



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:

- Enrichment:** From the **Lessons** menu for Lessons 1-20, click **Lesson "X" Enrichment**, and type the enrichment drills.
- 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** pages are also available from the **Lessons** menu for Lessons 1-20.
- 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.