

# Skillbuilding and MAP+



*Gregg College Keyboarding &  
Document Processing, 11e*



ONE SOFTWARE. ONE SYSTEM. ONE SOLUTION.

# Skillbuilding System

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Table 2. A SKILLBUILDING SYSTEM

Routine	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
<b>Warmups (5 per unit)</b>																				
<b>MAP+ (1 per unit)</b>																				
<b>Progressive Practice</b>																				
Alphabet																				
Numbers																				
<b>Pretest/Practice/Posttest</b>																				
Vertical Reaches																				
Alternate/One-Hand Words																				
Common Letter Reaches																				
Close Reaches																				
Discrimination Practice																				
Horizontal Reaches																				
<b>12" Speed Sprints (1–2 per unit)</b>																				
<b>Sustained Practice</b>																				
Syllabic Intensity																				
Numbers and Symbols																				
Capitals																				
Punctuation																				
Alternate-Hand Words																				
Rough Draft																				
<b>Paced Practice (1–2 per unit)</b>																				
<b>Technique Practice</b>																				
SHIFT Key																				
BACKSPACE Key																				
SPACE BAR																				
TAB Key																				
ENTER Key																				
<b>Timed Writings (2–3 per unit)</b>																				

- GDP provides maximum benefit, constant refreshment of skill, and motivation via systematic skillbuilding routines.

# Technique Improvement System

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Technique Practice																									
	Unit	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
<b>Warmup</b>																									
<b>MAP+</b>	Alphabet																								
	Numbers																								
	Symbols																								
<b>Progressive Practice</b>	Alphabet																								
	Numbers																								
<b>Pretest/ Practice/ Posttest</b>	Vertical Reaches																								
	Alternate/One-Hand Words																								
	Common Letter Combinations																								
	Close Reaches																								
	Discrimination Practice																								
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	Capitals																								
	Punctuation																								
	Alternate-Hand Words																								
	Rough Draft																								
<b>Paced Practice</b>																									
<b>Technique Practice</b>	SHIFT Key																								
	BACKSPACE Key																								
	SPACE BAR																								
	TAB Key																								
	ENTER Key																								

- Systematic technique practice is more effective than massed, generic practice lines that lack specific goals.

# Triple-Focus Skillbuilding

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- GDP's Lessons, Skillbuilding, and MAP+ features are a powerful, convenient triple-focus systematic skillbuilding plan.



**= Keyboarding  
Success!**

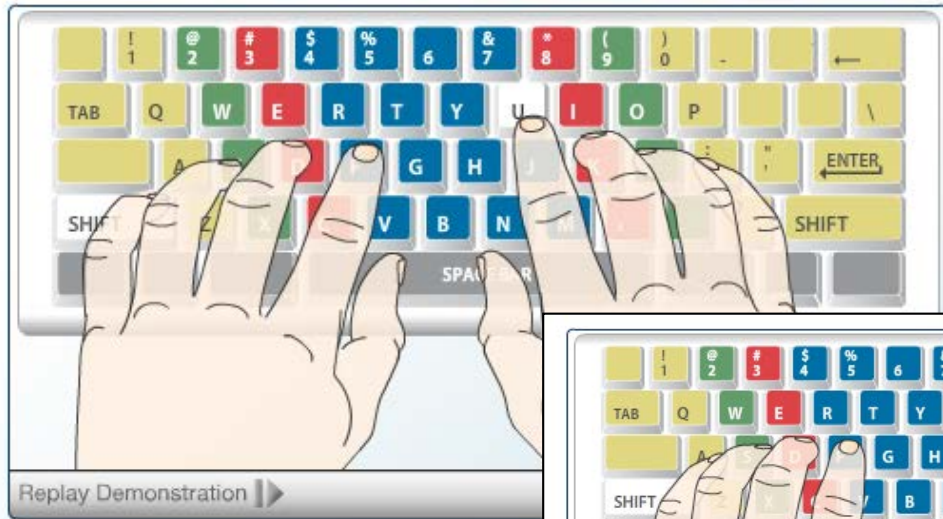
# New-Key Demonstrations



5

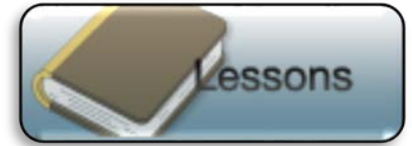
- Demonstrations include audio and video.

## Lesson 4C: The LEFT SHIFT Key



# Warmup Drills

A. WARMUP



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- Systematic drills, each with a different focus.
  - Line 1: **Accuracy** (learned keys or alphabet)
  - Line 2: **Technique**
  - Line 3: **Speed**

## A. WARMUP

learned keys  
concentration  
speed

1 Her brief research could land Kate her first job.  
2 abundance incurable obstructs bucketful clubhouse  
3 Keith has both an auto and a bus but is not rich.

