

Name: _____

Connections #: ____ - ____ - ____

KEYBOARDING TECHNIQUE AND GRADE CHART

Grade: _____

Areas: _____

I II III IV V

5	1	1	1	5
5	1	1	2	5
10	1	2	2	10
20	2	3	3	20

Grade: _____

5	1	1	1	5
5	1	1	2	5
10	1	2	2	10
20	2	3	3	20

Grade: _____

5	1	1	1	5
5	1	1	2	5
10	1	2	2	10
20	2	3	3	20

Grade: _____

5	1	1	1	5
5	1	1	2	5
10	1	2	2	10
20	2	3	3	20

- V. Strikes keys with proper finger & then returns fingers to homerow keys
- IV. Begins typing immediately. Has sheet out each day. Works entire time.
- III. Fingers curved. Arms close to body. Wrist straight and not touching keyboard
- II. Feet flat on floor. Hips touching back of chair. Back straight and sitting up tall.
- I. Memorize the letters by not looking at your hands while typing.

NOTES:

Pre Test Score:	WPM:	Errors:
Lesson 1 Test Score:	WPM:	Errors:
Lesson 2 Test Score:	WPM:	Errors:
Lesson 3 Test Score:	WPM:	Errors:
Lesson 5 Test Score:	WPM:	Errors:
Lesson 6 Test Score:	WPM:	Errors:
Post Test Score:	WPM:	Errors:

Keyboarding Tips and Rules

1. Use the **correct** finger to strike each key.
2. **Do not** look at your hands while typing. (Put the keyboard reaches to memory)
3. Sit up **straight** and feet flat on the floor.
4. Keep home row fingers **touching** home row keys even in a difficult reach.

Progress Grading Scale

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
A - 8-10	A - 10-15	A - 13-16
B - 7	B - 8-9	B - 10-12
C - 6	C - 7	C - 9
D - 5	D - 6	D - 8
U - 4	U - 4	U - 7

Timed Writing Grading Scale

<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>	
GWAM	Grade	GWAM	Grade	GWAM	Grade
24+	100%	26+	100%	30+	100%
22-23	98%	24-25	98%	28-29	98%
19-21	95%	22-23	95%	26-27	95%
18	92%	21	92%	25	92%
17	91%	20	91%	24	91%
14-16	88%	16-19	88%	20-23	88%
12-13	84%	14-15	84%	18-19	84%
10-11	82%	12-13	82%	16-17	82%
8-9	79%	10-11	79%	14-15	79%
6-7	75%	8-9	75%	12-13	75%
4-5	70%	6-7	70%	10-11	70%
0-3	60%	0-5	60%	0-9	60%

