaza mob.
1:2 Individual Letters - Review

Each sentence emphasizes an individual letter of the alphabet

Review

Key each sentence once, repeating any that cause hesitation or on which an error is made.

Test Proficiency

1. Take a 1-minute timing test on a sentence below, striving for accuracy.
2. Proofread.
   - If no more than one error, take a one-minute timing on the next sentence, and so on.
   - If more than one error, practise the corresponding letter drill in section 1:3, following the instructions at the beginning of that section.

A. All standard cameras are made by a capable man at our plant in Canada.
B. Babies by the bubbling brook robbed both barbers of combs and brushes.
C. The city cop accused a critic of accepting cocoa from the civic clerk.
D. A dealer decided to get rid of the dead wood and ordered it discarded.
E. Every week there seem to be fewer people on the street for me to meet.
F. Jeff found that four of the fifty fliers refuse to fly off the bluffs.
G. Not long ago, Maggie was going to give a large bag of goggles to Greg.
H. Hugh had thought that she had hired the three of them without a hitch.
I. Iris thinks infinite possibilities will arise if I finish dividing it.
J. The jury jolted the judge by rejecting jail terms; Joe jumped for joy.
K. Ken knew the dock striker who smokes and likes to joke, ski and skate.
L. Lillian will likely bill the fellow who lent Leo four million dollars.
M. I remember the moment when Mom gave me the sum of money for my hammer.
N. None of the winners knew any tenants eating bananas or onions at noon.
O. The old motor is too poor to get you to the Toronto bookstore by noon.
P. People appointed the popular shopper to supply the appropriate supper.
Q. Question the request to acquire a quality plaque for the quiet square.
R. Terry was sorry to arrive to hear a rude reader rearrange your report.
S. The boss missed the cases and assessed the losses as soon as possible.
T. Take the attitude that title of the estate is tentative until settled.
U. To build up a huge sum in your mutual trust fund in August is unusual.
V. Vivian never believed I lived over on River Drive for five vivid days.
W. We were, awaiting word from two women, who wrote’ but are away from work.
X. Fax the next six experts who explained the complex text and extra tax.
Y. Yes, you may rely on the youths to fly to Sydney and pay money yearly.
Z. We were amazed at the prize of one dozen pizza from the plaza freezer.
1:5 Numbers — Sentences

Each sentence emphasizes numbers.

Review

Striving for perfect copy, key each sentence three times in succession as follows:

- the first time at a slow, controlled rate,
- the second time at a moderate, controlled rate,
- the third time at a quick but controlled, rate.

---

1. We caught 11 pike, 22 bass, 33 trout, 44 salmon, 55 perch, and 66 cod.
2. He sold 55 herring, 66 tuna, 77 cod, 88 eels, 99 smelt and 100 muskie.
3. Those 41 men, 38 women, 65 boys, and 20 girls walked 98 km in 17 days.
4. He counted 43 books, 27 files, 19 binders, and .68 pages on 50 shelves.
5. The 188 workers planted 102 roses, .137 phlox, 159 pinks, and 164 iris.
6. I collected 837 bottles, 491 cans, 729 papers, 265 bags, and 60 butts.
7. Crops were good in 1846, in 1850, in 1873, in 1892; in 1925, and 1956.
8. We flew 5,060 kin, drove 1,734 Inn, sailed 2,491 km and walked 1,026 km.
9. The total of 8,187 and 1,390 and 2,704 and 9,708 plus 6,385 is 28,374.
10. In 1986, it snowed on February 22, 25, 29, March 7, 8, 10, 14, and 17.
11. It took 20 years to build 2,973 houses, 846 stores, and 105 factories.
12. Phone Al at 274-8492, Vi at 798-2108, and Don at 835-9696. or 221-0743.
13. It took a team of 18 writers 12 years to compile this 692-page volume.
14. In 5 hours, the index rose 27 points and 4,833,000 shares were traded.
15. The small size holds 225 g, medium holds 310 g, and large holds 894 g.
16. Buy 23 boxes of 4.6 bolts, 17 boxes of 8.8, and 5 boxes of 10.9 bolts.
17. Village has 4,398 apartments, Towers has 4,722, and Drifter has 2,901.
18. They own 563 Park Road, 408 and 409 Main Street, and 72 Leonard Drive.
19. Christine is 158 cm tall and 54 kg; Nicholas is 180 cm tall and 79 kg.
20. In 275,000 words and 863 pictures, we take you on a 24,900 km journey.
21. The policemen stopped 85 cars, fined 39 drivers and warned 17 others.
22. The art gallery sold 903 oils, 2,547 acrylics and 8,421 water colours.
23. Of 97,355 soldiers and 642 airmen, 12,498 were wounded and 677 killed.
24. We have 2,795 local, 46,335 national and 79,820 international members.
25. The mechanic did 230 grease jobs, 397 oil changes, and 165 alignments.
1:9 Symbol/Service Keys - Practice

Each practice group stresses an individual symbol and/or service key

**Build Proficiency**

1. Select the group of practice lines that emphasizes the symbol or service key on which you need to gain proficiency.

2. Each day for a week, key the practice lines through at least once, repeating any lines that cause hesitation or difficulty. Keyboard at a steady comfortable rate, striving for accuracy.

