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

UNIT 1 LESSON

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.

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



- kkk kik kik iki iki iii aid die lei fit hit radii 4.
- jilt kid lit nit oil rid sits tie id if in is ilk 5.
- aid sin did fie kid jail kid lid nil tie oils ail 6.
- nine irises in a lei did die in a sink in a deli;



- 8. aaa Jaa Jaa Kaa Kaa Laa Laa Naa Iaa Oaa Jane Hank Hans Hale Jade Jake Ian Kate Nan Oak Ian Hal Lara
- 9.
- 10. Nan Halle Ian Karl Lara Lena Oates Jan Katie Lars
- Neither Jake Hanks nor Nathan Karl is in Oakland;

	1
475 000	
4D. The	Key

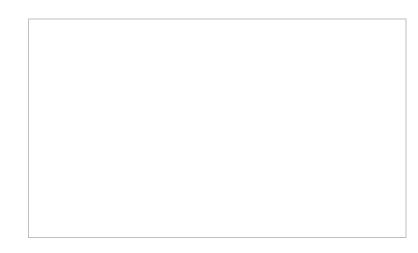
- 12. lll l.l l.l .l. .l. ... i.e. addl. intl. n.d. Jr.
- 13. Jan. Ill. a.k.a. N.J. Ind. anon. asst. N.H. Okla.
- 14. No. et al. i.e. I did. He is not. Ian ate. I sat.
- 15. J. L. Harris is in Okla. or Ill. for addl. tasks.

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.



- fff fbf fbf bfb bfb bbb label ebbs tidbits rebels
 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.



- 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
- Kudos to Luke for the debut of his book on burns.
- 11. Rudos to hake for the deput of his book on burns

Virginia College AOM 1010 Keyboarding

D. The	c	Kev
D. IIIC		ixcy

- .2. ddd dcd dcd cdc cdc ccc aces bobcat occur redcoat
- 13. deck ashcan ice bookcase talc inch dock arc discs
- 4. etch duck etch buck doc arc chic cacti cubic cock
- 15. Our church choirs can cancel our recitals on cue.

5E.	Min	imum.	-change	Practice

- 16. buck luck lock rock rack race lace late Kate Kane
- 17. cube tube tune tone time tint hint hind hand hard
- 18. curb carb cart 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.