

Keyboarding Unit Plan



Overview:

This unit introduces the "First Finger First Reach" method of introducing students to the QWERTY keyboard. It was developed in the 1930's and is designed to teach the alphabetic and numeric keyboard in direct relationship to the fingers used to strike each key. It also contains Alphabetic Sentences and Paragraphs which can be used for skill development.

Purpose:

To provide students with a system for learning the keyboard for the first time or for improving keyboarding skill for those who have bad habits or are using incorrect fingering.

Objective:

As a result of this unit the students will:

- Be introduced, or reintroduced, to all 26 letters of the alphabet and the 10 number keys on the top row.
- Have learned the keys based upon the correct fingers to be used when reaching for and striking a particular key.
- Have developed additional skill in using each letter of the alphabet through the drill and practice on the Alphabetic Sentences and Paragraphs.

Materials:

- Home Row Drills & Practice

- First-Finger Reaches for the Left and Right Hands & Practice
- Second Finger Reaches for the Left and Right Hands & Practice
- Third Finger Reaches for the Left and Right Hands & Practice
- Fourth Finger Reaches for the Left and Right Hands & Practice
- Typing Numbers
- Additional Practice using the First Finger Reach Method
- Alphabetic Drills

Teaching/Learning Activities:

1. Introduce beginning students or those who have not mastered the touch keyboarding system to the First-finger First-reach materials.
2. Reinforce the keyboarding skills of students who have mastered the touch keyboarding system by having them use the "Additional Practice" materials, the Alphabetic Drills, and Typing Number materials.
3. Supplement using the Keyboarding Story Starter Activity and/or other supplemental materials where the students actually compose at the keyboard.
4. Continue with the Note taking Unit. Have students take notes in classes, at meetings, or from video or audio tapes. Have students transcribe their own notes using the keyboard and correct fingering techniques.

Assessment:

- Assessment should be based on improvement. Those with prior keyboarding skills should improve their speed and accuracy. Beginning students should learn to use the keyboard using the correct fingers and not looking at the keys.