

# The Alphabet, Number, and Symbol Keys

## 1 PART

### Keyboarding in Arts, Audio, Video Technology, and Communication Services

Occupations in this cluster deal with organizing and communicating information to the public in various forms and media.

This cluster includes jobs in radio and television broadcasting, journalism, motion pictures, the recording industry, the performing arts, multimedia

publishing, and the entertainment services. Book editors, computer artists, technical writers, radio announcers, news correspondents, camera operators, and home page designers are just a few jobs within this cluster.

### Qualifications and Skills

Strong oral and written communication skills and technical skills are necessary for anyone in communications and media. Without a doubt, competent keyboarding skill is extremely advantageous.

Working in the media requires creativity, talent, and accurate use of language. In journalism,

being observant, thinking clearly, and seeing the significance of events are all of utmost importance. Announcers must have exceptional voices, excellent speaking skills, and a unique style. The ability to work under pressure is important in all areas of media.

### Goals

#### Keyboarding

- Type by touch the letter, number, and symbol keys.
- Demonstrate proper typing technique.
- Use the correct spacing with punctuation.
- Type at least 28 words per minute on a 2-minute timed writing with no more than 5 errors.

#### Objective Test

- Answer questions with acceptable accuracy on an objective test.

# Keyboarding: The Alphabet

**LESSON 1**

Home-Row Keys: A S D F J K L ;  
SPACE BAR ENTER BACKSPACE

**LESSON 2**

New Keys: E N T

**LESSON 3**

New Keys: O R H

**LESSON 4**

New Keys: I LEFT SHIFT .

**LESSON 5**

New Keys: B U C



# Home-Row Keys

## Goals

- Touch-type the home-row keys—A S D F J K L ;.
- Touch-type the SPACE BAR, ENTER, and BACKSPACE keys.
- Type at least 10wpm/1'/3e; that is, type at least 10 words per minute (wpm) on a 1-minute timed writing while making no more than 3 uncorrected errors.



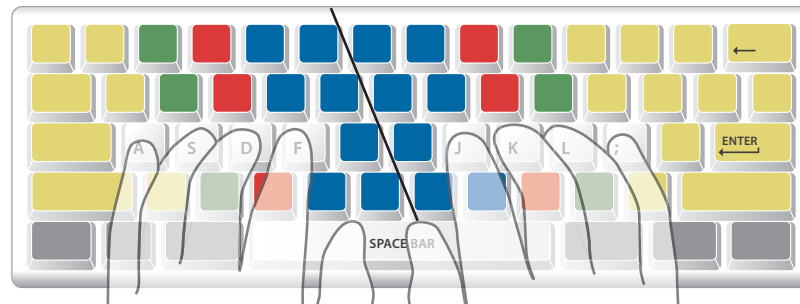
## New Keys

### A. HOME-ROW POSITION

The A S D F J K L and ; keys are called the *home-row keys*.

1. Place the fingers of your left hand lightly over the A, S, D, and F keys and the fingers of your right hand lightly over the J, K, L, and ; keys, as shown in the illustration below.
2. Feel the raised markers on the F and J keys; they will help you keep your

fingers on the home-row keys. You are now in home-row position. Each finger is named for the home-row key it controls. Thus, your left little finger is known as the A finger, and your right little finger is known as the Sem finger (short for *semicolon*).



### B. THE SPACE BAR AND ENTER KEYS

The SPACE BAR is located beneath the letter keys and is used to space between words and after punctuation marks. Tap the SPACE BAR with a downward and inward (toward your body) motion of the right thumb.

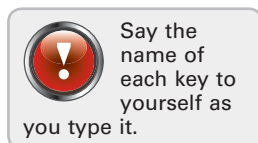


The ENTER key moves the insertion point to the beginning of a new line. Reach to the ENTER key with the Sem finger (the little finger of your right hand), keeping your J finger at home. Quickly return the Sem finger to home-row position after tapping ENTER.

## C. PRACTICE THE HOME-ROW KEYS

Type each line 1 time, pressing the SPACE BAR where you see a space and pressing the ENTER key at the end of each line (indicated by ↵). Tap ENTER 2 times (indicated by ↵↵) to insert a blank line between each set of drill lines.

