ONLINE TECHNIQUE ASSESSMENT

Name _____   **Date** _____

Self-Assessment
(Rate your own technique.)

		Appropriate	Needs Improvement
1.	Eyes on copy	☐	☐
2.	Correct finger reaches (strikes key with correct finger)	☐	☐
3.	Continuity (keyboards without hesitation) and accuracy	☐	☐
4.	Posture (body, hand, finger, wrist, and arm position)	☐	☐
5.	Stroking technique (quick strokes, fingers return to home position)	☐	☐
6.	Function keys (Tab, Space Bar, Enter, Left and Right Shift, and Backspace)	☐	☐

Ergonomic Principles

		True	False
1.	Once a typist finds a correct position, he or she should maintain that position during the typing session.	☐	☐
2.	The body should be centered on the keyboard.	☐	☐
3.	The monitor should be positioned just above eye level.	☐	☐
4.	The textbook may be positioned on either side of the monitor.	☐	☐
5.	The textbook should be as close to the monitor as possible.	☐	☐
6.	The typist should look away from the monitor occasionally and walk around.	☐	☐
7.	The typist's forearms should be horizontal to the keyboard.	☐	☐
8.	The typist's upper and lower legs should form a 45-degree angle.	☐	☐
9.	Correct technique should decrease fatigue but may also slightly increase errors.	☐	☐
10.	The upper back should be supported by the back of the chair.	☐	☐