---

**Ampersand**

1. We wrote three firms; Barber & Company, Flynn & Son, Marks & Spencer.
2. The winners were Kiss & Run, Touch & go, Hit & Miss, and Fine & Dandy.
3. We invited Mr. & Mrs. Pazder, Dr. & Mrs. Currie, and Rev. & Mrs. Tuck.
4. We bet on Sweet & Simple, Pig & Whistle, Black & Blue, and Hit & Miss.

**Apostrophe**

1. We can’t find Scott’s pen, I’m told. Let’s look under Brenda’s chair.
2. I’ve decided you needn’t pay now unless you’d rather. We’ll bill you.
3. It’s Greg’s job to wash Mother’s car on his weeks’ vacation, isn’t it?
4. It’s so good, we’re sure you’ll see it, you’ll want it, you’ll buy it.

**Asterisk**

1. The asterisk * is one method used to refer readers to a footnote. One
2. * would identify the first footnote, ** would identify the second, ***
3. the third, and so on. For more than *** or **** footnotes, it usually
4. is better to number all of the footnotes instead of using * asterisks.

**At**

1. The @ symbol means “at”. The @ is used in commerce and some software.
2. Lotus 1-2-3 uses @ in formulas; Ventura publisher uses @ in tag codes.
3. Buy blankets @ $12, sheets @ $8, pillows @ $5, and table cloths @ $14.
4. Calculate the interest @ 9%, sales tax @ 8%, and service charges @ 7%.

**Caps Lock**

1. She will read the CLARION, the FREE PRESS, the DAILY POST, and DIGEST.
2. No one can beat our GREAT quality, GREAT, service, or our GREAT values.
3. Both NBC and CBS say the UK, the USA, and OPEC have not mentioned IBM.
4. As soon as people SEE it, they LOVE it, they WANT it, and they BUY it.
1:9 Symbol/Service Keys - Practice

Each practice group stresses an individual symbol and/or service key

**Forward Slash (Diagonal or Oblique Sign)**
1. Carrie opened a chequing a/c, a savings a/c, and a daily interest a/c.
2. Do send a May/June and/or a June/July statement to me do this office.
3. If we add 2/8 plus 5/8 plus 1/8, we will get 8/8, which is equal to 1.
4. Al’s vision was 20/20 at age 20, 20/50 at age 40, and 20/70 by age 60.

**Hyphen/Dash**
1. The company - of blue-chip fame - needs a top-notch, part-time typist.
2. The firm will pay a $2,500-a-month salary - with a four-month increase
   - to someone with self-confidence and self-discipline - as well as the
   technical skills. An up-to-date personal data sheet will be required.

**Number Sign**
1. Our cheques #97 and #156 pay your invoices #398 and #540 respectively.
2. Type the q #, account #, and item # in the spaces in section #50.
3. Order #825 was for #7 and #9 nails while #826 was for #3 and #8 tacks.
4. I have responded to question #3 through #28, but #1 and #2 confuse me.

**Parentheses**
1. I include these: (a) hotel, (b) dining, and (c) transportation costs.
2. The major media were (a) radio, (b) television, and (c) the newspaper.
3. We want to know the following: (1) years of service, (2) job description (3) quality of work, and (4) promotions, if any. Please tell us
   about his (1) sales record, (2) administrative ability and (3) management traits.

**Percent**
1. Interest rates today: bonds 13%, savings 10%, chequing 4% loans 16%.
2. The day boils down to 33% work, 4% eating, 32% sleeping, 31% personal.
3. Our 68% sales increase is due to gifts up 7%, notions 21%, sports 40%.
4. They asked for a 7% raise, but were ready to accept 6%, 5% or even 4%.

**Period**
1. Walk carefully. Tread softly. See the sights. Listen to the sounds.
4. Write Mrs. E. K. Costa. Phone Mr. I. W. Brandt. Meet Miss F. Parker.
Unit 2 - Speed and Accuracy Drills

2:1 Letter Combinations - Review

Proficiency on common letter combinations is a significant factor in building speed and accuracy. Each sentence in this section emphasizes a common letter combination.

Review

Key each sentence once, repeating any that cause hesitation or in which you make an error.

Test Proficiency and Select Practice

1. Choose four letter-combination sentences from this section and take a 1-minute timing on each one.
2. Determine the combination on which you made the most errors and/or got the least done.
3. Practise the corresponding combination lines in Section 2:2.
4. Return to this section for another 1-minute timing on the combination you have been practising. Strive for improvement over your before-practice timing.

ABLE

Their comparable units are reliable, durable, cleanable, and portable.

AC

Accost the accountants to acquire an accurate account of the accident.

ACT

For exact impact, in fact, act with tact as you transact the contract.

AD

I advise you adhere to her advice to admit the advance of the admiral.

AGE

A wage shortage is due to average damage and breakage in the wreckage.

ANCE

Glance at an abundance of appliances in the advance finance clearance.

ANG

Bangs from the ranger sang of danger to the gang in the change hangar.

ANT

I’m hesitant and reluctant to grant a fragrant plant to the dependant.

ARY

Vary library books on stationary shelves near the ordinary dictionary.

ATE

The candidate can moderate, regulate, translate, operate and generate.

CH

Your chore is to check ditches and charge marchers who snatch cheques.

CIAN

Electricians call a physician a musician, not magician nor politician.

CK

Lock the truck so dock pickets can’t stock their pockets with packets.

