

Type Write

Touch Typing

There are many typing programs available which use nonsense syllables to practice letters. While a certain amount of this may be necessary, it is much more interesting to the student to type actual words and sentences. *Type Write* uses words and sentences, primarily, for typing practice.

With this typing program, all 10 home row keys are introduced first, all at the same time. Other letters are added one at a time, while continuing to use the home row. All letters previously introduced are reviewed continually throughout the course.

There is a 9 page assignment syllabus for this course, called Type Write Assignments.

The actual pages to type (Type Write Exercises) can be printed out as needed, in sets (home row, e, i, t, etc.), or can be printed out all at once. There are 71 pages in Type Write Exercises.

The best way to use the exercise pages is to store the pages in a folder, and set out each day's pages to be typed on a clipboard (propped up by something—a mason jar or a large coffee can set behind the clipboard works well). You could also set the pages on a small easel. Putting them in a 3-ring notebook is a possibility, too, though it isn't as convenient because the course requires the student to go back and forth from current pages to previous pages nearly every day.

The course takes about 90 days (half of a school year) to complete.

It is necessary to check to make sure the student is using the correct fingering each time a new letter is introduced. Fingering is indicated in the assignment syllabus.

Older students (5th grade and up) type two pages a day-- one page for a new letter and one page that is a review. When they complete both pages, they are finished with typing for the day, whether it takes five minutes or fifteen minutes. A suggested sequence that uses two pages a day is given in the assignment syllabus.

If you would like to use the pages with students younger than 5th grade, it is better to use one page a day. Instead of following the syllabus, the pages could just be done in order, with previously typed sentence pages added in repeatedly in the midst of the new letter and word pages, to help keep the typing time interesting.

After a student completes *Type Write Touch Typing*, he/she can continue typing practice using *Typing Practice Pages* available through Gentle Shepherd. Or you can provide short stories or articles for him/her to type.

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Please note: these page numbers are for the numbered Type Write Exercises pages; the numbers DO NOT correspond with the actual e-book page numbers!

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Type Write Assignments

The format used for Type Write is to type two pages per day. This takes from 5 to 15 minutes. Usually, one page is a new letter page, and one page is a review page. (The first five assignments are a little shorter; only one page and part of another are typed.)

Feel free to design your own assignments with any of the Type Write Exercises pages, based on what your child needs to practice.

For convenience, a suggested schedule of assignments is given below:

1. Home Row Letters:

-Make sure all fingers are correctly placed:

Left little finger on *a*, left ring finger on *s*, left tall finger on *d*, left pointer finger on *f*,
(left pointer finger is also used for *g*, by moving to the right)

Right little finger on semi-colon, right ring finger on *l*, right tall finger on *k*, right pointer
finger on *j*,
(right pointer finger is also used for *h*, by moving to the left)

Both thumbs rest on the space bar (at the bottom of the keyboard). The right thumb will
be used most often, to make spaces between words.

-Practice the “Home Row Letters” page. Look at the keys as you type, to become
familiar with them; say the letters to yourself as you type.

-Practice the “Home Row Letters” page without looking at the keys.

-Practice saying the home row keys in order, from left to right: a,s,d,f,g,h,j,k,l,semi-colon

2. For all of the remaining assignments, try to use touch typing (typing without looking at
the keys) as much as possible.

Touch type “Home Row Letters” page

Touch type first row of “Home Row Words” page

3. Touch type “Home Row Letters” page

Touch type first and second rows of “Home Row Words” page

4. Touch type “Home Row Letters” page

Touch type first, second, and third rows of “Home Row Words” page

5. Touch type “Home Row Letters” page
Touch type first, second, third, and fourth rows of “Home Row Words” page
6. Touch type “Home Row Letters” page
Touch type first, second, third, fourth, and fifth rows of “Home Row Words” page
7. Touch type “Home Row Letters” page
Touch type “Home Row Words” page
8. Touch type “Home Row Letters” page
Touch type “Home Row Words” page
9. Touch type “Home Row Words” page
Before typing “Home Row Sentences” page:
 - Learn to use shift key with right little finger, to make capital *A*;
Hold down shift key, and then type *A* (while keeping shift key held down)
 - Learn to use right ring finger for period (move finger down and slightly to the right)

Then, type all sentences on “Home Row Sentences” page

10. Touch type “Alphabetical Home Row Words” page
Touch type “Home Row Sentences” page
11. Make sure fingering for *e* is correct (use left tall finger)
Touch type “Adding E” page
Touch type “Home Row Sentences” page
12. Touch type “E Words” page
Touch type “Home Row Words” page
13. Touch type “Alphabetical E Words” page
Touch type “Home Row Sentences” page

Adding I

ik ik ik ik ik ik

ill ill ill ill ill ill

si si si si si si

ji ji ji ji ji ji

fi fi fi fi fi fi

id id id id id id

ig ig ig ig ig ig

ai ai ai ai ai ai

ki ki ki ki ki ki

li li li li li li

ail ail ail ail ail ail

hi hi hi hi hi hi

I Words

fish dish is his

hid slid kid lid did said

isle aisle file dial

if life fife hide side sigh

hail jail sail fail

shield field

fill dill ill sill gill hill

Alphabetical I Words

aisle dial did dill dish

fail field fife file fill fish

gill hail hid hide hill his

ill is isle jail kid lid life

said sail shield sigh sill slid

I Sentences

I see hail.

I like hail.

Al said he sees hail.

Sal said she sees hail.

Hal said he sees hail.

A hill has hail; a field has hail.

Hail fell; I slid.

Adding T

ft ft ft ft ft ft

et et et et et et

it it it it it it

st st st st st st

at at at at at at

lt lt lt lt lt lt

ight ight ight ight ight ight

te te te te te te

tas tas tas tas tas tas

til til til til til til

ate ate ate ate ate ate

alt alt alt alt alt alt

ait ait ait ait ait ait

T Words

sat at fat hat

tall tie tell tag tile test

last fast list fist gist

set get let jet

jest left felt

the this that thistle

task gift sift lift shift

sit fit kit lit hit

fight sight light

stake state stage

slate fate gate late ate

still stiff stag staff

kite height

Alphabetical T Words

at fast fat fate fight fit fist

gate get gift gist hat height hit

kit kite last late let lift light list lit

sat set shift sift sight sit

slate staff stag stage stake stiff still

tag tall task tell test that the this thistle tie tile

T Sentences

Al is at the lake.

The lake is still.

Al sits at the still lake.

Al sees the fish.

The lake has fast little fish.

Al sits at the still lake; he sees the fast little fish.