

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.

Write down test scores here

Lesson Pre Test Score: **GWAM:** **Errors:**

Lesson 1 Test Score: **GWAM:** **Errors:**

Lesson 2 Test Score: **GWAM:** **Errors:**

Lesson 3 Test Score: **GWAM:** **Errors:**

Lesson 4 is REVIEW only.... No TEST

Lesson 5 Test Score: **GWAM:** **Errors:**

Lesson 6 Test Score: **GWAM:** **Errors:**

Lesson POST Test Score: **GWAM:** **Errors:**

Keyboarding Tips and Rules

Progress Grading Scale

6th Grade	7th Grade	8th Grade
100 - 12	100 - 14	100 - 19
95 - 11	97 - 13	98 - 18
90 - 10	94 - 12	96 - 17
	90 - 11	94 - 16
88 - 9		92 - 15
85 - 8	88 - 10	90 - 14
80 - 7	85 - 9	
	80 - 8	85 - 13
78 - 6		80 - 12
74 - 5	74 - 7	
		78 - 11
70 - 4	70 - 6	74 - 10
50 - 3	50 - 5	
		72 - 9
		50 - 8

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.

Timed Writing Grading Scale

6th Grade	
GWAM	Grade
24+	100%
22-23	98%
19-21	95%
18	92%
17	91%
14-16	88%
12-13	84%
10-11	82%
8-9	79%
6-7	75%
4-5	70%
0-3	60%

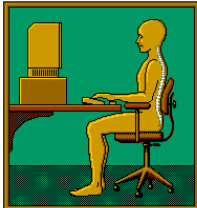
7th Grade	
GWAM	Grade
26+	100%
24-25	98%
22-23	95%
21	92%
20	91%
16-19	88%
14-15	84%
12-13	82%
10-11	79%
8-9	75%
6-7	70%
0-5	60%

8th Grade	
GWAM	Grade
30+	100%
28-29	98%
26-27	95%
25	92%
24	91%
20-23	88%
18-19	84%
16-17	82%
14-15	79%
12-13	75%
10-11	70%
0-9	60%

Ergonomics

Using the correct posture at the keyboard can reduce eye strain and fatigue and will result in significantly better typing performance. Follow these guidelines:

1. Line up top of monitor with top of head.
2. Position screen at arm's length.
3. Relax shoulders.
4. Bend elbows 90°.
5. Keep wrists straight.
6. Line up hips, shoulders, and ears vertically.
7. Place hips far back in chair, bent at 90°.



OK