COM

Compose a complaint to the company comparing common computer commands.

CON

Consider the concept and continue to confirm our concern over content.

DE

We desire them to develop designs for the desired decor without delay.

DIS

The district dispatch disrupted the discourse on distress of diseases.

EAU

The beauty should beautify her beau’s bureau with a beautiful plateau.

EN

Engage and entice the enemy envoy to enclose the entry in an envelope.

ENCE

Sentence reference to my presence can influence a conference audience.

END

I contend they will attend and pretend to depend on us to defend them.

ENT

An innocent superintendent went to present current, pertinent content.

ERY

A mystery person took delivery of the stationery, celery, and battery.

ETY

Piety of a variety of society shows the variety of propriety in piety.

EX

That exchange excels in extensive and complex exercises in exceptions.

FER

I do infer that you prefer to confer than to defer the referred offer.
2:1 Letter Combinations - Review

ORY  dory gory history inventory dormitory laboratory promissory obligatory
2  A territory story says a promissory note is in a laboratory inventory.

OUS  nervous jealous obvious anxious spacious gracious courteous continuous
2  A joyous, pompous, devious miner found copious samples in porous rocks.
3  It is obvious the gracious, courteous lady was anxious and suspicious.
4  The gorgeous but ambitious women were oblivious to his jealous nature.
5  The previous ominous forecast made the illustrious event seem dubious.

PH  PH graphic physics asphalt symphony alphabet physique geography telephone
2  Phase out the paragraph or paraphrase the phony phrase on photography.
3  Phone the stenographer to emphasize the graph in the asphalt pamphlet.
4  The symphony puts emphasis on physical atmosphere of any amphitheatre.
5  My stenographer can’t decipher the physician’s mimeographed biography.

PRE  prefer prepay proper preface preside preview precede preserve preamble
2  As predicted, I prevented premature but precise preview presentations.
3  The president prevailed upon the press to present my prepared preview.
4  The premier predicts pressure to prepay premiums for precious prefabs.
5  We prefer to presume a preacher previously presided over our premises.

PRO  probe propel produce prosper problem program protect approach progress
2  The program promoted a proposed project and provided a profit profile.
3  The province promised to procure protection for property and products.
4  The problem is to propose, produce and proceed with a proper proposal.
5  A proud and prominent promoter proved prompt and appropriate progress.

RE  remit rebel relax remove recent repair reward refresh retreat remember
2  Remit a reply and repeat the report to reject recalled rebel recruits.
3  I rely on you to remind me at recess to remove a recent repair record.
4  If I receive the report, resolve to remind me to reread and return it.
5  The recruit realizes the only recourse is to be rejected and released.

SH  ash she wash shop rush show wish share brash shout fresh plush shamble
2  For a cash share, we shall rush your shipment of shovels to the shore.
3  Wash the shelf; then shop for sheets and fresh shrimp for the sheriff.
4  She should shine shoes, shorten the sheers, then shift the sharp mesh.
5  When washed, that shirt should keep its shape and not shrink or shred.

SION  fusion vision tension passion version mission pension session occasion
2  What is your impression of my confession of a passion for possessions?
3  On occasion, the decision gives permission for extension of a pension.
4  The succession of explosions caused confusion in the mission division.
5  The commission gave its version for inclusion at an immersion session.

(Page 31)
2:1 Letter Combinations – Review

TH  the myth that oath them with other think youth whether enthuse through
2  This is the third time this month that this thought has bothered them.
3  Think the thing through; then thread that path throughout the theatre.
4  Mother and father threw both things into the other booth to the south.
5  Three authors thanked their brother for thumbing through their theses.

TION nation lotion ration potion station mention diction question situation
2  The nation put in motion a suggestion for the correction of inflation.
3  The factions questioned the objection to completion of the evaluation.
4  Mention the election organization for action on the station situation.
5  Question the notion of additional taxation as a solution to pollution.

UAL dual manual annual mutual accrual gradual unusual continual individual
2  I signed the actual mutual agreement for continual individual accrual.

UATE sinuate evaluate graduates evacuate sinuate individuate superannuate
2  Graduate the slope so we can evacuate it after we evaluate a graduate.

UCT duct induct deduct viaduct product conduct instruct destruct construct
2  Do not obstruct, but induct and instruct them on constructive conduct.

UN under undue untrue unkind unfold unleash untried unanswered unabridged
2  Why the unknown undertaker was unable to untie it unaided was unknown.
3  I understand he is unable or unwilling to undermine the unknown union.
4  It is untrue my uncle uncovered an unclassified underground underpass.
5  Wait until I unveil the uncut diamonds; they are uncommon and unusual.

URE pure cure manure ensure endure mature fixture posture leisure pressure
2  Pressure legislature for a measure to assure the future of literature.
3  Procure my miniature picture of leisure in a mature pasture in nature.
4  Ensure his signature for the expenditure to manufacture the structure.
5  Cash a debenture to insure my fixture, and endure a sure posture cure.

YZE analyze paralyze analyzed paralyzed pre-analyze post-analyze paralyzed
2  After I analyze the paralyzed man, I will analyze the paralyzed woman.
**2:5 Pyramid Sentences**

Each sentence is three characters longer than the preceding one. Gross words per minute are marked for 10, 12, and 15 seconds. Sets 7 and 8 contain a sprinkling of numbers and symbols. See Go to Alternate Keying Facility, p. xiv, to time yourself using the SCoTTtiming software.

