

CLAK: TOP ROW KEYS WORK PLAN

Name: _____

Date: _____

Number: _____ Hour: _____

This work plan is due **OCTOBER 11th, 2013**. You will need to turn this plan in on that day. You will be able to work at your own pace; however, all work is expected to be in **on time** for full credit. When you complete a task, be sure to check it in with me and get my approval. Do not move onto the next section until you have my signature. You are **expected** to complete the entire plan; if you do not, you will not be able to move on and will have to complete it before you do. Due to the nature of this class, you must complete these tasks in the order assigned. Remember, all links can be found at my website: www.reidsrad.weebly.com. For most of these assignments, you will need to go to my website and click "assignments" under the CLAK tab. You will find another tab for this current work plan.

TASKS 😊

1. TAKE THE TEST *Typing Test: Top Row Keys* then **RECORD YOUR RESULTS**

You will take this test a total of **4** times. You will be graded on your improvement. Remember, your goal with touch typing is to keep your eyes on the screen, not the keys!

ATTEMPT #/DATE	TIME	WORDS PER MINUTE	ERRORS
1. Tuesday 10/1/13	60-seconds		
2. Friday 10/4/13	60-seconds		
3. Tuesday 10/8/13	60-seconds		
4. Friday 10/11/13	60-seconds		

Teacher Signature: _____ Date: _____

2. TYPING LESSONS www.typingweb.com then **RECORD YOUR RESULTS**

When you go to this site you will need to log into our class. Please make sure you write down and remember your information. I would like for you to attempt each exercise at least 3-times (remember, practice makes perfect!). After each time, be sure to record your "stats". You will need to click the "retake" button until after the 3rd try. After the 3rd try, get your work plan signed off and go on to the next lesson.

a. Exercise #1: Index Fingers R and U

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

b. Exercise #2: Middle Fingers E and I

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

c. Exercise #3: Ring Fingers W and O

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

d. Exercise #4: Pinkie Fingers Q and P

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

e. Exercise #5: Index Fingers T and Y

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

f. Exercise #6: Back and Forth We Go!

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

g. Exercise #7: There's a Pattern to the Madness

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

h. Exercise #8: All Left Hand

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

i. Exercise #9: All Right Hand

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

j. Exercise #10: All Left Hand Again

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

k. Exercise #11: All Right Hand Again

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

l. Exercise #12: Just Crazy Mixed Up Letters

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

m. Exercise #13: Oh Oh It's Madness

ATTEMPT #	NET SPEED	GROSS SPEED	ACCURACY	TIME ELAPSED	PROBLEM KEYS

Teacher Signature: _____ Date: _____

3. **EARLY FINISHERS** You have two choices! You can 1. Go back and continue to practice the *Top Row* Keys practices found on this work plan OR head to my website and explore any of the other CLAK links.