

ORIENTATION TO SKILLBUILDING AND MAP+

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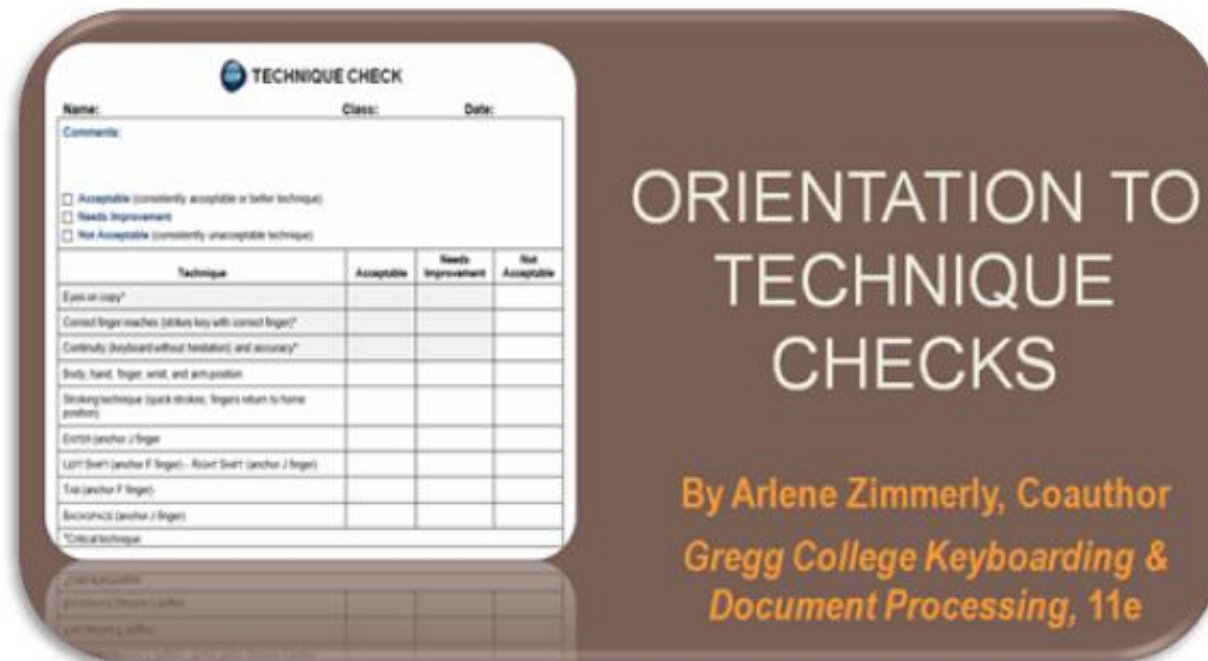
3/27/11

Note: This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course. Specific course requirements may vary.

Typing Technique

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- Proper typing technique and technique checks were discussed in “Orientation to Technique Checks.” If you have not yet viewed that presentation, please do that first.



The image shows a presentation slide with a title and a form. The title is "ORIENTATION TO TECHNIQUE CHECKS" in large, white, sans-serif capital letters. Below the title, the author's name "By Arlene Zimmerly, Coauthor" is written in orange, followed by "Gregg College Keyboarding & Document Processing, 11e" in orange. To the left of the title is a form titled "TECHNIQUE CHECK" in a small, blue, sans-serif font. The form has fields for "Name:", "Class:", and "Date:". Below these is a "Comments:" section. There are three checkboxes: "Acceptable (consistently acceptable or better technique)", "Needs Improvement", and "Not Acceptable (consistently unacceptable technique)". Below the checkboxes is a table with four columns: "Technique", "Acceptable", "Needs Improvement", and "Not Acceptable". The table has 10 rows of techniques. The first row is "Eyes on copy". The second row is "Correct finger reaches (strikes key with correct finger)". The third row is "Continuity (keyboards without hesitation) and accuracy". The fourth row is "Steady hand, finger, wrist, and arm position". The fifth row is "Striking technique (quick strokes, fingers return to home position)". The sixth row is "Correct anchor (finger)". The seventh row is "Left Shift (anchor F finger) - Right Shift (anchor J finger)". The eighth row is "Tab (anchor F finger)". The ninth row is "Backspace (anchor J finger)". The tenth row is "Critical technique".