**Build Speed/Accuracy**

1. From either the 10, 12, or 15 seconds column, select a starting sentence that is two or three words per minute above your normal gross speed.

2. Take five consecutive 10, 12, or 15 second timings:
   - **Speed** — *complete* each sentence within the time before moving on to the next sentence.
   - **Accuracy** — *Complete* each sentence within the time with no "known" errors before moving on to the next sentence. *Do not stop to proofread; follow your error-awareness instincts.*

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<td>132</td>
<td>110</td>
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</tbody>
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- Do let him think it over.
- The price on that is too high.
- Please put their names on the list.
- That brown hen lays five eggs each week.
- Did they say in what year he joined the army?
- Your school is just a block away from their house.
- They both had salad and rolls for lunch just last week.
- She tells us that she has never been ill a day in her whole life.
- He wore a brown and white striped shirt below his smart velour jacket.
- After a tune-up and snow tires, the car should be ready for winter driving.
- Give her a chance to catch her breath before she starts work on the new project.
- He builds his own model planes, and flies them in the field behind the old city hall.
- Some day, we are going to travel around the world and stop in every country along the way.
- Because the board is quite wide and long, I am sure we can get at least four shelves out of it.
- Who would have thought fifty years ago that we could get so much work done just by pressing buttons?
- Did any of you read in the paper the story that says there may soon be a sharp drop in the price of food?
- The talk show on the radio this morning had as its guest a person who teaches and has written a book on magic.
Timed Writing 1

Going once. Going twice. Sold to the person at the keyboard! Auction goers can find good deals and, once in a while, great bargains. Everyone should go to an auction at least once, if only to feel the excitement and watch the action. If you want to make a purchase at an action, though, there are a few golden rules you should know.

You will find auctions advertised in your newspaper. Some ads give a general description of the goods being sold, while others provide a detailed list. Some ads ask you to phone or send for a catalogue.

Read the conditions of sale in the ad or catalogue before going to the auction. This will tell you whether there is a reserve (minimum selling price) on all or any of the items, and what the payment and delivery terms are. At most auctions, payment is due at the time of the sale, and merchandise must be removed right away or same day.

Look for auctions that are taking place through the week. The crowds are normally smaller and you will have a better chance of obtaining a bargain. Choose auctions that are selling items with which you are familiar. This will put you in a better position to judge quality and value. Read the list of goods being put on the block, and decide which items interest you. Always inspect the pieces during the preview period before the auction, and feel free to ask questions. Assess the true value of each item, and decide the most you would be willing to pay. Write it down.

Attend a few auctions as a spectator before making a purchase. Don’t be afraid to chat with other patrons, who may give you a few tips. Observe and learn from the bidders, and note the prices being fetched by the items you had assessed.

When you feel ready to try bidding, practice by making extremely low bids; then dropping out. When you are prepared for serious business, keep your written bid limit handy for quick reference, and never exceed your limit. Don’t bid on something on a whim or be swept into competition with other bidders. Such auction fever can cost you money.
Just when we have studied all the rules and think we are finally becoming master of a subject, someone throws us a curve by introducing the exceptions. At least the rules usually have some logic to them, but the exceptions are not rational at all.

Take the study of nuts, for example. Nuts grow on trees. Right? Wrong. Most nuts grow on trees; but one of the most famous nuts of all, the peanut, grows in the ground like a potato. In fact, the peanut is not a nut at all, but a member of the legume family.

Now if the walnut comes from the walnut tree, the chestnut grows on the chestnut tree, and the almond comes from the almond tree, it would seem to follow that the acorn should be a product of the acorn tree. Alas, logic has gone far enough. The acorn, the nut with the cap on its head, is the fruit of the oak tree.

One would presume that our North American robin is a member of the robin family, but not so. Our robin really belongs to the thrush clan. It was called a robin because of its red breast which reminded the early settlers of the robin of their homeland. The robin fared better than the ladybird, though, for the ladybird is not even a bird. This small, flying bug sporting a bright orange shell with black spots is, the, learned books tell us, a beetle.

The panda has been trying to get into the bear family for some time now; but the experts won’t permit it. They still claim that the panda is linked to the raccoon.

The English language is well known for its exceptions and inconsistencies. For instance, the plural of mouse and louse is mice and lice, but the plural of house does not become Moe. Tough is pronounced like muff, but bough is like how; through sounds like do, but though is pronounced like no. Cough is said like off, but hiccough ends like cup; floor is like more, but flood is like mud.

Do you remember the well known spelling rule of i before e except after c, or when sounded like a, as in neighbour and weigh? When we memorized this rhyme, we thought we had solved this ticklish spelling problem — until we came across words like neither, leisure, seize, their, height, and foreign.
The purpose of buying insurance is to attain peace of mind, and the sure knowledge that help will be there when an accident happens or a disaster strikes. When you buy insurance from us, you can rest assured that we will be there when you need us.

In the past year, our firm has paid out more money in claims than in any other year in our long history. In fact, we paid out millions of dollars as a direct result of hurricanes and other natural disasters alone.

