



TECHNIQUE CHECK

Name:

Class:

Date:

Comments:

- Acceptable** (consistently acceptable or better technique)
- Needs Improvement**
- Not Acceptable** (consistently unacceptable technique)

Technique	Acceptable	Needs Improvement	Not Acceptable
Eyes on copy*			
Correct finger reaches (strikes key with correct finger)*			
Continuity (keyboard without hesitation) and accuracy*			
Body, hand, finger, wrist, and arm position			
Stroking technique (quick strokes; fingers return to home position)			
ENTER (anchor J finger)			
LEFT SHIFT (anchor F finger) - RIGHT SHIFT (anchor J finger)			
TAB (anchor F finger)			
BACKSPACE (anchor J finger)			
*Critical technique.			

REMEDIATION:

- Relearn a key:** Click **Skillbuilding**, **New Keys** tab; click **New Key Drill** and click the desired key to move to the lesson of introduction, review the demonstration, and type the drills; click **New Key Review** for extra practice on new keys for that lesson. **Enrichment** lessons are also available from the **Lessons** menu.
- MAP+, unlimited skillbuilding drills, Lessons 1-18:** If you are on Lessons 1-18, click **MAP+**, **Lesson 1-18**; from the drop-down list, click the desired lesson for unlimited drills on all keys learned *up to and including* the selected lesson.
- MAP+, intensive practice on any key:** For Lesson 17 and beyond, click **MAP+**; click any key on the “live keyboard” for intensive, unlimited practice drills for that key.
- MAP+, diagnostics—Alphabet (Lesson 17 on), Numbers (Lesson 19 on), and Symbols (Lesson 20 on):** Click **MAP+**, **Pretest**, **Alphabet**, if you have completed Lesson 17 or beyond; click **Numbers** for Lesson 19 or beyond; click **Symbols** for Lesson 20 or beyond; take the pretest and follow the prompts to complete the unlimited prescriptive drills.
Click **Skillbuilding**, **Drills** tab; click the desired drill:
- 12-Second Speed Sprints:** Achieves higher speeds by typing in short bursts on short, easy copy without error limits; to help break keyboard-watching habit, type each sprint keeping your eyes on the copy at all times.
- Paced Practice:** Encourages steady, paced typing; alternates between speed and accuracy improvement.
- Progressive Practice:** Helps break keyboard-watching; builds straight-copy speed/accuracy using 30" timed writings.
- Sustained Practice:** Builds higher speeds by maintaining speed on increasingly difficult copy.
- Technique Practice:** Builds skill on these keys: SHIFT, BACKSPACE, TAB, ENTER, and SPACE BAR.
- Pretest/Practice/Posttest:** Builds straight-copy skill focusing on speed or accuracy while emphasizing specific reaches.