Technique	Acceptable	Needs Improvement	Not Acceptable
Eyes on copy			
Correct finger reaches (strikes key with correct finger)			
Continuity (keyboards without hesitation) and accuracy			
Steady hand, finger, wrist, and arm position			
Striking technique (quick strokes, fingers return to home position)			
Correct anchor (finger)			
Left Shift (anchor F finger) - Right Shift (anchor J finger)			
Tab (anchor F finger)			
Backspace (anchor J finger)			
Critical technique			

Assessment Is First . . .

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<input type="checkbox"/> Acceptable (consistently acceptable or better technique) <input type="checkbox"/> Needs Improvement <input type="checkbox"/> 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.			

*Shaded items indicate critical techniques that must be acceptable.

Followed by Remediation

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- GDP's Skillbuilding, Lessons, and MAP+ features are truly a powerful, effective, convenient **"triple-threat remediation"** plan.
- Each routine will be discussed in detail as it relates to remediating specific keyboarding problems identified in the technique check.

Skillbuilding + Lessons + MAP+

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- Use the **Skillbuilding** button, **New Key Drill** and **New Key Review**, to relearn keys and practice new keys.



- Use the **Lessons** button, **Lesson "X" Enrichment**, for extra practice on Lessons 1-20.



- Use the **MAP+** button for unlimited skillbuilding drills beginning with Lesson 1 and for intensive practice and diagnostics for Lesson 17 on.

- **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.

Skillbuilding Drills Tab

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- Use the **Skillbuilding** button, **Drills** tab, to go directly to the skillbuilding routines listed below.

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.

Correct Fingering First

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- The first item to address is correct fingering.
- Before you move on to remediating the more refined aspects of keyboarding technique, you must first be sure you are using the correct fingering.
- The most effective way to relearn a keystroke is to move to the lesson in which it was introduced and practice it until you have relearned the keystroke.

Skillbuilding – New Key Drills

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- Click **Skillbuilding, New Keys** tab, **New Key Drill** menu.
- Click the desired key on the menu to move directly to the lesson where the key was introduced.

The screenshot displays the Skillbuilding interface. At the top, a navigation bar includes tabs for Lessons, Skillbuilding (marked with a red circle 1), MAP+, Timed Writings, Language Arts, Reference Manual, and My. Below this, a left sidebar contains a 'Drills' section with a 'New Key Drill' menu item (marked with a red circle 3) and a 'Warmups' section. The 'New Key Drill' menu lists items 1A through 2C, with 1A and 1B marked with green checkmarks. The main content area is titled 'New Key Drill' and contains a list of instructions for learning a new key (marked with a red circle 2). The instructions are as follows:

Follow this procedure when learning a new key:

- Place your fingers on the home-row keys.
- Look in the left margin of your lesson to see which finger controls the new key.
- While looking at your keyboard and without actually typing, move the correct finger to the new key and back to home position. Do this several times—until you can make the reach without looking at your fingers.
- Now, with your fingers still on the home-row keys, type the drill lines while keeping your eyes on the copy.
- If you forget the location of a key, stop typing and repeat Step 3.
- You will make numerous errors while you are learning the keyboard; do not be overly concerned about them. Errors will decrease as you become more familiar with the keyboard.

Relearn Key — Demonstration

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- In this example, when you click **5D: The C Key**, you are moved directly to Lesson 5D where this key was introduced.
- Click the **Replay Demonstration** button; if possible, listen to the directions; and study the correct fingering until you relearn the keystroke; then click **Next**.

INSTRUCTIONS

Use the D finger to control the C key. Keep the A finger at home as you reach for C.
Click **Next** to continue.

Lesson 5D: The C Key



Practice Drill Lines

10

- Type the drill lines on each screen using correct fingering and technique until you feel confident that you have relearned the key.

New Keys

Lesson 5D: The C Key

ddd dcd dcd cdc cdc ccc aces bobcat occur redcoat

ddd dcd dcd

Skillbuilding – New Key Drills

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- Click **Skillbuilding, New Keys** tab, **New Key Review** menu.
- Click the desired key on the menu to move directly to the New Key Review for drill lines that focus on all the new keys presented in that lesson.