Some of you might wonder whether we can continue to afford such claims. The answer is yes, we can. We follow a conservative investment policy so that we can meet all claims as they arise. As a matter of fact, our financial position is so solid that the insurance rating service has consistently awarded us its highest rating for financial strength. That means that we have the strength to pay claims now and in the future. That means you’ll get a cheque, not an IOU, when you have a claim. And that means peace of mind.

The greatest number of claims we receive are the result of vehicle accidents, and a high percentage of these involve the use of alcohol. Nothing threatens your safety in a vehicle more than the impaired driver. Statistics show that you have a forty percent chance of being in an alcohol-related crash sometime in your life. We are concerned about that.

To help make our roads safer, we actively support the designated driver program. This program works to increase the ratio of sober drivers behind the wheel. A designated driver pledges to drink no alcohol and gives friends a sober and safer ride home.

If you should at any time be involved in an accident, these are the things you should do. Call for medical aid if needed. Call the police. Warn oncoming traffic so that your accident does not cause others. Write down names of drivers, driver and plate licence numbers, vehicle types, and the insurance companies of other drivers. Get the names, addresses, and telephone numbers of all witnesses. Notify your insurance agent promptly. If you are away from home and there are injuries, call our nearest agent or claims office.
It seemed that for some time my only exercise was to let my fingers do the walking over the computer keyboard. This kind of exercise might keep the fingers in shape, but does nothing for the body. Since my neglected body was fast losing what little tone it formerly had, I decided it was time to do something about it.

I trudged off to the neighbourhood mall and located the fitness club in the lower level. The representative was a pleasant young man who showed me around and explained the functions of the various exercise machines. He described how the program worked and before long, I was signed up.

I was quite excited the next night as I got ready to leave for the club. I changed from business clothes into new black tights and a sleek red body suit with a multi-coloured belt, then checked myself in the mirror. The outfit was rather flattering because it seemed to hold things together and smooth them out. I decided it definitely did a lot more for the figure than did the exercise suit I had to wear some years ago when I used to attend a slimming salon.

So as not to mislead you, perhaps I should explain that the suit referred to was not suit as in body suit, swim suit, business suit, or any other suit that is normally worn as an outer garment. No, it was suit as in underwear — men’s.

I can’t help but chuckle whenever I recall that slimming salons actually used to supply, and all patrons were required to wear, men’s one-piece suits of long underwear. We called them long johns. Made of sturdy white cotton, they had long sleeves and legs, buttons down the front, and even a buttoned trap door on the seat. What a hilarious sight we must have been — women of all ages, shapes and sizes; dressed in men’s underwear; being massaged by revolving barrels; jiggled by vibrating belts; and steam-rolled by big, noisy roller machines.

Still smiling at the picture in my mind’s eye, I glanced once more into the mirror for reassurance, then slipped on my coat, left the house, and headed towards the plaza.
In a very fine castle set in magnificent hills in Scotland lived the Earl of Lauderdale. His estate stretched for miles around and included many tenant farms. Each year, the farmers planted, grew, and sold their crops. From the proceeds, they paid yearly rent to the earl.

One of the earl’s tenants was Midside Maggie, whose nickname came from the fact that her farm was the middle one of three on the side of a hill. For two years in a row, the growing season was unusually cold, and as a result the crops were lost and there was no harvest to sell to pay the rent. Maggie was afraid of losing her farm.

Midside Maggie was a plucky lass who believed in dealing with problems straight on. She decided to visit the earl in person to explain her family’s predicament. She told him how their crops had been lost through no fault of their own, but because of exceptionally cold weather. The earl, not fully convinced, countered that if she could prove the severity of the weather by bringing him a snowball in June, he would forgive the two years’ rent.

As Maggie rode home, she thought how her problem would be solved if only she could meet the earl’s requirement. Ah, but who ever heard of snow in May, never mind June. She must think of a way.

At the very next snowfall, Maggie rolled a large snowball, which she packed together well and hid deep inside a cave. With every snowfall, she added more snow, always being sure to pack it well. By the end of winter, she had an enormous snowball.

Spring came and the weather warmed. Maggie checked regularly on her snowball, and each time it was smaller. However, a deep cave, as you know, is always chilly compared with the outside air, so the snowball shrank slowly.

On the first day of June, Midside Maggie cooled a container in a running stream near the cave. Then she retrieved her much reduced snowball from its hiding place, placed it in the container, covered it over, and rode swiftly to the castle. Can you imagine the earl’s surprise when she presented him with a snowball? The earl was so impressed with Maggie’s cleverness and spunk that, true to his word, he forgave the back rent that was owing.
Unit 3 Corrective/Selective Practice Drills

3:1 Commonly Substituted Keys - Review

Substituting one letter for another is the most common keyboarding error. Each drill sentence in this section emphasizes adjacent keys, opposite-hand keys, vertical keys, or same-letter sequences.

Review

Review Key each sentence once, repeating any sentences in which you hesitate or make an error.

Test Proficiency

1. Take a 1-minute timing on a sentence below, striving for accuracy.

2. Proofread.
   - If no more than one error, take a one-minute timing on the next sentence, and so on.
   - If more than one error, practise the corresponding letter drill in section 32, following the instructions at the beginning of that section.

Five Most Common Substitutions

R/T  Terry tried to tarry there, but their retort hurt and Terry retreated
M/N  Remember to remind your men that some manual amendments may be needed.
I/O  The prison rioted when the junior pilots poisoned their onion rations.
A/S  Boats pass the last stakes where grasses and asters sway in the vista.
E/I  Ike believes enemy lines in the fields are giving or receiving relief.

