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FREE EBOOK

COMPUTER AND OFFICE SKILLS

Typing Speed Practice Workbook

Daily drills and passages to build speed and accuracy in English typing

INSIDE THIS BOOK

- Getting ready: posture and the home row
- The finger chart
- Measuring speed and accuracy
- Drills 1 to 10: from the home row to every letter
- Drills 11 to 20: capitals, punctuation, numbers and symbols
- ...and 5 more chapters, practice questions and a glossary

Beginner to intermediate

Anyone preparing for a typing test or office job

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Typing Speed Practice Workbook

A practical workbook for anyone preparing for a typing test or an office job. Learn correct posture and the finger chart, work out your speed and accuracy, then practise with 20 graded drills, 15 passages of rising length and a 30-day plan with a log to track your progress.

WHO IT IS FOR	Anyone preparing for a typing test or office job
LEVEL	Beginner to intermediate
SUBJECT AREA	Computer and office skills
WHAT IS INSIDE	10 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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Getting ready: posture and the home row

Typing fast is not about moving your fingers quickly. It is about every finger knowing its own keys, so that you never have to look down or think. That skill is called touch typing: typing by feel, with your eyes on the text you are copying. This workbook builds it step by step, one drill at a time.

Before the first drill, set up your body and your desk. Good posture lets you type for an hour without pain, and it makes your fingers more accurate.

Sitting correctly

- Sit back in the chair with your back straight and your feet flat on the floor.
- Keep your elbows close to your body, bent at about a right angle.
- Keep your wrists straight and slightly raised. Do not rest them on the desk while typing.
- Curve your fingers gently, as if you were holding a small ball.
- Place the screen at about arm's length, with its top near eye level.
- Keep the copy, the text you are typing from, close to the screen, so your eyes travel a short way.

SAFETY

If your wrists, neck or back start to ache, stop and stretch. Pain is a sign that something in your posture needs fixing. Typing through pain can lead to injuries that take weeks to heal.

The home row

The home row is the middle row of letter keys. Your fingers rest there between key presses, and every reach starts and ends there.

Hand	Little	Ring	Middle	Index
Left	A	S	D	F

Hand	Little	Ring	Middle	Index
Right	;	L	K	J

Both thumbs rest lightly on the Space bar. Use whichever thumb feels natural, but use the same one every time.

Most keyboards have a small raised bump on the **F** and **J** keys. Without looking, feel for the bumps with your index fingers, and the other fingers fall into place beside them.

TIP

Rest your fingers on the home row so lightly that they barely touch the keys. Heavy hands are slow hands.

Pressing keys

Tap each key with a quick, light stroke and lift the finger straight away, as if the key were hot. Holding a key down too long can repeat the letter. Do not press harder to go faster; a light touch is quicker.

Looking at the copy, not the keys

This is the hardest habit and the most important one. In the first week, you will want to look down. Resist. If you must, cover your hands with a light cloth. Your speed will drop for a few days, then climb far above where it was.

REMEMBER

Accuracy first, speed later. A slow, correct typist becomes a fast, correct typist. A fast, careless typist usually stays careless.

CHAPTER 2

The finger chart

Each finger is responsible for a small group of keys: its home key, the key above it and the key below it. The index fingers do extra work, because each one also covers the column next to it, nearer the middle of the keyboard.

Which finger presses which key

Finger	Left hand keys	Right hand keys
Little	Q A Z 1, Tab, Caps Lock, left Shift	P ; / 0 - = [] ' and backslash, Enter, Backspace, right Shift
Ring	W S X 2	O L . 9
Middle	E D C 3	I K , 8
Index	R F V T G B 4 5	Y H N U J M 6 7
Thumb	Space bar	Space bar

Many charts give the 6 key to the right index finger, as this one does; some teachers use the left. Either is fine if you always use the same finger.

Reaching and coming back

When a finger leaves the home row, the other fingers stay near their home keys. After the reach, the finger returns home at once. For example, to type **r**, the left index finger moves up from **F** to **R**, taps it and comes back to **F**.

TRY THIS

Rest your hands on the home row and close your eyes. Say a letter aloud, such as "e", and tap it with the correct finger. Open your eyes and check. Do this for every letter of the alphabet.

The Shift keys

To type a capital letter, hold Shift with the little finger of the other hand, then press the letter.