The screenshot displays the Skillbuilding interface. At the top, a navigation bar includes tabs for Lessons, Skillbuilding (marked with a red circle 1), MAP+, Timed Writings, Language Arts, Reference Manual, and My. Below the navigation bar, a left sidebar contains a 'Drills' menu with 'New Key Drill' and 'New Key Review' (marked with a red circle 3). Under 'New Key Review', a list of drills is shown: 2G: New-Key Review, 3F: New-Key Review, 4F: New-Key Review, 5F: New-Key Review, 6F: New-Key Review, 7F: New-Key Review, 8F: New-Key Review, 9F: New-Key Review, 10B: Review: A-D, and 10C: Review: E-H. A 'Warmups' section is also visible. The main content area is titled 'New Key Review' (marked with a red circle 2) and contains the instruction: 'Follow this procedure when learning a new key:'. Below this, a bulleted list provides the steps: 1. Place your fingers on the home-row keys. 2. Look in the left margin of your lesson to see which finger controls the new key. 3. While looking at your keyboard and without actually typing, move the correct finger to the new key and back to home position. Do this several times—until you can make the reach without looking at your fingers. 4. Now, with your fingers still on the home-row keys, type the drill lines while keeping your eyes on the copy. 5. If you forget the location of a key, stop typing and repeat Step 3. 6. You will make numerous errors while you are learning the keyboard; do not be overly concerned about them. Errors will decrease as you become more familiar with the keyboard.

MAP+ — Individualized Diagnostics

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- MAP+ is a highly sophisticated, **individualized** error-analysis and remediation program and has no counterpart anywhere else in keyboard publishing!
- MAP+ may be used for unlimited skillbuilding beginning with Lesson 1 and for individualized diagnostics and remediation for alphabet, number, and symbols keys beginning in Lesson 17, 19, and 20 respectively.

One size
does *not* fit all!

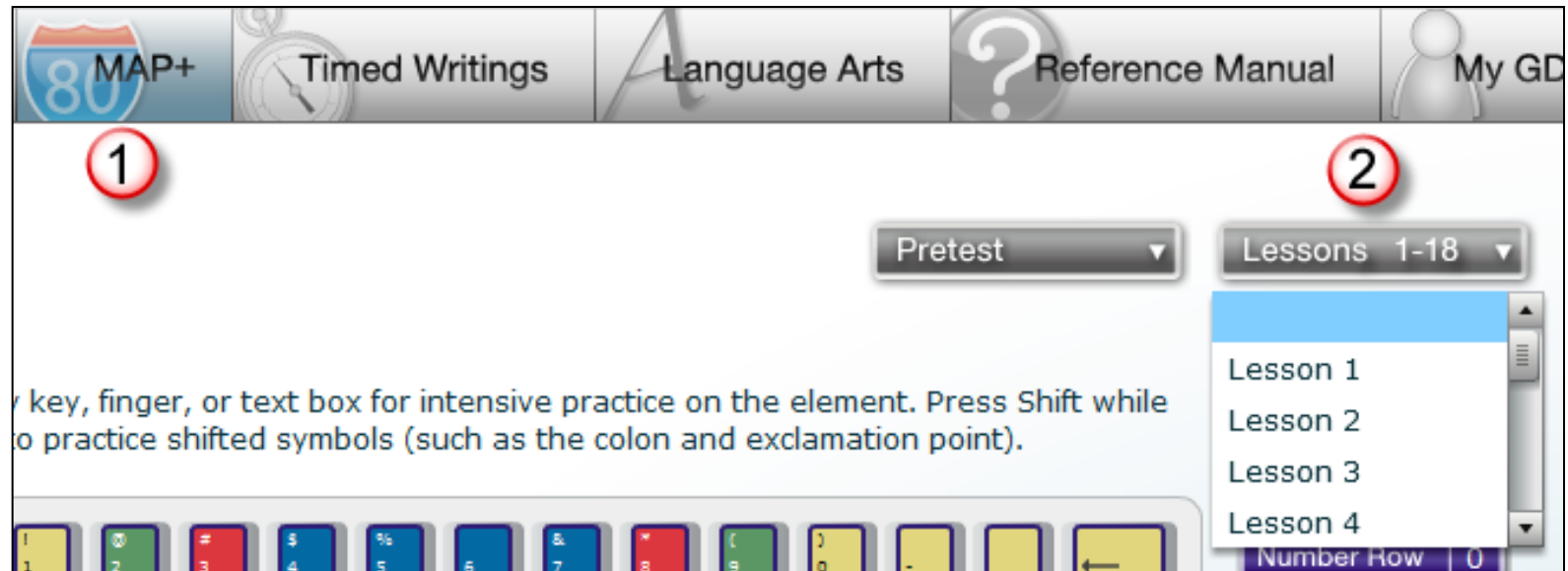


- MAP+ identifies and remediates **80 different types of misstrokes.**

MAP+ — Additional Skillbuilding

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- If you are on Lessons 1-18, click **MAP+, Lesson 1-18**; from the drop-down list, click the desired lesson for unlimited additional practice drills **on all keys learned up to and including the selected lesson**.