Adjacent Keys

A/S  As I passed, a tax master was assessing my vast assets and cash sales.
B/V  Bev believes the lovable beavers are visible above the babbling river.
C/V  Convince Vera to be active and to cover the carnival tent with canvas.
D/F  I am afraid to offend a deaf friend who offered to find my duffel bag.
D/S  The distressed lads resisted dubious dolls and dashed to the roadside.
E/R  I require that parcels be returned to senders before the week is over.
E/W  We were well aware, however, that Andrew grew few weeds that flowered.
F/G  We saw a figure golfing and forgot the frigate lost in the foggy gulf.
H/J  A judge and jury has just handed the highjackers hefty jail sentences.
I/O  Their station editor outlined the caption information for his tabloid.
I/U  The uninitiated are suspicious of intrigue in fruit business disputes.
J/K  The jovial justice knocked his jacket from the hook where he keeps it.
K/L  Lil, the walker in the sleek silk kilt, talks quickly but lacks skill.
M/N  Many moons from now, funny men might make money from unnamed minerals.
O/P  The plot employed a proud corporal posing as a top political reporter.
3:4 Specific Keyboard Rows

Each group of lines emphasizes the keys' in a specific keyboard row.

**Build Accuracy**

1. Select the group of lines that emphasize the keyboard row on which you need to improve accuracy.
2. Each day for a week, key the lines at least once, repeating any on which you hesitate or make errors.

**Select Practice**

1. Take a 1-minute timing on the TEST line for each keyboard row.
2. Determine the row on which you made the most errors and/or got the least done.
3. Practise the numbered lines for that keyboard row.
4. Take another 1-minute timing on the TEST line; strive for greater accuracy and/or speed.

**Home Row**

**Test**

The gallant ghost falls from the saddle; he has delighted Jake’s kids.

1. half glass flags chalk judges slacks haggles giraffe adjusts delighted
2. jiff dial suilk kiss fudge jagged laughs lodges fragile scuffle flashes
3. Karl says Jess sells glasses and jugs; he said she fights and haggles.
4. The gallant ghost falls from the saddle; he has delighted Jake’s kids.
5. The hail shades the grass; lads adjust the flag; gals flake the chalk.
6. Gladys has added a slick sash to Jill’s slacks; Jill was glad she had.
7. For Al’s sake, all jail kids’ flack falls on Hal; he shrugs and sighs.

**Third Row**

**Test**

You were pretty worried there when Roy queried your typewriter repair.

1. we your wept pretty router utopia weather impurity itinerary territory
2. power writer equity worry report pottery utilize priority prerequisite
3. Try to quit work and hurry to prepare your report on wrought iron ore.
4. You were pretty worried there when Roy queried your typewriter repair.
5. The terrorist equipped the tyrant to wipe out the pure popular priest.
6. Pewter workers twice troop through the quiet street to your warehouse.
7. The power routes to the upper city territory were pretty poor quality.

**Bottom Row**

**Test**

Can a mob examine the bomb? Vacuum the mezzanine, Bev. Do economize.

1. mix box comb maze buzz venom vixen mince annex combine examine vaccine
2. brave emblazon convince economize excitement ambivalence excommunicate
3. Can Vic become the next member to mix booze with vim, zeal, and nerve?
4. Can a mob examine the bomb? Vacuum the mezzanine, Bev. Do economize.
5. The criminal moved to cover the box. The cave buzzed with excitement.
6. Must voices blaze above the exit? Mean, crazy cannibals became vexed.
7. In a daze, can Bonny verbalize the exact moment the proverb came true?
3:5 Specific Fingers

Each group of lines emphasizes the keys struck by a particular finger.

**Build Accuracy**

1. Select the group of lines that emphasize the finger on which you need to improve proficiency.
2. Each day for a week, key the lines at least once, repeating any on which you hesitate or make errors.

**Select Practice**

1. Take a 1-minute timing on the TEST line for each keyboard row.
2. Determine the finger on which you made the most errors and/or got the least done.
3. Practise the numbered lines for that finger row.
4. Take another 1-minute timing on the TEST line; strive for greater accuracy and/or speed.
5. Compare your before and after practice timings.

**First Fingers**

Test Shy Heather flunks math, giggles, then tells them to stuff the treaty.
1. jug vibe him truth nervous gruff might fought bounty haughty rejuvenate
2. But he thought mighty men must buy trays of rhubarb gravy from Mother.
3. Nifty Bev may marry Jay who thrives on money but never fights a truth.
4. Shy Heather flunks math, giggles, then tells them to stuff the treaty.
5. They brought by a gift for Harry, the gruff father who fought bravely.
6. Five phony boys brag that they just might hunt for my rather big ruby.

**Second Fingers**

Test I like to credit Ed, the kind rookie who kicked the puck to drier ice.
1. decide credit, inked cake, kicked dice, edifice skidded, cricket edict
2. Derek’s bike collided, skidded on the ice, then died beside the creek.
3. Decked in red socks, the kid picked locks, pockets and deco4ed creeds.
4. I like to credit Ed, the kind rookie who kicked the puck to drier ice.
5. Tricky Dick deceived the nice cook, skinned a pike, and licked a cake.
6. I definitely did like Kim’s decision to risk receiving Mike’s receipt.