- 1 asdf jkl; asdf jkl; asdf jkl; ↵
- 2 asdf jkl; asdf jkl; asdf jkl; ↵↵
- 3 asdf jkl; asdf jkl; asdf jkl; ↵
- 4 asdf jkl; asdf jkl; asdf jkl; ↵

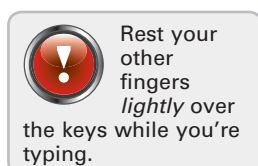


## D. THE F AND J KEYS

- 5 fff fff jjj jjj fff jjj fjf fjf jfj jfj fff fj jf
- 6 fff fff jjj jjj fff jjj fjf fjf jfj jfj fff fj jf

## E. THE D AND K KEYS

- 7 ddd ddd kkk kkk ddd kkk dkd dkd kdk kdk ddd dk kd
- 8 ddd ddd kkk kkk ddd kkk dkd dkd kdk kdk ddd dk kd

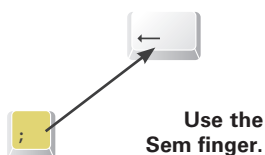


## F. THE S AND L KEYS

- 9 sss lll sss lll sss lll sls sls lsl lsl sss sl ls
- 10 sss lll sss lll sss lll sls sls lsl lsl sss sl ls

## G. THE A AND ; KEYS

- 11 aaa ;;; aaa ;;; aaa ;;; a;a a;a ;a; ;a; aaa a; ;a
- 12 aaa ;;; aaa ;;; aaa ;;; a;a a;a ;a; ;a; aaa a; ;a



## H. THE ← KEY

The BACKSPACE key deletes the last character you typed. Reach to the BACKSPACE key with the Sem finger (the little finger of your right hand), keeping your J finger at home. Quickly return the Sem finger to home-row position after tapping BACKSPACE.

Looking at your keyboard and keeping your J finger at home, reach for and quickly press the BACKSPACE key and immediately return your little finger to the Sem key. Do this several times—until you can make the reach without looking at your fingers.



In the drill line below, follow these directions:

1. Type the group of letters as shown.
2. When you reach the BACKSPACE sign (←), backspace 1 time to delete the last keystroke typed.
3. Then type the next letter. For example, you will type *as*, press BACKSPACE 1 time, and then type *d*, thus changing *as* to *ad*.

Space 1 time after a semicolon (but not before).

13 as←d; dadk←s; sas←d; laf←d; jal←k; sal←d; lasd←s;

## Skillbuilding

### I. WORD BUILDING

14 a ad ads; l la las lass; f fa fad; s sa sal sala;

15 d da dad; f fa fal fall; l la lad; j ja jas jass;

16 s sa sad; f fl fla flak; a as ask; s sa sas sass;

17 a ad add; a al alf alfa; j ja jak; a al ala alas;

### J. 1-MINUTE TIMED WRITING

Take two 1-minute timed writings. Try to complete the passage each time. If you finish, press ENTER 2 times and start over again. The number scale below line 18 shows the number of words credited for typing a partial line. The software will automatically score your timed writings for speed and accuracy.

18 ask a sad lad; a fall fad; add a jak salad; a lad  
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10



**Goal:** At least 10wpm/1'/3e



See "Introduction to the Student" at the front of your text for guidance on how speed and accuracy are measured.

# Enrichment • Lesson 1

Type each line 2 times.

## A. NEW-KEY REINFORCEMENT

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

## B. SHORT PHRASES

Type each phrase on a separate line; that is, press ENTER 1 time at the end of each line. Type each line 2 times; then press ENTER 2 times to insert a blank line between each line. Do not space after a semicolon if it is the last character on the line; instead, immediately after typing the semicolon, press ENTER.

7 a lad;  
8 a lass;  
9 a fall;  
  
10 ask dad;  
11 add all;  
12 as a fad;  
  
13 a fall ad;  
14 dad falls;  
15 jak salad;  
  
16 add a lad;  
17 ask a lass;  
18 all flasks;  
  
19 fall salads;  
20 a lad asks dad;  
21 a sad lass falls;

## C. PARAGRAPH TYPING


First, type the following paragraph 1 time. Do not press ENTER at the end of each line; instead, let Word wrap end your lines for you. After you type the three lines 1 time, press ENTER 2 times and then type the three-line paragraph again.