MAP+ — Unlimited Skillbuilding

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- Below is an example of additional, **unlimited skillbuilding drills** for all keys learned through Lesson 9.

MAP+: Lesson 9: Additional Skillbuilding Drills

yap zesty way zoo eve lively hazily yen bye pizza
hey verve aviary Ava yam very envoy breezy muzzle
toy kay volley valve ply byway divvy heavy sleazy

yap zesty way|

MAP+ — Intensive Practice

15

- After you have completed Lesson 17 or beyond, click **MAP+**.
- Click any key on the “live keyboard” for intensive, unlimited practice drills for that key.

Lessons Skillbuilding **MAP+** Timed Writings Language Arts Reference Manual My G

MAP+

Pretest Lessons 1-18

Errors

Alphabet Keys	0
Number Keys	0
Symbol Keys	0
Functional Keys	0
Insertion/Omission	0
Substitution	0
Transposition	0

Click any key, finger, or text box for intensive practice on the element. Press Shift while clicking to practice shifted symbols (such as the colon and exclamation point).

Number Row 0
Upper Row 0
Home Row 0
Lower Row 0

MAP+ — Intensive Practice (cont'd)

16

- Below is an example of a MAP+ intensive practice drill for the C key.

MAP+: C Key

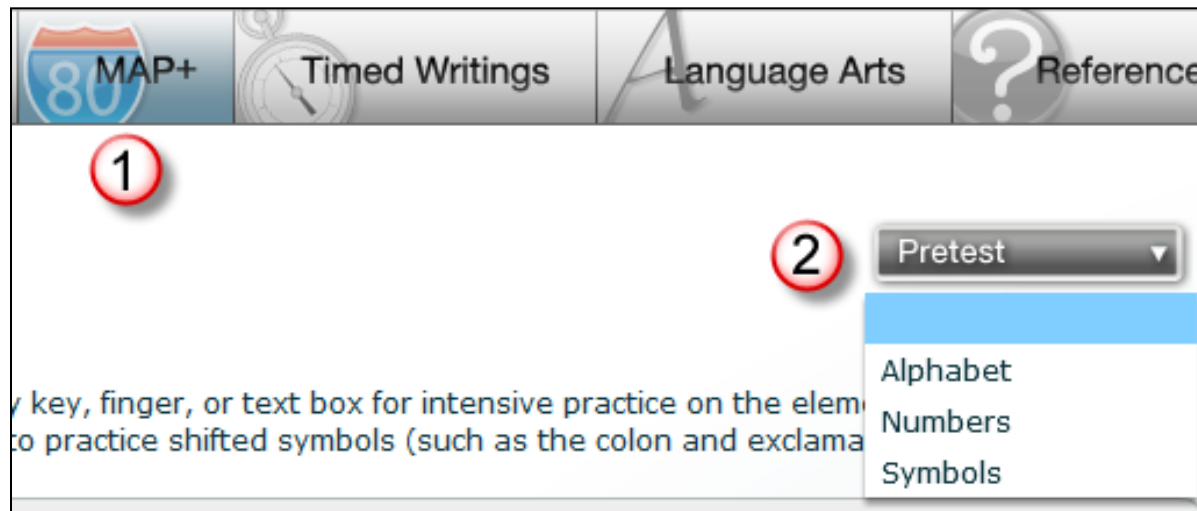
click cay cat catch chunk coach chance Arctic cackle Cancun
soccer scenic cap cocoa Chico choice ice civic citric McCoy
uncock occult cocci coca Circe cup taco caw accrue act cock

click cay cat catch

MAP + Diagnostics: Alphabet, Number, and Symbols

17

- After you have completed Lesson 17 (for **Alphabet** diagnostics), Lesson 19 (for **Numbers** diagnostics), or Lesson 20 (for **Symbols** diagnostics), click **MAP+, Pretest**.
- From the drop-down list, click the desired drill, take the pretest, and follow the prompts to complete the unlimited prescriptive drills.