- For a capital **A** (a left-hand letter), hold the right Shift with your right little finger and press **A** with your left little finger.
- For a capital **J** (a right-hand letter), hold the left Shift with your left little finger and press **J** with your right index finger.

Using the opposite Shift key keeps both hands balanced and avoids twisted fingers.

Numbers and the number row

The number row is a long reach, so most learners leave it until the letters are steady. Each number is pressed by the same finger that presses the letter key below it on the top row: **3** by the finger that presses **E**, **8** by the finger that presses **I**, and so on.

DID YOU KNOW

The order of letters on most keyboards, QWERTY, is named after the first six letters on the top row. It goes back to the days of mechanical typewriters, long before computers.

The Enter and Backspace keys

Enter and Backspace belong to the right little finger. Reach without moving the whole hand if you can, and come straight back. Use Backspace only when the test rules allow corrections.

CHAPTER 3

Measuring speed and accuracy

To improve, you need to measure. Typing speed is counted in words per minute, written WPM. Accuracy is counted as a percentage. This chapter shows you how both are worked out, so you can check your own practice with just a clock and a pencil.

What counts as a word

Words are not all the same length. "I" has one letter and "information" has eleven. So, for measuring speed, a word is fixed at **5 characters**. Every letter, number, punctuation mark and space counts as a character.

EXAMPLE

The sentence `It is raining.` has 14 characters: 11 letters, 2 spaces and 1 full stop. That is $14 \div 5 = 2.8$ standard words.

Gross speed

Gross speed is how fast you typed, before mistakes are taken into account.

Gross WPM = (characters typed ÷ 5) ÷ minutes

Net speed

Net speed is your speed after a penalty for mistakes you did not correct. A common way to work it out is:

Net WPM = Gross WPM – (uncorrected errors ÷ minutes)

Accuracy

Accuracy tells you what share of your typing was correct.

Accuracy % = (correct characters ÷ characters typed) × 100

Worked example 1

Priya types for 5 minutes. She types 1,500 characters and leaves 10 errors uncorrected. Those errors spoil 30 characters, so 1,470 characters are correct.

Step	Working	Result
Standard words	$1,500 \div 5$	300 words
Gross WPM	$300 \div 5 \text{ minutes}$	60 WPM
Error penalty	$10 \text{ errors} \div 5 \text{ minutes}$	2 per minute
Net WPM	$60 - 2$	58 WPM
Accuracy	$1,470 \div 1,500 \times 100$	98%

Worked example 2

Passage 10 in this workbook has 399 characters. Kabir types all of it in exactly 2 minutes, with 3 uncorrected errors.

- Standard words: $399 \div 5 = 79.8$
- Gross WPM: $79.8 \div 2 = 39.9$, about 40 WPM
- Net WPM: $39.9 - (3 \div 2) = 39.9 - 1.5 = 38.4 \text{ WPM}$

REMEMBER

Different typing tests use different rules. Some count whole wrong words as errors, some take more off for each error, and some measure in key presses instead of words. Read the rules of your own test and practise with them. The formulas here are a good, common way to track your progress.

How to time yourself

Use a phone stopwatch or a kitchen timer. Begin with 1-minute tests, then move to 3 and 5 minutes as your stamina grows. When the time is up, stop at once, even in the middle of a word. Count the characters you typed (most word processors show a character count, including spaces), mark your errors against the copy, and do the sums.

TRY THIS

Type passage 1 for exactly one minute. Work out your gross WPM, net WPM and accuracy. Write them in the log in the chapter on the 30-day plan. This is your starting point.

CHAPTER 4

Drills 1 to 10: from the home row to every letter

Each drill adds a few new keys to the ones you already know. Type every line three times. Go slowly enough to make no more than one or two mistakes per line. Do not look at the keys; glance at the finger chart if you forget a reach. Move on only when a drill feels easy.