## A. WARMUP

alphabet  
shift keys  
speed

1 Five boxing wizards jumped quickly into the ring.  
2 Mr. Ho and Ms. Yu let Al, Bo, Ed, Jo, and Ty eat.  
3 Dick may air the new anthem on the eighth of May.

# New-Key Drills




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- A new-key reach changes, depending upon the reach immediately before the new key.
- Students practice “coming at” the new key from every position on the keyboard.


S to W (new reach)

A to W

B to W ...



Use the S finger.

**C. THE  KEY**

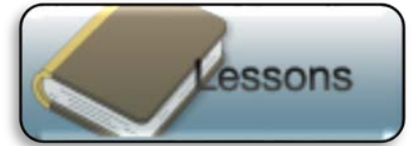
8 sss sws sws wsw wsw www bawls cobwebs dwarf fewer

9 thwart kiwi awkward bulwark unwed owe Darwin swab

10 two Kuwait bowwow owls news laws ewe haw how owns

11 Wanda went to the World Wide Web for the lowdown.

# Timed Writings



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- Measure and record student success.

The screenshot shows the 'Lesson 21: 1-Minute Timed Writing' interface. On the left, a sidebar lists 'Part 1' through 'Part 6'. The main content area has a title 'Lesson 21: 1-Minute Timed Writing' and a message: 'You have completed this exercise. Click the **Next Attempt** button to repeat the timed writing.' Below this is a text input area with the sentence 'a {a.}tenant leased a fist.jet and landed at a sedate lake;f' and a correction 'a <tenant>leased'. A timer shows '00:00'. At the bottom, there are 'Next Attempt' and 'Restart' buttons. A 'GOAL' box on the left shows '11 wpm/1'/3e' and 'Attempt #1 13 wpm/1'/3e'. A 'WORD WRAP: ON' and 'INSTRUCTIONS' section is also visible. Annotations include a red box around the goal/attempt information, a red arrow pointing to the text input area, and a red box around the timer.

GOAL  
11 wpm/1'/3e  
Attempt #1  
13 wpm/1'/3e

WORD WRAP: ON  
INSTRUCTIONS  
Take two 1-minute timed writings. When you complete the passage before time is up, press ENTER 1 time and begin again.  
The **Restart** button is active for the first 15 seconds of the timed writing. If you click **Restart** within the 15 seconds, you will be able to start the timed writing over.  
Word wrap is a common word processing feature that eliminates pressing ENTER at the end of each line. Words that will not fit on a line are moved (wrapped) to the next line.  
Do not press ENTER until you reach the end of a paragraph.

Lesson 21: 1-Minute Timed Writing

You have completed this exercise. Click the **Next Attempt** button to repeat the timed writing.

a {a.}tenant leased a fist.jet and landed at a sedate lake;f  
a <tenant>leased

TIMER 00:00

Next Attempt Restart

Color-coded scoring:  
Insertion  
Misstroke  
Omission

Countdown timer.

A close-up of the timer showing '00:54' with a progress bar and 'Next Attempt' and 'Restart' buttons.

TIMER 00:54

Next Attempt Restart



# Detailed WPM Table Report

Report Type: Detailed WPM Table

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**Report Type:** Detailed WPM Table

**Include results from:**

☒ Student Phillips, Cody (cp)

☐ Campus Default

☐ Class A.ZIMMERLY

Section All

Include the 3 best timings per segment

Include timings with 3 or fewer errors

**Include timings from:**

☒ Select All

☒ Custom Timed Writing ☒ Pre-Test » Practice » Post-Test ☒ Sustained Practice ☒ 2'

☒ New Key Drill ☒ Progressive Practice ☒ Timed Writings ☒ 3'

☒ Open Timed Writing ☒ Speed Sprints ☒ 1' ☒ 5'

☒ Paced Practice ☒ Supplementary Timed Writing

**Segment timings by** ☒ Textbook

☐ Part

☐ Unit

☐ Lesson

☐ Custom Timed Writing

☐ Open Timed Writing

[View Report](#)