MAP+ — Alphabet Pretest

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- Below is an example of an **Alphabet Pretest**:

MAP+: Alphabet Pretest

Did just five or six of the freelancers work for
Jacqueline by quickly baking steaming hot pizzas?

I think so; I am not exactly sure, though. Are you?

I do know that those six pizzas were very, very hot and
delicious; Jim grabbed quite a big piece.

|

MAP+ — Numbers Pretest

19

- Below is an example of a **Numbers Pretest**.

MAP+: Numbers Pretest

750 ways	141 ants	79 mobs	539 sets
748 kids	571 nets	95 bins	756 aims
79 maps	206 rigs	86 cots	56 nuns

MAP+ — Symbols Pretest

20

- Below is an example of a **Symbols Pretest**.

MAP+: Symbols Pretest

you've	buy:	(lair)	spot:
(last)	545%	Young & Fay	Johnston*
\$2.59	"push"	Ask!	call-up
Busy!	Salazar*	shall/will	57.2%
I've	\$7.23	uely@az.gov	#10 taxi

MAP+ — Prescriptive Drills

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- After you take the desired pretest (Alphabet, Numbers, or Symbols), MAP+ will analyze your errors and direct you to the first **Prescriptive Drill**.
- Or you can return to the **MAP+ Summary** screen to complete the individualized, prescriptive drills in any order desired.

The screenshot displays the 'MAP+: Alphabet Pretest' interface. In the background, a text passage is shown with dashed lines for letter tracing: 'I am amazed; the six zebras, all called zeke, jumped out of the glare very quickly and into the aqua pasture.' Below this, a modal dialog box provides instructions: 'You have completed this Pretest. You will need to complete up to three prescriptive drills to finish this exercise. Click the **First Prescriptive Drill** button to go to the first drill in the sequence. Click the **MAP+ Summary** button to return to the MAP+ Summary screen where you can practice other drills, or take the prescriptive drills in any order you choose.' At the bottom of the dialog box are two buttons: 'MAP+ Summary' and 'First Prescriptive Drill'.

MAP+: Alphabet Pretest

I am amazed; the six zebras, all called zeke, jumped out of the glare very quickly and into the aqua pasture.

You have completed this Pretest. You will need to complete up to three prescriptive drills to finish this exercise. Click the **First Prescriptive Drill** button to go to the first drill in the sequence. Click the **MAP+ Summary** button to return to the MAP+ Summary screen where you can practice other drills, or take the prescriptive drills in any order you choose.

MAP+ Summary First Prescriptive Drill

MAP+ — Summary

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MAP+: Alphabet

Errors

Alphabet Keys	1
Number Keys	0
Symbol Keys	0
Functional Keys	3
Insertion/Omission	2
Substitution	0
Transposition	0

Prescriptive Drills

Functional Keys	✓
F Key	✓
SPACE BAR	

Click the first Prescriptive Drill to practice lines stressing that reach.

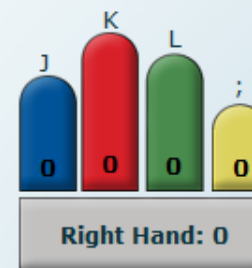
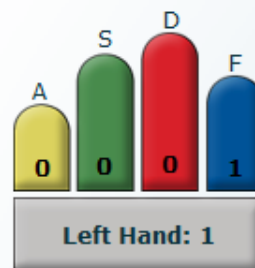
After you have finished these Prescriptive Drills, click any key, finger, or text box for intensive practice on the element.

On the **Summary** screen a check is displayed next to each completed **Prescriptive Drill**.

Click any key, finger, or text box for intensive practice on the element. Press Shift while clicking to practice shifted symbols (such as the colon and exclamation point).



Number Row	0
Upper Row	0
Home Row	1
Lower Row	0



Skillbuilding Button

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- The **Skillbuilding** button provides you with convenient access to these drills you can use for remediation:
 - ❖ 12-Second Speed Sprints
 - ❖ Paced Practice
 - ❖ Progressive Practice
 - ❖ Sustained Practice
 - ❖ Technique Practice
 - ❖ Pretest/Practice/Posttest

12-Second Speed Sprints Routine

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- Achieves higher speeds by typing in short bursts on short, easy copy without error limits; to help break keyboard-watching habits, type each sprint while keeping your eyes on the copy at all times.