22 fall salad; add a jak ad; alfalfa salad; ask a  
23 sad lad; a lad asks dad; a lass asks dad; a sad  
24 lad falls; a sad lad asks a dad; as a lass falls;


# New Keys

## Goals

- Touch-type the E, N, and T keys.
- Type at least 11wpm/1'/3e.

 Fingers are named for home-row keys. For example, the middle finger of the left hand is the D finger.



 Tap the SPACE BAR with a downward and inward motion of your right thumb.

## A. WARMUP

- 1 aa ss dd ff jj kk ll ;; fj dk sl a; asdf jkl; a;s
- 2 ask dad; a flask; a salsa salad; as sad as a lass
- 3 add salsa; fall fads; alas a sad lass; a dad; jak

## New Keys

## B. NEW-KEY PROCEDURE

Follow this procedure when learning a new key:

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-row 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.



Keep the A finger at home as you reach for E.

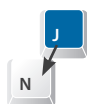


Use the D finger.

## C. THE E KEY

- 4 ddd ded ded ede ede eee alae dead eels fed jelled
- 5 eke lead see fed fee safe eel ease seal deal dead
- 6 deed feed jell keel lead seal elks fade leek seek
- 7 a fake deal; feed a flea; lease a desk; sell ale;

Keep the Sem finger at home as you reach for N.

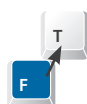


Use the J finger.

## D. THE N KEY

- 8 jjj jnj jnj njn njn nnn and sadness ends deafness
- 9 knee kennel sneak an fan dens fen lens sedan lend
- 10 dean sane lane sank keen lens seen fend lank send
- 11 lend a needle; send jeans and sandals; needs land

Keep the A finger at home as you reach for T.



Use the F finger.

## E. THE T KEY

- 12 fff ftf ftf tft tft ttt ate jet aft felt ant east
- 13 latte tat test at fat jest let ate late east daft
- 14 deft feet lent state taste tenet sets detest lets
- 15 a fast jet left at ten; staked a tent; tall tales



Only one letter changes in each word.

## Skillbuilding

### F. MINIMUM-CHANGE PRACTICE

- 16 lent sent send tend tent test nest lest fest jest
- 17 lake take tale tall tell fell felt feet feat seat
- 18 seed teed tend send sand land lend fend feed feel
- 19 lens tens fens fans tans tens dens dent lent sent
- 20 sank tank talk tale kale dale date late lane lank
- 21 jets lets less lass last fast fest feet feat seat





# Enrichment • Lesson 2

Type each line 2 times.

E  
N  
T  
  
E  
N  
T  
  
E  
N  
T  
  
E N T  
E N T  
E N T

Type each line 2 times.



Do not type  
the colored  
vertical  
lines that  
separate each phrase.

Type each line 2 times.

## A. NEW-KEY REINFORCEMENT

1 fleet steel assets deafen lessee deed elate kneel  
2 annals fanned nene anneal needle fennel leaden an  
3 tats detest latest jet tsetse stats attest settle  
  
4 detest lessen see leek skeet elands estate fallen  
5 flan keen lean send knee sank land keen lane fend  
6 aft let eta net alt fat sat ant ate set jet tanks  
  
7 sleek leaden leaded needle easel knell sleets eke  
8 and ant den end fan fen ken nee nets ten tan sane  
9 settee state kettle tattle taste task kaftan test  
  
10 nest detent tens sanest knelt neat teens dent net  
11 tensed ante tanned talent sent nest latent fanjet  
12 anklet tenant tend eaten attend assent ten fasten

## B. SHORT PHRASES

13 jet lease | sent fast | tan sedan | sent less | ten seats  
14 dense lad | ten deeds | sent east | ten tasks | least tan  
15 jet fleet | let feast | neat deal | neat feat | least sad  
  
