

Last Name:			Letter Grade:	Number Grade:
First Name:				
Course:	Section:		Total Hours to Complete	Instructor Comment:
Date Assigned:			Homework:	
Due Date:				

## UNIT 1 LESSON 4

### NEW KEYS

#### Goals

- Touch-type the I, Left Shift, and Period keys.
- Touch-type the B, U, and C keys.
- Type at least 13 wpm/1'3c.
- Type at least 13/14 wpm/1'3c.



#### 4A. Warm-up:

Type the following into the box below exactly as it appears.

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

#### 4B. The Key

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

#### 4C. The Key

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

#### 4D. The Key

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

**4E. 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

**4F. New-Key Review**

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;

**4G. 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.

**5A. Warm-up:**

Type the following into the box below exactly as it appears.

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.

**5B. The  Key**

4. fff fbf bfb 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.

**5C. The  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.

### 5D. The 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.

### 5E. 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

### 5F. New-Key Review

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

### 5G. 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.