Drill 1: home row

```
asdf jkl; asdf jkl; fdsa ;lkj fdsa ;lkj  
aaa sss ddd fff jjj kkk lll ;; asdf jkl;  
as ask lad sad dad all fall lass flask
```

Drill 2: G and H

The index fingers reach sideways: the left to **G**, the right to **H**.

fgf jhj fgf jhj gag hah gag hah
has had gas half hall shall glad flag
a glass flask; a sad lad; dad has half

Drill 3: E and I

ded kik ded kik eel ill eel ill
fed led see sea lid kid hide side like
she is glad; a fish dish; he fed a seal

Drill 4: R and U

frf juj frf juj rug fur rug fur
red rule sure user rides dull fuel
a red rug; she is sure; he rushed; a full jar

Drill 5: T and Y

ftf jyj ftf jyj tea yes tea yes
try stay tidy tray yard style duty
the light is ready; they stay at the lake

TIP

The index fingers cover two columns each, so R, T, Y and U are easy to mix up. Say the letter in your head as you reach for it.

Drill 6: W and O

sws lol sws lol low owl low owl
word slow show well wood follow toward
two old dogs walk slowly to the road

Drill 7: Q and P

The little fingers reach up: the left to **Q**, the right to **P**.

aqa ;p; aqa ;p; pup quip pup quip
paper quote equal quiet spot apple quart
the quiet pupil kept a paper report

Drill 8: V, B, N and M

The index fingers reach down. B is a long reach for the left index finger, so take care.

fvf fbf jnj jmj van bat nut map
vine bank more name brave number given
my brother bought a brown van

Drill 9: C, X, Z, comma and full stop

dcd sxs aza k,k l.l dcd sxs aza
cat box zip fix lazy exact zone price
six boxes, a zebra, a small cabin. fix it.

Drill 10: every letter

The last line uses all 26 letters.

abcdefghijklmnopqrstuvwxyz
zyxwvutsrqponmlkjihgfedcba
vijay quickly packed six dozen fresh mangoes in a brown box with straw

REMEMBER

Drills feel boring, but they are where speed is born. Each correct repetition trains your fingers to find a key without your brain having to search for it.

CHAPTER 5

Drills 11 to 20: capitals, punctuation, numbers and symbols

Real passages are full of capital letters, punctuation and numbers. Many typists lose most of their speed here, because they slow down or look down for these keys. These ten drills fix that.

Drill 11: capital letters

Use the Shift key of the opposite hand.

Asha Ravi Delhi Goa Surat Pune Jaipur Kochi
Ask Anil. Send Neha. Meet Om at Ooty.
The Taj Mahal is in Agra. Kolkata is on the Hooghly.

Drill 12: full stop, comma and question mark

The question mark is **Shift** with the **/** key.

Is it ready? Yes, it is. Shall we go now?
Bring pens, files, clips and a stapler.
Where is Meena? She is in the lab.

Drill 13: apostrophe, quotation marks, colon, semicolon and hyphen

It's Ravi's bag. Don't forget Sita's file.
Note: bring two pens; keep one blue and one black.
"Come in," said the well-known teacher.

TIP

After a full stop, type one space before the next sentence. Some people learned to type two, but one is the usual rule today. Follow whatever the test copy shows.

Drill 14: numbers 1 to 5

These are left-hand numbers. Reach up from the home row and come back.

1 2 3 4 5 11 22 33 44 55 12 23 34 45 51
Buy 4 pens, 2 files and 15 clips for 3 desks.

Drill 15: numbers 6 to 0

6 7 8 9 0 66 77 88 99 00 67 78 89 90 60
Rooms 68 and 79 have 90 chairs and 6 tables.

Drill 16: numbers in sentences

The bus leaves at 7:45 and reaches at 9:10.
Invoice 4591 was paid on 21 March for 1,280 rupees.
Order 250 sheets, 36 pens and 18 files today.

Drill 17: symbols on the number row

These symbols need Shift with a number key. Hold Shift with the opposite hand.

Wow! Save 20% today. Item #45 is in Box (C).
ravi@example.com & neha@example.com
(a) (b) (c) 5 * 4 = 20 Done!

Drill 18: other symbols

5 + 3 = 8 10 - 4 = 6 20 / 4 = 5
file_name_01 [draft] {final} <tag> a/b c\d

DID YOU KNOW

On many keyboards sold in India, the rupee sign ! can be typed with the right Alt key and another key, but this differs between keyboards and settings. In a test, type exactly what the copy shows, whether that is ! , Rs. or the word "rupees".

Drill 19: the most common words

A small set of short words makes up a large share of all English writing. Make them automatic.

the and of to in is it that for on with as
was at by be this have from or one had not
you are but his they we her she all can

Drill 20: mixed review

On 3 May, Mr. Iyer paid Rs. 4,750 for 12 chairs.
Please email the report to office@example.com by 5:30 pm!
"Is the Q4 file ready?" asked Ms. Kaur; "Yes, it's done."