16 let stall | net leads | let stand | stale ale | let sneak  
17 sent left | net deals | ten dates | sent data | ten lakes  
18 ten desks | neat seat | ten deals | ate steak | let taste

## C. CLAUSES

19 a teen ate at least ten dates and sat at a stand;  
20 fasten a faded saddle and sandal at a sad estate;  
21 a tall tan fanjet landed at a flat delta and sat;  
  
22 all lasses tasted a lean steak and felt less sad;  
23 a tenant sent kale salads and ate fat leeks fast;  
24 a dad skated at a lake and leaned left at a tent;  
  
25 take a seat at a settee and taste tea and salads;  
26 a tall tenant leased a sedate teal sedan and sat;  
27 at least a lad tasted steak and ale and ate fast;

# New Keys

## Goals

- Touch-type the O, R, and H keys.
- Type at least 12wpm/1'/3e.



## A. WARMUP

learned keys  
concentration  
easy

- 1 take a jet and taste a flat steak at a tall tent;
- 2 skedaddle attendant senseless flatlands steadfast
- 3 an ant lent an elf a snake; an elk let an ant eat

## New Keys

Keep the J finger at home as you reach for O.



Use the L finger.

Keep the A finger at home as you reach for R.



Use the F finger.

Keep the Sem finger at home as you reach for H.



Use the J finger.

## B. THE O KEY

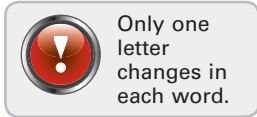
- 4 lll lol lol olo olo ooo do eons foe jot kook lots
- 5 no too so to not ton eon foe jot lot no dodo dojo
- 6 took soon solo onto oleo tool look foot fool soon
- 7 a felon loaded a lot of loose loot on an old lot;

## C. THE R KEY

- 8 fff frf frf rfr rfr rrr are drat erased fro okras
- 9 enroll ore errs tree rear ardor drear raked radar
- 10 erred rotor retro error rare rater rear errs dare
- 11 a red deer ran free for an area near a rear door;

## D. THE H KEY

- 12 jjj jhj jhj hjh hjh hhh ah adhere heh offhand shh
- 13 ankh oh rho she the ha he oh hah haha harsh heath
- 14 shah hallah the that she three here there her hot
- 15 she and he had heard that other short heron here;



## Skillbuilding

### E. MINIMUM-CHANGE PRACTICE

16 dash hash sash lash last lost host hoss loss less  
17 hall tall tale kale hale hole role dole dolt jolt  
18 hero here hare hard hark lark dark dank rank rant  
  
19 jeer seer seek leek leak teak tear teal seal real  
20 horn torn tort fort fore fare hare hard hart dart  
21 heat seat feat fear hear sear dear dean lean leak

### F. NEW-KEY REVIEW

O 22 food noon soon fool nook root solo tool donor oho  
R 23 err rear ardor dares freer rarer roar order erred  
H 24 hash hardhat harsher hath shah harsh heath hashed  
  
O 25 foot odor toot oho drool oleo too hoof rook drool  
R 26 radar raker rooter rare arrest reader rafter sort  
H 27 heathen hashes health hearth hoorah heather trash  
  
O 28 dodo lost toro doors onto flood hooks roof honors  
R 29 errata orator darker render rather tartar terrors  
H 30 rehash hothead sheath thrash thresh handheld hash

### G. CLAUSES

31 she folded the sheets and he held her hands free;  
32 he heard an oath and told her to note the reason;  
33 the odd raft had floated onto the north seashore;  
34 then she joked that he had stolen the old shades;  
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

### H. 1-MINUTE TIMED WRITING

35 the jaded steno learned a hard lesson on the trek 10  
36 to a tree; 12  
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Take two 1-minute timed writings. Let word wrap end each line. Press ENTER only at the end of line 36.



Goal: At least 12wpm/1'/3e

# Enrichment • Lesson 3

Type each line 2 times.