The screenshot shows a software interface with a top navigation bar and a main content area. The navigation bar includes icons and labels for 'Lessons' (with a red circle containing the number 3), 'Skillbuilding' (with a red circle containing the number 1), 'MAP+' (with a shield icon), 'Timed Writings' (with a clock icon), 'Language Arts' (with a large letter 'A' icon), 'Reference Manual' (with a question mark icon), and 'My' (with a person icon). Below the navigation bar, on the left, is a sidebar with a blue header '12-Second Speed Sprints' and a list of items: '11H: 12-Second Speed Sprints', '20F: 12-Second Speed Sprints', '25B: 12-Second Speed Sprints', '30B: 12-Second Speed Sprints', '35B: 12-Second Speed Sprints', '40B: 12-Second Speed Sprints', '45B: 12-Second Speed Sprints', and '50B: 12-Second Speed Sprints'. To the right of the sidebar is a large blue vertical tab labeled '2 Drills'. The main content area has a blue header '12-Second Speed Sprints' and contains three paragraphs of text.

12-Second Speed Sprints

The 12-Second Speed Sprints foster speed improvement through the use of fast, repetitive typing on short, easy sentences without an error limit.

You will enjoy these speed sprints because you can achieve much higher speeds by typing for just 12 seconds on easy copy. Thus, the practice is motivational.

Also, this type of speed forcing in the earlier lessons is a proven way to break the habit of looking at the keys as you type.

Paced Practice Routine

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- Encourages steady, paced typing; alternates between speed and accuracy improvement; forces you to speed up “just a little” for speed gain and to slow down “just a little” for accuracy gain—any gross deviation from normal speed is detrimental to skill development.

The screenshot displays the Paced Practice program interface. At the top, a navigation bar includes icons for Lessons, Skillbuilding (1), MAP+, Timed Writings, Language Arts, and Reference Manual. Below this, a sidebar on the left lists various practice drills, with 'Paced Practice' (3) selected. The main content area is titled 'Paced Practice' (2) and contains text explaining the program's purpose and usage.

12-Second Speed Sprints

Paced Practice 3

Paced Practice

Progressive Practice

Sustained Practice

Technique Practice

Pretest»Practice»Posttest

Ten-Key Numeric Keypad Timed Practice

Numeric Keypad

2 Drills

Paced Practice

The Paced Practice program is an individualized skill-development program designed to help you alternate between speed and accuracy improvement.

To increase speed, you should speed up—just a little. To increase accuracy, you should slow down—just a little. Any extreme variation in speed—either typing grossly faster or slower than a normal, comfortable speed, is detrimental to skill development.

This program helps you to pace your typing speed so that you are always typing at an appropriate speed.

Progressive Practice Routine

26

- Helps break keyboard-watching habit; builds straight-copy speed/accuracy using 30" timed writings.

The screenshot displays the Progressive Practice Routine interface. The top navigation bar includes the following options: Lessons, Skillbuilding (1), MAP+, Timed Writings, Language Arts, Reference Manual (?), and My G. The left sidebar lists the following categories: 12-Second Speed Sprints, Paced Practice, Progressive Practice (3), Sustained Practice, and Technique Practice. The main content area is titled 'Drills 2 Progressive Practice' and contains the following text:

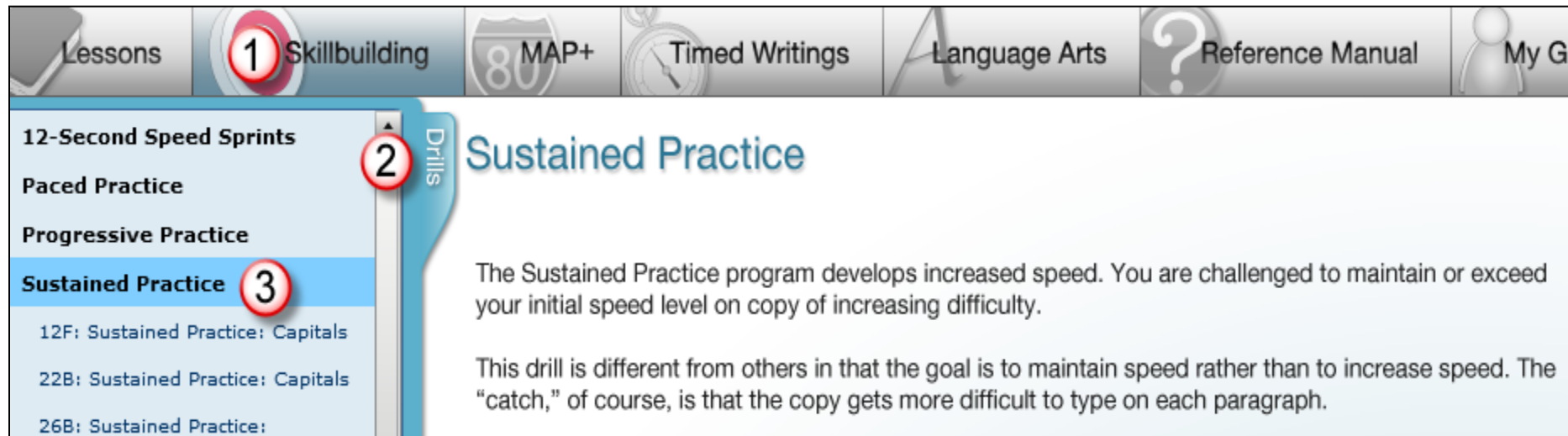
The Progressive Practice program is designed to build straight-copy speed and accuracy in short, easy steps using individualized goals and immediate feedback.