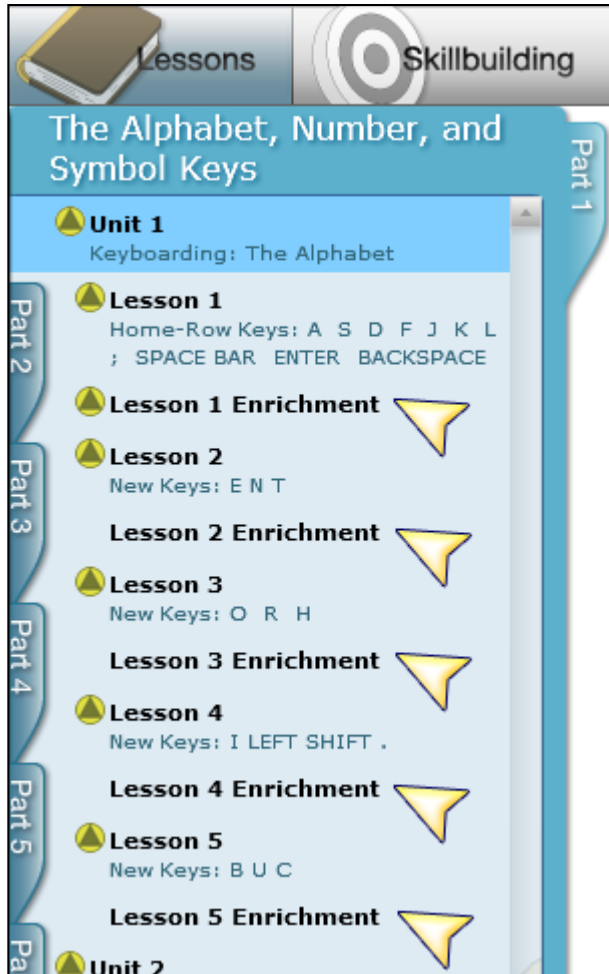
The Detailed WPM Report allows the user to view results from a specific student, campus, class, or section. Reports can be narrowed or expanded by adjusting the number of best timings per segment, frequency of errors, or the exercise categories from which the results are pulled. The Detailed WPM Report can be further segmented by Textbook, Part, Unit, Lesson, Custom Timed Writing, or Open Timed Writing. When segmenting by lesson, a class and section may be selected to generate more specific results.

- Display the best timed writing results based on a given speed/error tolerance for a student, campus, Class, or Section in any timing category.



# Enrichment Pages

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- Enrichment pages for Lessons 1-20 for remediation and supplementary skillbuilding.

Enrichment • Lesson 1	
Type each line 2 times.	<b>A. NEW-KEY REINFORCEMENT</b>  1 a dads jass la daff ad add dak lad lads daks adds 2 ads fad lall lass fads alas alfa fala sad alfalfa  3 sal falda all fall sala as falls salad salsa flak 4 asks flask sass dad flasks skald dada jak ask lad  5 alas ask salads dads dak sala fad falda flask sal 6 alfalfa add fads all salad flak lass flask ads as

# Skillbuilding



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The screenshot displays the Skillbuilding web application interface. At the top, a navigation bar includes links for Lessons, Skillbuilding (highlighted with a target icon), MAP+, Timed Writings, Language Arts, Reference Manual, and My GDP (with a red notification badge showing '8'). The main content area is titled '12-Second Speed Sprints' and contains two paragraphs of text explaining the drill's purpose and benefits. On the left side, a sidebar lists various drills under the heading '12-Second Speed Sprints', including 11H, 20F, 25B, 30B, 35B, 40B, 45B, 50B, 55B, 60B, 65B, 70B, 75B, 80B, 85B, 90B, 95B, 100B, 105B, 110B, 115B, and 120B. Below this list, there are sections for 'Paced Practice', 'Progressive Practice', 'Sustained Practice' (marked with a yellow triangle icon), 'Technique Practice', 'Pretest»Practice»Posttest' (marked with a yellow triangle icon), 'Ten-Key Numeric Keypad Timed Practice', 'Numeric Keypad', and 'Pretest»Practice»Posttest'.

**12-Second Speed Sprints**

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  
50B: 12-Second Speed Sprints  
55B: 12-Second Speed Sprints  
60B: 12-Second Speed Sprints  
65B: 12-Second Speed Sprints  
70B: 12-Second Speed Sprints  
75B: 12-Second Speed Sprints  
80B: 12-Second Speed Sprints  
85B: 12-Second Speed Sprints  
90B: 12-Second Speed Sprints  
95B: 12-Second Speed Sprints  
100B: 12-Second Speed Sprints  
105B: 12-Second Speed Sprints  
110B: 12-Second Speed Sprints  
115B: 12-Second Speed Sprints  
120B: 12-Second Speed Sprints

**Paced Practice**  
**Progressive Practice**  
▲ **Sustained Practice**  
**Technique Practice**  
▲ **Pretest»Practice»Posttest**  
▲ **Ten-Key Numeric Keypad Timed Practice**  
**Numeric Keypad**  
**Pretest»Practice»Posttest**

**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.

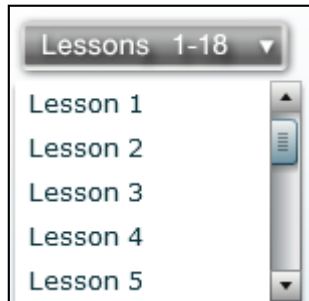
Also, this type of speed forcing in the earlier lessons is a proven way to break the habit of looking at the keys as you type.