- O 1 roost hotfoot solon forefoot loose offshoot odors  
R 2 errs rater refer retro rotor harder roster resort  
H 3 hardhats hasheesh hosanna hotshots rehashed flesh
- O 4 nonfood shook forenoon stood torso onlooker hoots  
R 5 darter terser horror roller eraser roarer errands  
H 6 sheathed shoehorn aha thrasher handshake thrasher
- O 7 shoot foothold forsooth noose stool rodeo tootles  
R 8 narrator restorer tearjerker referral northerners  
H 9 harshness horseshoe hotheaded shorthand threshold
- O R H 10 rho ashore hoorah hero hereto shorts hoar hoarser  
O R H 11 hoer holder hora horn honker forth horned shofars  
O R H 12 frosh throes froth honor heron horror hoard honer

Type each line 2 times.

Do not type the colored vertical lines.

## B. SHORT PHRASES

- 13 a loose shade | eats a short noodle | the rose thorns  
14 a tattletale | she sat here | he often jostled a jerk  
15 the rest of the lesson | thanks for the short looks
- 16 the oddest tattoos | those stolen forks | do not jerk  
17 the shore floods | she flossed her teeth | jot a note  
18 the earth shook hard | had a look | a tenth of a foot

Type each line 2 times.

## C. CLAUSES

- 19 she shared her salad at the hotel near the shore;  
20 three deer ran to the dark oak tree near the ark;  
21 she had then also looked at the other ten horses;
- 22 she set all of the stolen art on that tall shelf;  
23 take a seat near the dark settee and talk to her;  
24 the teal sandals on her feet had soon fallen off;
- 25 the loose earth on the north and east had fallen;  
26 ask her not to take the nonfat food to the stall;  
27 the senator held a safe seat and soon left there;

# New Keys

## Goals

- Touch-type the I, LEFT SHIFT, and Period keys.
- Type at least 13wpm/1'/3e.



## A. WARMUP

learned keys  
concentration  
easy

- 1 the soda jerks fell onto a stall and told a joke;
- 2 horseshoe northeast shorthand therefore threshold
- 3 half of an oak had torn and also half of a shelf;

## New Keys

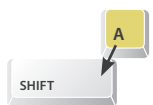
Keep the J finger at home as you reach for I.



Use the K finger.

## B. THE I KEY

- 4 kkk kik kik iki iki iii aid die lei fit hit radii
- 5 jilt kid lit nit oil rid sits tie id if in is ilk
- 6 aid sin did fie kid jail kid lid nil tie oils ail
- 7 nine irises in a lei did die in a sink in a deli;



Use the A finger.

## C. THE LEFT SHIFT KEY

To capitalize letters on the right half of the keyboard:

1. With the F finger at home, press and hold down the LEFT SHIFT key with the A finger.
2. Press the letter key to be capitalized.
3. Immediately release the LEFT SHIFT key and return fingers to the home-row position.

- 8 aaa Jaa Jaa Kaa Kaa Laa Laa Naa Iaa Oaa Jane Hank
- 9 Hans Hale Jade Jake Ian Kate Nan Oak Ian Hal Lara
- 10 Nan Halle Ian Karl Lara Lena Oates Jan Katie Lars
- 11 Neither Jake Hanks nor Nathan Karl is in Oakland;



Keep the J finger at home as you reach for the period.



Use the L finger.

## D. THE KEY

Follow these rules for spacing with periods:

- Do not space before a period.
- Space 1 time after a period following an abbreviation.
- Do not space after a period within an abbreviation.
- Space 1 time after each initial in a person's name.
- Space 1 time after a period ending a sentence in the middle of a paragraph. Do *not* space after a period at the end of a paragraph.

12 lll l.l l.l .l. .l. ... i.e. addl. intl. n.d. Jr.  
 13 Jan. Ill. a.k.a. N.J. Ind. anon. asst. N.H. Okla.  
 14 No. et al. i.e. I did. He is not. Ian ate. I sat.  
 15 J. L. Harris is in Okla. or Ill. for addl. tasks.