The program enables you to work at your own speed. It also encourages self-competition. You compete against yourself rather than against the class; thus the goals are motivational and realistic. .

Sustained Practice Routine

27

- Builds higher speeds by maintaining speed on increasingly difficult copy.



The screenshot displays a software interface for a writing practice routine. At the top, a horizontal navigation bar contains several icons and labels: 'Lessons' (with a book icon), 'Skillbuilding' (with a red circle containing the number 1), 'MAP+' (with a highway shield icon), 'Timed Writings' (with a clock icon), 'Language Arts' (with a large letter 'A' icon), 'Reference Manual' (with a question mark icon), and 'My G' (with a person icon). Below this bar, on the left, is a vertical sidebar menu with the following items: '12-Second Speed Sprints', 'Paced Practice', 'Progressive Practice', and 'Sustained Practice' (which is highlighted in blue and has a red circle containing the number 3 next to it). Below 'Sustained Practice' are three sub-items: '12F: Sustained Practice: Capitals', '22B: Sustained Practice: Capitals', and '26B: Sustained Practice:'. To the right of the sidebar, a large blue vertical tab labeled 'Drills' (with a red circle containing the number 2) is visible. The main content area on the right features the title 'Sustained Practice' in large blue text. Below the title, there are two paragraphs of text: 'The Sustained Practice program develops increased speed. You are challenged to maintain or exceed your initial speed level on copy of increasing difficulty.' and 'This drill is different from others in that the goal is to maintain speed rather than to increase speed. The "catch," of course, is that the copy gets more difficult to type on each paragraph.'

Lessons

1 Skillbuilding

MAP+

Timed Writings

Language Arts

? Reference Manual

My G

12-Second Speed Sprints

Paced Practice

Progressive Practice

Sustained Practice 3

12F: Sustained Practice: Capitals

22B: Sustained Practice: Capitals

26B: Sustained Practice:

2 Drills

Sustained Practice

The Sustained Practice program develops increased speed. You are challenged to maintain or exceed your initial speed level on copy of increasing difficulty.

This drill is different from others in that the goal is to maintain speed rather than to increase speed. The "catch," of course, is that the copy gets more difficult to type on each paragraph.

Technique Practice Routine

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- Builds skill on these keys: SHIFT, BACKSPACE, TAB, ENTER, and SPACE BAR.

The screenshot displays a software interface for skillbuilding. At the top is a navigation bar with icons and labels: Lessons, Skillbuilding (marked with a red circle containing the number 1), MAP+ (with a speed limit sign icon), Timed Writings (with a clock icon), Language Arts (with a large letter A icon), Reference Manual (with a question mark icon), and My GDP (with a person icon). Below this is a left sidebar menu with options: 12-Second Speed Sprints, Paced Practice, Progressive Practice, Sustained Practice, and Technique Practice (marked with a red circle containing the number 3). Under Technique Practice, there are four sub-items: 11G: Technique Practice: HYPHEN, 14G: Technique Practice: SHIFT Key, 15E: Technique Practice: TAB Key, and 15F: Technique Practice: SPACE BAR. A central vertical bar labeled 'Drills' (marked with a red circle containing the number 2) separates the sidebar from the main content area. The main content area is titled 'Technique Practice' and contains the following text: 'Technique Practice exercises sharpen your operation of these functional keys:' followed by a bulleted list: SHIFT Key, BACKSPACE Key, TAB Key, ENTER Key, and SPACE BAR. At the bottom of the main content area, it says: 'Concentrate on using the correct finger, making the reach by touch, and immediately returning your finger either to home-row position or to the next character.'