☐ Access all skillbuilding in one click.

# MAP+: Lesson 1 - 18



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- **Skillbuilding** drill lines beginning in Lesson 1 continuing through Lesson 18 are **unlimited** and **always new**.

## MAP+: Lesson 1: Additional Skillbuilding Drills

fads; la lads sala fa a fad all salads ask; salsa  
as dak asks salsa; adds add fala falls; falls dad  
adds; sass lall dada dads jass fall ad alas lads;

|

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# MAP+ “Live” Keyboard



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- Click any key, finger, or button on this “live” screen for **unlimited, always-new skillbuilding**.

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

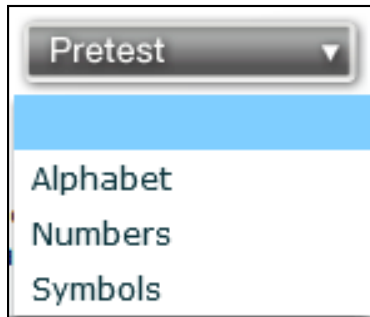
Left Hand: 0

Right Hand: 0

# MAP+ Diagnostics



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□ Diagnostics for three skillbuilding categories:

- Alphabet
- Numbers
- Symbols



□ Unlimited Prescriptive Drills  
based upon a diagnostic Pretest.

# MAP+ Prescriptive Drills

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- Prescriptive remediation drills are **individualized** (based on pretest results), **unlimited**, and **always new**.

The screenshot shows the MAP+ Alphabet drill interface. At the top, there are navigation tabs: Lessons, Skillbuilding, MAP+, Timed Writings, Language Arts, Reference Manual, and My GD. The main title is "MAP+: Alphabet". On the left, there is a table of errors:

Errors	
Alphabet Keys	1
Number Keys	1
Symbol Keys	1
Functional Keys	2
Insertion/Omission	4
Substitution	0
Transposition	2

Below the error table is a section titled "Prescriptive Drills" with a red border. It contains three items: TAB, W Key, and RIGHT SHIFT. To the right of the drills is a text box that says: "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 that element."

In the center, there is a virtual keyboard layout. Above the keyboard, there is a dropdown menu set to "Pretest" and a "Lessons 1-18" dropdown. To the right of the keyboard, there are four buttons: "Number Row 0", "Upper Row 1", "Home Row 0", and "Lower Row 0".

At the bottom, there are two bar charts showing the number of errors for each hand. The Left Hand chart shows errors for A (0), S (1), D (0), and F (0). The Right Hand chart shows errors for J (0), K (0), L (0), and ; (0).

# Timed Writings



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- Access all timed writings in one click.

The screenshot displays the 'Timed Writings' section of an educational platform. The top navigation bar includes 'Lessons', 'Skillbuilding', 'MAP+', 'Timed Writings' (active), 'Language Arts', 'Reference Manual', and 'My G'. The left sidebar lists various writing prompts categorized by duration: 1-Minute, 2-Minute, 3-Minute, 5-Minute, and Other. The '3-Minute' category is highlighted, and a red arrow points from it to the main content area. The main content area shows the '3-Minute Timed Writing' section, which includes instructions: 'Take two timed writings, pushing moderately for speed. If you complete the passage before time is up, press ENTER 1 time and begin again.' and 'The Restart button is active for the first 15 seconds of the timed writing. If you click Restart within the 15 seconds, you will be able to start the timed writing over.' Below the instructions is a box titled 'Open Timed Writing' and 'Supplementary Timed Writing' containing a list of prompts: 'Custom Timed Writing', 'Completion Custom TW 1', 'Exit Custom TW 1 of 2', and 'Exit Custom TW 2 of 2'.

**3-Minute Timed Writing**

Take two timed writings, pushing moderately for speed. If you complete the passage before time is up, press ENTER 1 time and begin again.

The Restart button is active for the first 15 seconds of the timed writing. If you click Restart within the 15 seconds, you will be able to start the timed writing over.