**Third Fingers**

Test Six bosses tell of wins and losses. Fools still swallow silly hoaxes.
1. ox six slow loss spool wills extol wools plows expose swallow sexology
2. Six bosses tell of wins and losses. Fools still swallow silly hoaxes.
3. The silly fellow woos Molly. The lass sews and sells gowns wholesale.
4. The whole school was lax. Wes was slow in exposing loose laws passed.
5. Lewis sells borax; Wally sews wools and blows glass. Pa waxes floors.
6. Les tosses a crossbow. A box rolls over the wasp. His solo wows all.

**Fourth Fingers**

Test Anna separated these as appropriate: quartz, agate, aquariums, paper.
1. aqua plaza quiz; opaque pizza quip; azalea zap bazaar; appear squeeze?
2. Paula quizzed all at a parade: a pauper, an amazon, and an appraiser.
3. Analyze the paragraphs for any apparent quips or bizarre paraphrasing.
4. Anna separated these as appropriate: quartz, agate, aquariums, paper.
5. That quaint plaza is equipped with a pizza place; Alf appeared amazed.
6. Bazaars on the quays were ablaze with placards; dazzle dazzle reigned.
3:6 Specific Hands

Each group of lines stresses either right hand, left hand, or alternate-hand keyboarding.

**Build Accuracy**
1. Select the group of lines that stresses the hand on which you need to improve your proficiency.
2. Each day for a week, key the lines at least once, repeating any on which you hesitate or make errors.

**Select Practice**
1. Take a 1-minute timing on the TEST line for each hand group.
2. Determine the hand group on which you made the most errors and/or got the least done.
3. Practise the numbered lines for that hand.
4. Take another 1-minute timing on the TEST sentence; strive for greater accuracy and/or speed.

**Left Hand**

**Test**
As we were aware, excess stress aggravates Bob Dexter's test averages.
1. vast test fear draw beer scab drag extra wager brace verge bread exert
2. Rex agrees beavers traverse a vast area westward after water reserves.
3. After grass areas receded as better trees grew, Bev saw fewer grazers.
4. As we were aware, excess stress aggravates Bob Dexter's test averages.
5. We breezed eastward on Baxter Street after we arrested a dazed beggar.
6. Great care Was exerted as Dave extracted scarce sweets from a freezer.
7. A gazette stated we are vexed; we deserve far better wares at bazaars.

**Right Hand**

**Test**
My unhappy union pooled only a minimum of a million nippy onion pills.
1. hulk pony look hymn jump pill join opium phony lymph onion plunk lumpy
2. In my opinion, Lil, you look jolly hippy in only my pink nylon kimono.
3. Hi Milly; jump up on my plump pony. You look ill, Jim; you join Lynn.
4. My unhappy union pooled only a minimum of a million nippy onion pills.
5. Mop up my milk. Pump minimum oil. Look in on my union in July Phil.
6. Plunk no oily junk on the pump link-up to my pool, my phony hippy Kim.
7. Pull puny John up yon hill, Polly. You kill my only monopoly in June.

**Alternate Hand**

**Test**
An element of surprise may disorient the rifleman and end the problem.
1. city mend right handle profit enamel signal memento downtown dismantle
2. When they amend their formal goals, the quantity of autos may go down.
3. The neurotic fiend kept a rifle handy by the chair to ambush visitors.
4. Ancient chairmen of the firms may go downtown to torment the auditors.
5. An element of surprise may disorient the rifleman and end the problem.
6. Blame the skeptic bigots of the world for their anti-social mentality.
7. Is it usual for such a skeptic to visit the dismal island in the lake?

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**3:8 Specific Keyboard Reaches**

Each group of lines emphasizes a particular keyboarding reach.

**Build Accuracy**
1. Select the group of lines that stresses the keyboard reach on which you need to improve your skill.
2. Each day for a week, key the lines at least once, repeating any on which you hesitate or make errors.

**Select Practice**
1. Take a 1-minute timing on the TEST line for each hand group.
2. Determine the keyboard reach which you made the most errors and/or got the least done.
3. Practise the numbered lines for that reach.
4. Take another 1-minute timing on the TEST sentence; strive for greater accuracy and/or speed.

**Direct Reaches**

Test Why any loyal judge decided the guy received free trips is unanswered.
1. buy turf bike angry quart troll swift solemn kicked justice lengthened.
2. fib hymn diced grub loft nude juice bushy cargo swarthy decide squalor
3. Hugh Kidder announced company bonuses starting from a hundred dollars.
4. My bold frog will survive, but treat the nerve where the skin swelled.
5. Why any loyal judge decided the guy received free trips is unanswered.
6. My survey allows that annual premiums must not exceed the old minimum.
7. A brief just agreed that any unswerving loyalty deserves kindly trust.

**Long Direct Reaches**

Test Why cynics shun or curb any humour Murdo brings my place is a mystery.
1. orb must turn cynic recess human crumb demure abrupt fervour enunciate
2. nude curve harmony century succeed brigade economy accept murmur serve
3. Marvin brings many nutritious mulches received from a central nursery
4. Any Olympic runners who succeed race without breaks in pace on curves.
5. Why cynics shun or curb any humour Murdo brings my place is a mystery
6. An elected broker murmured that the municipal economy must turn round.
7. Clear the tiny table of broken bottles and serve the starving hunters.