## Skillbuilding

### E. MINIMUM-CHANGE PRACTICE

16 sink link fink find kind kink link rink rind kind  
 17 file tile till kill sill silk silt lilt tilt tint  
 18 fail tail sail said laid lair hair hail nail rail  
 19 sill kill fill fall Falk talk tall Hall Hill Jill  
 20 list fist fish dish dash Nash Nast fast last Lash  
 21 Jane Lane Kane Kant rant rent Lent lint tint hint

### F. NEW-KEY REVIEW

I  
 LEFT SHIFT  
 .  
 I LEFT SHIFT .  
 22 idiot initial kiddie raisin finish initiate if in  
 23 John Hall Lisa Jane Olaf Jill Joan Lois Joel Koto  
 24 H. I. J. K. L. N. O. n.d. Jr. i.e. No. Jan. asst.  
 25 Ida J. Harris; Indira K. Little; Lillian N. Iris;



G. SENTENCES

26 Neither Iris L. Harris nor Ida N. Jones is there.

27 In Orlando he had the aid of Nikita to finish it.

28 Lillian H. Little did not hide it inside the tin.

29 Inlaid tiles are on Oak Lane for Kristina to see.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Take two 1-minute timed writings.

 **Goal:** At least 13wpm/1'/3e

H. 1-MINUTE TIMED WRITING

30 Lisa N. Jenkins had dined in Oakland. Lois had

31 to find her there.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

10

13





# Enrichment • Lesson 4

Type each line 2 times.

I  
LEFT SHIFT  
.

I  
LEFT SHIFT  
.

I  
LEFT SHIFT  
.

I LEFT SHIFT .  
I LEFT SHIFT .  
I LEFT SHIFT .

Type each line 2 times.

Type each line 2 times.

## A. NEW-KEY REINFORCEMENT

1 aid air din fir fit hit ilk ink inn ire iris this  
2 Joe Kid Les Ian Ned Ida Noe Lil Jon Ira Kent John  
3 a.k.a. addl. Okla. N.J. N.H. n.d. intl. asst. Jr.

4 lid ail did fit tin tie sin oil irk if it is in I  
5 Lee Joe Ida Ina Joel Leo John Koto Olaf I. N. Jai  
6 anon. et al. i.e. Ill. Ind. Jan. n.d. No. Ltd. H.

7 idea iris nail dial edit into file sink soil hint  
8 Jill Lisa Nina Lois Hall Jane Joel Hart Olaf Joan  
9 I. J. K. L. N. O. Joe. H. Nie; Leo K. Kale; L. J.

10 Keith N. Harris; Irene I. Olson; Katie O. Hinder;  
11 Hilario I. Oleans; Kristen N. Jai; Leila N. Jain;  
12 Keiko O. Ikeda; Ida H. Jenkins; Lillie N. Little;

## B. SHORT PHRASES

13 that diet soda; an inlaid tile; finish the tasks;  
14 tried to aid her; a dirt floor; I. I. Johnson Jr.  
15 initial on the fifth line; it is OK; hire Ida Li;

16 a fair deal; a kosher deli; kiss the thin kiddie;  
17 other ideas; tidied the dens; inside this raisin;  
18 H. and I. and J. and K. and L. and N. and O.; OK;

## C. SENTENCES

19 Olla needs to freshen the tired look of the nook.  
20 Keith did not find the softened toast in the tin.  
21 I think either N.H. or N.J. is OK for the hotels.

22 Leo Jones insisted on the three lessons in there.  
23 Iris Joel had fished here and had liked it a lot.  
24 Leila sifted and stirred the soil that needed it.

25 Lois N. Henderson is a dentist there in Lakeland.  
26 Ina has to attend the initial session in Oakland.  
27 Jill had not finished the task so I assisted her.

# New Keys

# 5

## Goals

- Touch-type the B, U, and C keys.
- Type at least 14wpm/1'/3e.



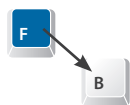
## A. WARMUP

learned keys  
concentration  
easy

- 1 Jake Nort had not led a fast life; he had rested.
- 2 Hadassah Henderson Jonathan Jeanette Leonardo Lee
- 3 Keith Idle and Henri did tie a fish to the dials.

## New Keys

Keep the A finger at home as you reach for B.



Use the F finger.

Keep the Sem finger at home as you reach for U.



Use the J finger.

Keep the A finger at home as you reach for C.



