

Last Name:			Letter Grade:	Number Grade:
First Name:				
Course:	Section:		Time to Complete Lab	Instructor Comment:
Date Assigned:			Assignment:	GDP Completed:_____
Due Date:				GDP Grade:_____

UNIT 3 LESSON 14

NEW KEYS

Goals

Touch type 6, 3, and / keys.

Type at least 22 wpm/2'/5e.



14A. Warm-up:

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

- Max did not become eloquent over a zany gift like jodhpurs.
- te tee ate byte tell tea termite ten Ute tent teed teen Ted
- The auditor's panel had the right to risk a firm's profits.

14B. The key

- jjj jyj j6j j6j 6j6 6j6 666 66 jugs; 6 jets; 6 jars; 6 jabs
- 64 jays 46 jobs 66 jots 67 hams 76 hats 46 hits 67 hugs 666
- Tom Quin left at 6:26 p.m. on Train 66 to travel 626 miles.
- There were 56,646 people in Bath and 26,269 in Hale in May.

14C. The key

- ddd ded d3d d3d 3d3 3d3 333 33 dots; 3 dies; 3 dips; 3 days
- 332 days 36 dogs 63 does 73 duds 37 dies 3:39 p.m.; 323-373
- The 33 vans moved 36 cases in less than 33 hours on July 3.
- Please add 55 to 753 and subtract 73 to get a total of 735.

14D. The key

- ;;; ;/; ;/; ;/; ;/; ;/; ;/; a/an and/or at/about bad/badly I/me
- both/each disc/disk farther/further fewer/less like/such as
- On 6/2/99, you asked him/her if he/she selected true/false.
- Visit <http://gapkeyboarding.com/> for any questions/answers.

14E. New Key Review: 6, 3 and /

16. In 6 months, he had walked 36 miles and/or driven 63 miles.
17. I realize that 3/6 of the 66 shipments equals 33 shipments.
18. He was born in New York on 6/3/36 and died there on 6/6/63.
19. Lucille bought 36 his/her towels on 3/3 with terms of n/29.

14F. Number Key Review: 2, 4, 5, 7, 8 and 9

20. My staff of 24 worked a total of 87 hours on Project 598-B.
21. Ed's instructor assigned pages 549-782 to be read by May 2.
22. From 2:45 p.m. until 5:45 p.m., I'll be typing in Room 987.
23. Let's visit her at 592 North Elm, Apt. 47, on September 28.

14G. Technique Practice: Shift Key

24. Alex Bly and Clara Dye wed. Ella Fochs and Gil Hall talked.
25. Ida Jackson met Kay Lang for a fast lunch at Mamma Nancy's.
26. Otis Pike should call Quint Richards about Sophia Townsend.
27. Ulrich Volte will take Winona Xi to visit Yarkin in Zurich.

14H. Progressive Practice: Alphabet**PROGRESSIVE PRACTICE: ALPHABET**

Follow the GDP software directions for this exercise to improve keystroking speed.

UNIT 3 LESSON 14**NEW KEYS****Goals**

Touch type 6, 3, and / keys.

Type at least 23 wpm/2'/5e.

**15A. Warm-up**

1. Jack amazed a few girls by dropping the antique onyx vases.
2. half height right penalty with visit social lens rigid snap
3. My mangy dog then ran to his bowl in the den to take a sip.

15B. Number Key Review

4. I sent 72 jars, 89 cans, 29 boxes, and 32 bags to 33 homes.
5. The 494 students partied at 576 Dale and then at 5896 Park.
6. We got seats 27, 25, 28, 67, and 79 for the August 98 game.
7. Open Rooms 325, 343, 467, and 456 with Master Key No. 65-7.
8. The equipment shed was 267 by 278 feet, not 289 by 93 feet.
9. Mail the 378 packages to 548 East 65th Lane, not to 46 Elm.

15C. Punctuation Review

10. Go to Reno. Drive to Yuma. Call Mary. Get Samuel. See Cory.
11. We saw Nice, Paris, Bern, Rome, Munich, Bonn, and Shanghai.
12. Type the memo; read my report; get pens; get paper; see me.
13. Dear Aldo: Read these pages by 9:45: 2-9, 26-35, and 45-78.
14. Ted's car and Ann's truck took the Hills' kids to Shoney's.
15. My aunt/best friend was born on 6/22/37 and died on 9/2/95.

15D. Progressive Practice: Alphabet**PROGRESSIVE PRACTICE: ALPHABET**

Follow the GDP software directions for this exercise to improve keystroking speed.

15E. Technique Practice: Tab Key

16. Kim→ apt→ Mac→ art→ Nat→ Meg→ ads→ arm→ all→ ado→ Joy
17. Orr→ awl→ Jan→ Ida→ Moe→ Lin→ zap→ Joe→ zed→ ark→ awe
18. Kai→ Lev→ add→ ask→ Mom→ Uri→ Jeb→ Nan→ aid→ Lot→ amp
19. Jay→ Hal→ Ima→ Ira→ ail→ aim→ Ian→ Max→ Pat→ Liv→ Jim

15F. Technique Practice: Space Bar

20. A toy dog in the pen is apt to be a big hit at the new gym.
21. We may go to the zoo for the day if the sun is not too hot.
22. Eli and Max may use a map to see how to get to the new pub.
23. If it is to be, it is up to you and Ben to do it for a fee.