TRY THIS

Time yourself on Drill 20 for one minute. Then repeat it daily for a week. Watch the number rise as the symbols stop slowing you down.

CHAPTER 6

Practice passages 1 to 8

Now you join drills into real writing. The passages grow longer as you go. Each table below gives the number of words, the number of characters (counting spaces and punctuation) and the standard words, which is the characters divided by 5, rounded to a whole number. Use the standard words to work out your speed.

EXAMPLE

Passage 4 has 202 characters, which is about 40 standard words. If you type all of it in 2 minutes, your gross speed is $40 \div 2 = 20$ WPM. If you take 1 minute 36 seconds, which is 1.6 minutes, it is $40 \div 1.6 = 25$ WPM.

Passage	Words	Characters	Standard words
1	24	119	24
2	29	139	28
3	34	179	36
4	36	202	40
5	42	215	43
6	49	252	50
7	56	285	57
8	58	307	61

Passage 1

Every morning, Anu wakes up early. She drinks a glass of water, makes her bed and opens the window to let in fresh air.

Passage 2

It started to rain while Rahul waited at the bus stop. He had no umbrella, so he stood under a tree and watched the drops fall on the road.

Passage 3

Our school library is a quiet room full of books. Students can borrow two books a week. The librarian keeps a register and writes the return date on a small card inside each book.

Passage 4

My grandmother grows tulsi, mint and chillies in pots on her balcony. She waters them early in the morning, before the sun gets strong. She says plants, like people, need a little care every single day.

Passage 5

Learning to ride a bicycle took me one whole summer. At first I fell often and scraped my knees. My elder brother held the seat and ran beside me. One evening he quietly let go, and I kept riding without knowing it.

Passage 6

The small grocery shop at the corner of our lane opens at seven every morning. Mr. Gupta, the owner, knows every customer by name. He keeps a notebook for regular buyers who pay at the end of the month, and he never forgets to write down a single item.

Passage 7

Water is precious, and every family can save some. Turn off the tap while brushing your teeth. Fix leaking taps quickly, because a slow drip wastes a lot over a month. Use a bucket instead of a hose to wash a scooter, and water the plants in the cool evening, when less of it dries up.

Passage 8

Last winter, we took an overnight train to visit our cousins. My sister and I had the upper berths, and we read comics until the lights went off. In the morning, a vendor walked through the coach calling out, "Chai, chai!" We bought two cups and watched green fields roll past the window as the sun came up.

TIP

Type each passage twice: once slowly for accuracy, once timed for speed. Compare the two scores. The goal is to bring your timed accuracy up to your slow accuracy.

CHAPTER 7

Practice passages 9 to 15

These longer passages build stamina, the ability to keep your speed and accuracy steady for several minutes. Many typists start well and fade. Practising longer passages trains you to keep a steady rhythm to the end.

Passage	Words	Characters	Standard words
9	63	353	71
10	73	399	80
11	79	440	88
12	80	457	91
13	99	536	107
14	113	623	125
15	121	679	136

Passage 9

Most offices now keep their records on computers. A good office assistant names every file clearly, saves work often and keeps a backup copy. When a manager asks for a letter sent last March, the assistant should find it in seconds, not minutes. Neat folders and sensible file names make this possible, and they save the whole team a great deal of time.

Passage 10

A well-written letter is short, clear and polite. Begin with the date and a proper greeting. In the first paragraph, say why you are writing. In the next, give the details the reader needs, such as names, dates and amounts. End by thanking the reader and saying what you hope will happen next. Before you send it, read the letter aloud once. Mistakes that the eye misses are often caught by the ear.

Passage 11

Students who sleep well usually learn better. A tired mind finds it hard to remember new facts, and small mistakes creep into every task. Try to sleep and wake at the same time each day, even on holidays. Keep your phone away from your bed, because bright screens late at night make it harder to fall asleep. Drink enough water, eat fresh food and spend some time outdoors. These simple habits cost nothing, yet they make a real difference.