**Open Timed Writing**


**Supplementary Timed Writing**

- Custom Timed Writing
- Completion Custom TW 1
- Exit Custom TW 1 of 2
- Exit Custom TW 2 of 2

- Students type from any open copy or from custom timed writings you create.



# Portfolio & Comments

Comments Library		
Edit	Type	Title
	Annotation	timed writings, error limit

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<input type="checkbox"/>	Date	Lesson	Title	Total Time	Goal	Score	Grade
<input type="checkbox"/>	▼ 04/25/2011 7:43 AM AR	54D	5-Minute Timed Writing Grading Category: 5' Timed Writings	05:00	39 wpm/5'/5e		B+
	Attempt	WPM	Errors	Time Spent	Last Modified		
✓	Attempt #1	44	1	05:00	04/25/2011 7:43 AM A	<button>Details</button>	



### Lesson 54D: 5-Minute Timed Writing

Attempt #1

Last Modified 04/25/2011 7:43 AM WPM 44

Time Spent 05:00 Errors 1

Goal 39 wpm/5'/5e

General Comment  

Excellent work!! Congratulations for meeting the goal for speed and accuracy.

Scored Text

Click on a word to insert a text-specific annotation after that word.

[T]Employers are looking for skilled workers who type with consistent speed and accuracy. People who are able to type documents accurately and enter data quickly are needed for many types of

Print Delete Annotations

### Edit Annotation

Library

Filter list

- Reference Initials, "urs"
- Report Academic, Body
- REPORT, ACADEMIC
- skillbuilding drills, wrong lines
- timed writings, error limit
- trailing spaces
- word wrap
- year

Enter title here to save to your library

The error limit on this timed writing is 5 and you have only 1 error. Repeat the timed writing again pushing slightly for speed.

Directions: Drag and drop one or more Library items to the text box above as needed.

Add comments directly to any Portfolio item.

[Comments Library.](#)

# Author Team Resources

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Hands-on help *by* instructors—*for* instructors and students.

- ❑ Keyboarding 11e Author Web Site  
<http://gdpkeyboarding.com>
- ❑ Computer Keyboarding 1  
<http://11e1.gdpkeyboarding.com>
- ❑ Computer Keyboarding 2  
<http://11e2.gdpkeyboarding.com>

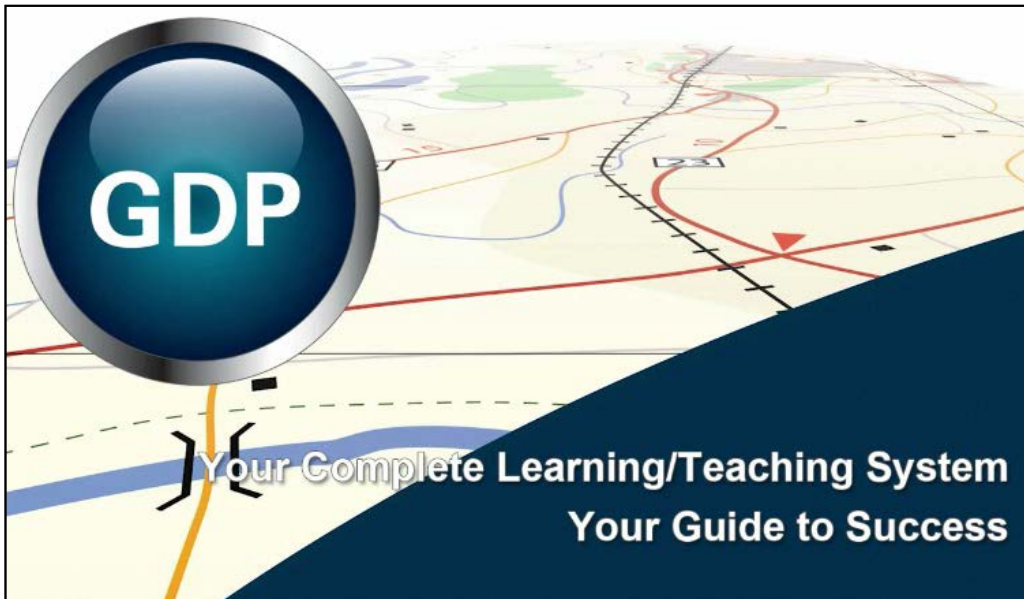


ONE SOFTWARE. ONE SYSTEM. ONE SOLUTION.

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Contact your  
author team:

Scot Ober  
Jack Johnson  
Arlene Zimmerly



**Note:** Dr. Ober and Dr. Johnson have extensive backgrounds in keyboarding research and have published widely.

Click these links to review

- Dr. Ober's [publications](#).
- Dr. Johnson's [publications](#).