Lessons Skillbuilding MAP+ Timed Writings Language Arts Reference Manual My GDP

12-Second Speed Sprints
Paced Practice
Progressive Practice
Sustained Practice
Technique Practice
11G: Technique Practice: HYPHEN
14G: Technique Practice: SHIFT Key
15E: Technique Practice: TAB Key
15F: Technique Practice: SPACE BAR

Drills

Technique Practice

Technique Practice exercises sharpen your operation of these functional keys:

- SHIFT Key
- BACKSPACE Key
- TAB Key
- ENTER Key
- SPACE BAR

Concentrate on using the correct finger, making the reach by touch, and immediately returning your finger either to home-row position or to the next character.

Pretest/Practice/Posttest Routine

29

- Builds straight-copy skill focusing on speed or accuracy while emphasizing specific reaches.

Lessons Skillbuilding MAP+ Timed Writings Language Arts Reference Manual My

12-Second Speed Sprints
Paced Practice
Progressive Practice
Sustained Practice
Technique Practice
Pretest»Practice»Posttest

13F: Pretest: Common Letter Combinations
13G: Practice: Word Beginnings
13H: Practice: Word Endings
13I: Posttest: Common Letter Combinations
23C: Pretest: Common Letter

Pretest/Practice/Posttest

The Pretest/Practice/Posttest (P/P/P) program is designed to build straight-copy speed and accuracy through a three-step program that focuses either on speed or accuracy, depending on your pretest performance.

Each time, you will work either on accuracy or speed, depending on your Pretest results. P/P/P provides intensive practice on six different types of reaches:

- Horizontal reaches
- Vertical reaches
- Close reaches
- Alternate and one-hand words
- Common letter combinations
- Discrimination practice

Supplementary Timed Writings

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- Ten back-of-book supplementary timed writings provide more opportunities to measure students' speed and accuracy.

The screenshot displays the MAP+ interface for Timed Writings. The top navigation bar includes 'Lessons', 'Skillbuilding', 'MAP+ 1 Timed Writings', 'Language Arts', 'Reference Manual', and 'My G'. The left sidebar shows a list of timed writing options: '1-Minute' (with a green checkmark and a circled '3'), '2-Minute', '3-Minute', '5-Minute', and 'Other' (with a circled '2'). The '1-Minute' section is expanded, showing a list of 'Supplementary Timed Writing' options from 1 to 10. The main content area is titled 'Supplementary Timed Writing' and contains two text boxes. The first text box states: 'Ten Supplementary Timed Writings are located at the back of your text on pages SB-26 through SB-35 in the Skillbuilding section.' The second text box states: 'You will be prompted to select a 3-minute or a 5-minute timed writing. Be sure to turn to the specific timed writing in the text that corresponds to the timed writing number on the GDP computer screen.'

Lessons Skillbuilding MAP+ 1 Timed Writings Language Arts Reference Manual My G

1-Minute 2-Minute 3-Minute 5-Minute Other

Open Timed Writing

3 Supplementary Timed Writing

Supplementary Timed Writing 1

Supplementary Timed Writing 2

Supplementary Timed Writing 3

Supplementary Timed Writing 4

Supplementary Timed Writing 5

Supplementary Timed Writing 6

Supplementary Timed Writing 7

Supplementary Timed Writing 8

Supplementary Timed Writing 9

Supplementary Timed Writing 10

2

Supplementary Timed Writing

Ten Supplementary Timed Writings are located at the back of your text on pages SB-26 through SB-35 in the Skillbuilding section.

You will be prompted to select a 3-minute or a 5-minute timed writing. Be sure to turn to the specific timed writing in the text that corresponds to the timed writing number on the GDP computer screen.

Technique for Sale!

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Keyboarding is a life skill — you must decide that building technique slowly and deliberately now will build a foundation that will “pay” big dividends in the “long run.”

Remember who won the proverbial race!



Feedback?

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If you have any questions or comments regarding this presentation, please send an e-mail:

arlene_zimmerly@hotmail.com



Happy skillbuilding!

Note: This presentation was created for use by instructors or students to serve as a possible model in a keyboarding course. Your specific course requirements may vary.