Passage 12

Meera earns 18,000 rupees a month at a tailoring unit in Surat. At the start of each month, she writes a simple budget in a notebook. Rent takes 6,000 rupees, food about 5,000 and travel 1,200. She keeps 1,500 for her daughter's school needs and saves 2,000 in a recurring deposit. The rest covers electricity, the phone bill and small surprises. Because she writes everything down, Meera is rarely short of money, and her savings grow a little every month.

Passage 13

When Imran moved from his village near Nashik to Pune for his first job, everything felt fast. The buses were crowded, the roads were noisy and nobody seemed to have time to talk. For the first few weeks, he missed the quiet evenings at home and his mother's cooking. Slowly, he found his way. He learnt the bus routes, joined a cricket

team on Sundays and made friends with two colleagues from Kolhapur. By the end of the year, the city no longer felt strange. It felt like a second home, though he still called his mother every night.

Passage 14

An interview is a conversation, not an examination. The people asking questions want to know whether you can do the job and whether you will work well with the team. Prepare by reading about the organisation and the post. Think of two or three real examples from your studies or past work that show you are careful, honest and willing to learn. On the day, dress neatly, carry copies of your documents in a folder and arrive a little early. Listen to each question fully before you answer. If you do not know something, say so politely and explain how you would find out. Finally, thank the panel before you leave the room.

Passage 15

People often believe that fast typists were born with quick fingers. In truth, speed is built slowly, one careful session at a time. When you begin, every key needs thought, and your hands feel stiff and clumsy. After a few weeks of daily practice, the common words start to flow without effort, and your eyes stay on the copy instead of the keyboard. There will be days when your speed seems stuck. Do not lose heart. Such plateaus are normal, and they often end with a sudden jump. Keep your sessions short and regular, check your mistakes honestly and practise your weak keys on purpose. Steady effort, repeated for a month or two, beats any shortcut you will ever be offered.

REMEMBER

When you type from paper, keep your place with a ruler or a strip of card under the line. Skipping or repeating a line is one of the costliest mistakes in a test, because it adds many errors at once.

Common mistakes and how to fix them

Every typist makes mistakes. The trick is to notice which mistakes you make most and practise against them on purpose. After each timed test, look at your errors and sort them into the types below.

Types of errors

Error	What it looks like	Usual cause
Wrong letter	tyoe for type	Wrong finger or a careless reach
Swapped letters	teh for the	One hand running ahead of the other
Missing letter	sentnce for sentence	Rushing
Extra letter	thhe for the	Pressing too hard or too long
Doubled or missing space	the cat, thecat	Thumb timing
Capital error	THE, the for The	Shift held too long, or forgotten
Skipped word or line	A line missing from the copy	Eyes losing their place

Fixes that work

- 1. Wrong letters.** Find the keys you mix up, such as **R** and **T**, and practise the drill for that row. Say the letter in your head as you reach.
- 2. Swapped**
letters. Slow down a little. Type with an even rhythm, like a clock ticking, instead of bursts.
- 3. Missing and extra letters.** Lighten your touch. Tap and lift.
- 4. Spacing.** Press the Space bar with one chosen thumb, every time, with the same quick tap.
- 5. Capitals.** Release Shift as soon as the capital letter is typed. Drill 11 helps.

6. Skipped lines. Use a line guide on paper copy, and keep your eyes moving steadily.

EXAMPLE

Fatima from Hyderabad keeps a list of her errors for a week. She finds that half of them are swapped letters, mostly *teh* and *adn*. She practises typing *the* and *the* and *slowly* and evenly for five minutes a day. Within two weeks, the swaps almost disappear, and her net speed rises by 4 WPM without any extra effort to type faster.

Habits that hold you back

- **Looking at the keyboard.** Every glance breaks your rhythm and loses your place in the copy. Trust your fingers.
- **Stopping at every mistake.** In a test where corrections are not counted or not allowed, keep going. Stopping to stare at an error costs more time than the error itself.
- **Racing.** Typing faster than your fingers can manage creates more errors than speed. Work at a pace where you make few mistakes, and the speed will come.
- **Irregular practice.** Two hours once a week does less than twenty minutes every day.

TIP

Keep an "error notebook". After each test, write down the three words you got wrong most often. Type each of them ten times at the start of your next session.

CHAPTER 9

A 30-day practice plan and log

This plan needs about 30 minutes a day. Each day starts with a warm-up drill, continues with the day's main work, and ends with a short timed test. Write your timed results in the last two columns. If a day goes badly, do not skip ahead; repeat it.

