

# Introduction to Keyboarding Grades 7 and 8

## **Overview**

Keyboarding is a high school credit elective course appropriate for 7<sup>th</sup> and 8<sup>th</sup> grade students. Those enrolled apply business applications skills through the use of up-to-date technology. Students learn and develop their skills in touch-typing, and work on improving their speed and accuracy when typing. Students must apply their own reading, writing, computing, communications, and reasoning skills through the production of various business forms.

## **Process Skills**

Students use correct keyboarding technique. Students will:

- Demonstrate correct posture and body position at the keyboard.
- Demonstrate proper care and operation of equipment.
- Demonstrate correct touch-system techniques (typing by memory, not sight) for using alphabetic keys.
- Demonstrate correct touch-system techniques for using the number and symbol keys.
- Demonstrate correct touch-system techniques for using the ten-key number pad.
- Demonstrate correct use of command and function keys.
- Demonstrate increase in speed and accuracy (reaching 25 words or more per minute with no more than one error).
- Demonstrate ability to use the backspace key appropriately to correct errors.
- Apply speed and accuracy in production of documents; and demonstrate mastery of basic grammar, including use of punctuation marks and capitalization.

## **Production Skills**

Students create, format, and print various documents such as—personal and business letters, short reports, outlines, and compositions. Students will:

- Demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material.
- Demonstrate the ability to compose at the keyboard.
- Demonstrate the ability to proofread own work as well as work of others.
- Identify the parts of personal and business letters.
- Compose and correctly format personal and business letters and envelopes.
- Format all pages of a report including title page, reference page, and bibliography correctly.
- Format an outline correctly.
- Demonstrate mastery of basic grammar, and use of punctuation marks, and capitalization when composing.
- Demonstrate use of technical tools such as spell and grammar check.

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## Tips for Parents:

- Stress importance of the skill of keyboarding..
- Discuss the concept of learning a skill as a process of repetition.
- Discuss the concept of learning a skill and the necessity of “correct” vs. “incorrect” practice.
- Observe your child typing without looking at the keyboard or his/her hands.
- Provide family projects (lists, letters, mottos, etc.) for your child to type and print for family use.
- Encourage your child to practice “correct” keyboarding skills while typing homework assignments.
- Discuss difficulties your child may be having with certain key reaches and observe as he/she practices for improvement.
- Call out letters and/or words from a list for your child to type to demonstrate touch-typing (emphasize not looking at hands or keyboard).
- Investigate any available typing tutorial software programs to purchase for home use.
- Model using the keyboard using touch-typing techniques for your child.
- Observe your child demonstrating to correct touch-typing techniques.
- Make a game out of competing for speed and accuracy with written text using time limits.

## **Questions Parents Can Ask Their Child**

- Who invented our American keyboard?
- Why is the keyboard arranged in the way that it is?
- Which fingers are the most difficult to use? Why do you think that is?
- Which reaches are the hardest?
- How many repetitions do you think it takes for the average person to learn a skill?
- Why are there two shift keys on the keyboard?
- What careers might use typing skills?
- (Ask any questions that you might wonder about; see if they can answer.)