Use the D finger.

## B. THE B KEY

- 4 fff fbf fbf bfb bfb bbb label ebbs tidbits rebels
- 5 offbeat bib inkblot alb inbred job orb hotbed lab
- 6 babes barbs bobbin blab babble blob bobbed bobble
- 7 His best baseball and bat are near a blond table.

## C. THE U KEY

- 8 jjj juj juj uju uju uuu tau but dun euro fun huts
- 9 radius jut kudos flu nut out run sub tub flu aunt
- 10 luaus lulu tutus dufus undue usual bureau unusual
- 11 Kudos to Luke for the debut of his book on burns.

## D. THE C KEY

- 12 ddd dcd dcd cdc cdc ccc aces bobcat occur redcoat
- 13 deck ashcan ice bookcase talc inch dock arc discs
- 14 etch duck etch buck doc arc chic cacti cubic cock
- 15 Our church choirs can cancel our recitals on cue.



## Skillbuilding

### E. MINIMUM-CHANGE PRACTICE

16 buck luck lock rock rack race lace late Kate Kane  
 17 cube tube tune tone tine tint hint hind hand hard  
 18 curb carb cart dart dark lark Lars bars cars care  
 19 bout boat coat coal foal foul four tour hour sour  
 20 cure cute lute lube tube tune tone hone hose nose  
 21 bare barn bard lard lord cord curd card hard hark

### F. NEW-KEY REVIEW

B 22 baker banjo bark basin bribe brake bond boast bit  
 U 23 unit uke urn use fuel hulk sun tusk house duo sub  
 C 24 cab chat carol chili check church condo cell aces  
 B U C 25 cub buck curb scuba scrub biscuit cubicle cutback

### G. SENTENCES

26 Joe and Lee think the surf and turf is delicious.  
 27 Kent said a bunch of bandits robbed a local bank.  
 28 Unit costs of the industrial knob are reasonable.  
 29 Nine of the jurors can render the decisions soon.

### H. 1-MINUTE TIMED WRITING

30 Her old brick condo near Lake Huron has just the 10  
 31 features Luis needed. 14  
 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Take two 1-minute timed writings.



**Goal:** At least  
14wpm/1'/3e

# Enrichment • Lesson 5

Type each line 2 times.

B  
U  
C

B  
U  
C

B  
U  
C

B U C  
B U C  
B U C

Type each line 2 times.

Type each line 2 times.

## A. NEW-KEY REINFORCEMENT

- 1 bans bar bud rib fib bad bin bat bee job ebb labs
- 2 dub jut run rubs sue but bud ours dud bun fur due
- 3 act can aces cab cat cod cot cad ice con cuts cue
- 4 babe debt bank able book snub blob boat both stab
- 5 euro haul Luke hush loud feud cure sour foul husk
- 6 ache duck cent each Nick cake inch fact lack care
- 7 abode board tribe boast beret burros brake rabbis
- 8 fruits audit crush abuse routes found ruler adult
- 9 catch crude acute clicks cross check chosen black
- 10 because buck butcher cube curb scuba subject club
- 11 cutback cubic cherub bucket biscuit bounce buckle
- 12 cubicle obscure brunch cubs curable scrub bunches

## B. SHORT PHRASES

- 13 a brisk canter; because of us; a bunch of bananas
- 14 a rude subject; a tribe of Indians; choke a horse
- 15 the color of chalk; adults and children; a cherub
- 16 the noble cause; cost a fortune; a crust of bread
- 17 a unit of blood, a bleak outlook; hurt just a bit
- 18 black belt in karate; blue suede shoes; fur coats

## C. SENTENCES

- 19 Little obscure cutbacks did not affect their job.
- 20 Her old cubicle is near the corner of the office.
- 21 Jack had a bacon biscuit and cola for his brunch.
- 22 Jed beat the odds because the disease is curable.
- 23 Haul the bucket of nuts and bolts to the shelter.
- 24 Look for the subject of the broken link to arise.
- 25 Just fill in the blank line and send it all back.
- 26 His adobe house near our house has not been sold.
- 27 One black briefcase is on the bureau in the hall.