How a daily session works

Part	Time	What to do
Warm-up	5 minutes	Drill 1 and Drill 19, slowly
Main practice	20 minutes	The day's drills or passages from the plan
Timed test	5 minutes	One timed test, then work out your scores

REMEMBER

On every day of the plan, aim for at least 95% accuracy before you try to push your speed. If accuracy falls below that, slow down the next day.

The plan and your log

Day	Main practice	Net WPM	Accuracy %
1	Posture, finger chart, Drill 1		
2	Drills 1 and 2		
3	Drills 2 and 3		
4	Drills 3 and 4		
5	Drills 4 and 5		
6	Drills 6 and 7		
7	Drills 8, 9 and 10		
8	Drills 11 and 12		
9	Drill 13, Passages 1 and 2		
10	Drills 14 and 15		
11	Drill 16, Passages 3 and 4		
12	Drills 17 and 18		
13	Drill 19, Passages 5 and 6		
14	Drill 20, review of weak drills		

Day	Main practice	Net WPM	Accuracy %
15	Passages 7 and 8		
16	Passage 9, timed for 1 minute		
17	Passage 10, timed for 2 minutes		
18	Passages 9 and 10, error notebook		
19	Passage 11, timed for 2 minutes		
20	Passage 12, numbers focus		
21	Review week 3, Drills 16 to 18		
22	Passage 13, timed for 3 minutes		
23	Passage 14, timed for 3 minutes		
24	Passage 15, timed for 3 minutes		
25	Passages 13 and 14, error notebook		
26	Passages 12 to 15 back to back, 5 minutes		
27	Weakest drill, then Passage 15		
28	Mock test: 5 minutes, any two passages		
29	Mock test: 10 minutes, Passages 9 to 15		
30	Final test: 10 minutes, compare with Day 1		

TRY THIS

On Day 30, place your Day 1 and Day 30 scores side by side. Work out how many WPM you gained and how your accuracy changed. Then plan the next 30 days using longer timed tests.

After the 30 days

Keep practising for 20 to 30 minutes a day. Find new copy to type: a newspaper editorial, a page from a textbook or an official letter. Fresh text keeps you from simply memorising the passages. Take one 10-minute timed test a week and add it to a new log.

Test-day tips

A typing test checks the skill you have built over weeks. A calm, well-prepared start lets that skill show. These tips apply to most tests, but always read your own test's rules first, because they decide how speed and errors are counted and whether you may correct mistakes.

The day before

- Do a light practice session, not a long one. Tired hands do not help.
- Sleep well.
- Keep your admit card, ID and any documents the notice asks for ready in a folder.
- Read the test instructions once more: the time allowed, whether Backspace may be used, and how errors are counted.

At the test centre

1. Arrive early, so you are not rushed or breathless.
2. Adjust the chair height so your elbows are at about a right angle.
3. Check the keyboard. Press a few keys to feel how they respond.
4. Make sure Caps Lock is off.
5. Place the copy where you can read it without turning your head much, if it is on paper.
6. If a short trial typing session is allowed, use it to warm up.

REMEMBER

Do not try a new technique on test day, such as a different finger for a key or a new sitting position. Use exactly what you practised, so your fingers can work on their own.

During the test

- Start at a steady pace, not a sprint. A smooth rhythm lasts the full time.
- Keep your eyes on the copy. Trust your fingers.

- If you make a mistake and corrections are not allowed or not counted, carry on. Do not stop to stare at it.
- Keep your place in the copy with your eyes, or with a finger of your free hand between words if that is allowed, and never skip a line.
- If you finish early and the rules allow it, read through your typing for obvious errors.

TIP

Breathe slowly through your nose during the first minute. It calms the shaky feeling many people get at the start of a test.

After the test

Note down how it felt, which parts were hard and what you would change. Whether you pass or need another try, this note tells you what to practise next. Speed is built by steady practice, and every test, good or bad, shows you where to aim.

DID YOU KNOW

Many typists find that their speed rises in steps rather than smoothly. A week of no progress is often followed by a clear jump, so keep going through the slow weeks.

CHECK YOURSELF

Practice questions

1. What is touch typing?
2. Which keys make up the home row, and which finger rests on each?
3. Why do the **F** and **J** keys have small bumps?
4. Which Shift key should you use to type a capital **A**, and why?
5. Which finger presses the number **3**?
6. How many characters make one standard word, and what counts as a character?
7. Write the formula for gross WPM.

