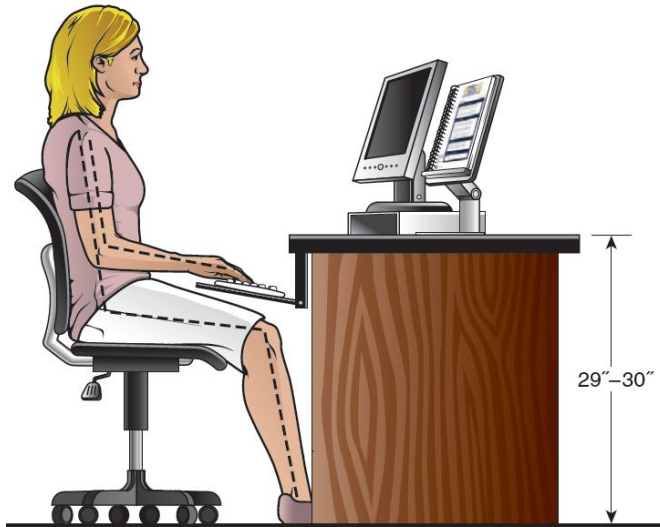




# TECHNIQUE SELF-ASSESSMENT

Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Workstation</b>	<b>Acceptable</b>	<b>Needs Improvement</b>
1. Position chair so upper/lower legs form a greater-than-90-degree angle, with lower back supported and knees slightly lower than hips.	<input type="checkbox"/>	<input type="checkbox"/>
2. Position text on either side of monitor as close to monitor as possible.	<input type="checkbox"/>	<input type="checkbox"/>
3. Tilt top of monitor slightly away from you and slightly farther than an arm's length from you.	<input type="checkbox"/>	<input type="checkbox"/>
4. Position the mouse on a pad next to and at the same height as the keyboard.	<input type="checkbox"/>	<input type="checkbox"/>



<b>Position at Keyboard</b>	<b>Acceptable</b>	<b>Needs Improvement</b>
5. Center your body in front of keyboard.	<input type="checkbox"/>	<input type="checkbox"/>
6. Sit slightly reclined with lower back touching chair; feet flat on floor.	<input type="checkbox"/>	<input type="checkbox"/>
7. Keep elbows relaxed and close to body.	<input type="checkbox"/>	<input type="checkbox"/>
8. Curve fingers naturally over home-row position at same angle as keyboard.	<input type="checkbox"/>	<input type="checkbox"/>
9. Move the mouse with your whole arm, not just your wrist.	<input type="checkbox"/>	<input type="checkbox"/>

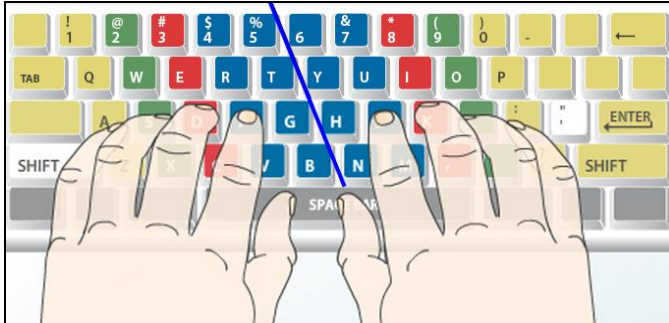
## Keystroking

Needs  
Acceptable Improvement

10. Operate all keys by touch (eyes on copy most of the time).



11. Use correct finger reaches (strike key with correct finger).

12. Type with continuity (without hesitation) and with accuracy.



13. Keep forearms at a slight downward slant with hands slightly raised so wrists do not touch keyboard.

14. Make quick, light strokes; return fingers to home position or move to next position.



## Keystroking Remediation

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