**Awkward Reaches**

Test The young scientist will undoubtedly be awarded for opposing diseases.
1. aqua kilt extra plaza aware excuse apology science unexpected acquaint
2. excel numeral proceed textile popular anonymity abbreviate undoubtedly
3. It’s obvious our opposition was unexpected and we accept your apology.
4. He is acquainted with the baseball player excused from the exhibition.
5. The young scientist will undoubtedly be awarded for opposing diseases.
6. Unaware of the dazzling news, the unpopular executive excused himself.
7. Music played and extra symphony people loitered under the plaza clock.
3:9 Specific Kinds of Words

Each group of lines emphasizes either short words, one-hand words, or long words.

**Build Accuracy**
1. Select the group of lines that emphasize the type of words on which you need to improve accuracy.
2. Each day for a week, key the lines at least once, repeating any on which you hesitate or make errors.

**Select Practice**
1. Take a 1-minute timing on the TEST line for each type of words.
2. Determine the type of words on which you made the most errors and/or got the least done.
3. Practise the numbered lines for that word.
4. Take another 1-minute timing on that TEST line; strive for greater speed and/or accuracy.

**Short Words**

Test
- It is too far out of the way for us to go to see you for a day by bust
- As so few of us are in a bad way, we see it is not all that sad a day.
- If he is to do it for me, he will do it well or else not do it at all.
- You say in a day or so you and l can go to see a new car and van show.
- It is too far out of the way for us to go to see you for a day by bus.
- Can she do up a memo for me to say I am not able to go and do the job?
- All of the men at the inn get a big pot of tea at the end of each day.
- Is it time to do a lot of fun jobs or to sit in the sun and nap a bit?
- Do go by my cot and get a big box or two for us to put all of it into.

**One-hand Words**

Test
- Rated only average, a brave pupil drew minimum awards in street polls.
- In a July address to my union, you stressed only minimum oil reserves.
- Exaggerated opinions aggravated my few million staff in union careers.
- Rated only average, a brave pupil drew minimum awards in street polls.
- Plump weavers were arrested at noon after scarce July milk was wasted.
- A freezer monopoly exceeded a minimum on pumpkin seeds and onion stew.
- Afterwards on a hill, Molly segregated my fastest pony from a-million.
- In Baxter’s opinion, Johnny averaged only a million addresses in June.
- We see pink faces; we jump on lumpy seats; we eat only bad onion stew.

**Long Words**

Test
- To encourage potential purchasers, demonstrate automobile performance.
- Their astonishing masterpiece exhibited extensive dynamic composition.
- Knowledgeable analyses are a prerequisite to experimental forecasting.
- To encourage potential purchasers, demonstrate automobile performance.
- Appreciate observations, particularly when accompanied by suggestions.
- Convey accommodation acknowledgment to government campaign committees.
- Be a consultant for scientific research and development organizations.
- Difficult materials force concentration, encouraging greater accuracy.
- Assistance may occasionally be necessary for our efficient bookkeeper.

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3:13 Concentration - Long, Difficult Words

The following lines contain long, difficult words that are designed to force concentration and encourage proper reading habits.

### Build Accuracy
Key each line once, repeating any line that causes hesitation or in which you make an error. Read character by character.

1. amalgamation advantageous alimentary alphabetical algebraic alliterate
2. available paraphernalia paramedical acquaintance adiabatic aggravation
3. anticipation asparagus ascendant abbreviation anaesthesia arithmetical
4. anatomical variance appearances fantastically characterization mascara
5. bibliography barbarian improbability barbiturate inhibition abominable

6. bombardiers absorbent subscribed indescribable belligerent behavioural
7. bankruptcy belligerent bamboozled beneficiaries barramundi ribonucleic
8. conscience occasionally accusations sacrificial economical aristocracy
9. cacophony acoustical miscalculation scientific electricity impractical
10. circular ‘psychological antecedent reconcile pharmaceutical microscopic

11. deodorant individualistic adjudicate dedication deodorize rhododendron
12. dreaded candidate dunderhead standardize duodenum ordinary duplication
13. discordant underhandedly disadvantaged addendum undefended dilapidated
14. entrepreneur envelope agreement executioner enjoyment environmentalist
15. entertainment embellishment emergency experimental eventually ensemble

16. enterprise enthusiastic emancipated elementary superintendent eventual
17. fraternity fructification infallible forgiveness forefathers efficient
18. falsify forgetful affordable sufficiency infamous formidable formation
19. facsimile ineffectual foreigner paraffin affirmation reinforce affront
20. gregarious aggregate regurgitate language ingredient synagogue gingham

21. geography segregation gigantic engagement mortgage gangrenous gingerly
22. heather phosphorescent lithography haberdashery inhibition harpsichord
23. hemisphere threshold philanthropist shorthand photograph ophthalmology
24. hydrophobia withholding diphtheria exhibitionist households hospitable
25. initiation institutional individualistic minimize inspirational elicit

26. inquisitive responsibility inimitable infinitive disposition abilities
27. invisibility civil iniquities division politician artificial criticize
28. inhibit intimidate similarities inefficiencies instinctive inferiority
29. identification religious misdirection solidarity reminiscent impartial
30. judgments judicial injunction adjective jeopardize projection conjets

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