8. Write the formula for net WPM given in this workbook.
9. Ravi types 1,000 characters in 4 minutes. What is his gross WPM?
10. Ravi made 8 uncorrected errors in those 4 minutes. What is his net WPM?
11. Leela types 600 characters and 588 of them are correct. What is her accuracy?
12. How many characters does the sentence **It is raining.** have?
13. Why should you read the rules of your own typing test before practising?
14. Name two signs of poor posture and how to fix them.
15. What does **teh** for **the** tell you, and how can you fix it?
16. What is the usual cause of a capital error such as **ThE**?
17. Why is it a bad idea to stop at every mistake in a timed test?
18. Why is 20 minutes of practice every day better than two hours once a week?
19. What accuracy should you aim for before pushing your speed?
20. Give three things to check at the test centre before the test begins.
21. Why should you not try a new technique on test day?
22. How can you avoid skipping a line when typing from paper?

ANSWER KEY

Answers

1. Typing by feel, with each finger responsible for its own keys and your eyes on the copy instead of the keyboard.
2. **A S D F** for the left little, ring, middle and index fingers, and **J K L ;** for the right index, middle, ring and little fingers.
3. So you can find the home row by feel, without looking down.
4. The right Shift, held with the right little finger, because **A** is a left-hand key. Using the opposite hand keeps both hands balanced.
5. The left middle finger, the same one that presses **E**.
6. Five characters. Every letter, number, punctuation mark and space counts.

7. Gross WPM = (characters typed $\div$ 5) $\div$ minutes.
8. Net WPM = gross WPM – (uncorrected errors $\div$ minutes).
9. $1,000 \div 5 = 200$ standard words; $200 \div 4 = 50$ WPM.
10. $50 - (8 \div 4) = 50 - 2 = 48$ WPM.
11. $588 \div 600 \times 100 = 98\%$.
12. 14 characters: 11 letters, 2 spaces and 1 full stop.
13. Tests count speed, errors and corrections in different ways, so practising with your test's own rules prepares you for what will actually be measured.
14. Any two, for example: wrists resting on the desk, fixed by keeping them straight and slightly raised; a slouched back, fixed by sitting back with feet flat; a screen too low, fixed by raising it near eye level.
15. One hand is running ahead of the other. Slow down slightly and type with an even rhythm, practising the word slowly.
16. Holding the Shift key down for too long. Release it as soon as the capital is typed.
17. Staring at a mistake wastes more time than the mistake itself and breaks your rhythm, especially when corrections are not counted or allowed.
18. Short, regular practice builds finger habits steadily, while one long session tires you and is soon forgotten.
19. At least 95%.
20. Any three: chair height, how the keys respond, that Caps Lock is off, where the copy is placed, and a warm-up if a trial is allowed.
21. Your fingers work best with the habits you have practised. A new technique makes you think about each key and slows you down.
22. Keep your place with a ruler or a strip of card under the line, and keep your eyes moving steadily.

WORD LIST

Glossary

Accuracy

the share of your typing that is correct, given as a percentage.

Backspace

the key that deletes the character to the left of the cursor.

Caps Lock

a key that makes every letter a capital until it is pressed again.

Character

any single letter, number, punctuation mark or space.

Copy

the text you are typing from, on paper or on screen.

Drill

a short exercise that repeats a few keys or words to build habit.

Error notebook

a list of the words and keys you get wrong most often, used to plan practice.

Finger chart

a plan that shows which finger presses each key.

Gross WPM

typing speed before any penalty for mistakes.

Home row

the middle row of letter keys, where the fingers rest.

Line guide

a ruler or strip of card used to keep your place on paper copy.

Net WPM

typing speed after a penalty for uncorrected mistakes.

Plateau

a period when your speed stops rising for a while.

Posture

the way you sit and hold your body while working.

QWERTY

the usual keyboard layout, named after the first six letters of its top row.

Shift key

a key held down to type capital letters and the upper symbols on keys.

Stamina

the ability to keep your speed and accuracy steady for a long time.

Standard word

five characters, used to measure typing speed fairly.

Touch typing

typing by feel, without looking at the keyboard.

WPM

words per minute, the usual measure of typing speed.



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