

The Whiteboard Approach to Introducing the Keyboard

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Introduction

Demonstration of First Day of Class (f i t s o l)

Open new document.

Key name.

Position fingers on the base keys (asdf jkl;)

Introduce and demonstrate the Space Bar and the Enter/Return key.

Write the letter on the board as it is introduced.

Use the location-fixation (three-stroke) rhythm technique: f-ff

Most important goal is proper technique: alignment with j, curved fingers, wrists above keys, anchoring to base keys when reaching, eyes on board, feet flat on floor (not crossed), no gum.

Enter

f-ff fff fff fff fff fff fff fff fff
i-ii iii fff iii fff if if if iii fff if if if
t-tt ttt iii ttt it it fff if if it it fff iii ttt fff **Anchor on a**
s-ss sss iii is is is ttt it is fff if it is it is
o-oo ooo sss so so so ttt to to to fff of of of **Anchor on j**
l-ll lll ooo lo lo lo lll lo lo ooo lo sss so so lo

Accuracy-Speed-Accuracy (2-4-2 Cycle) 12-Second Timed Writings

5 10 15 20 25 30 35 GWAM
, , , , , , ,
if it is so lo it is so lo is it so
lo it is so lo if it is so so it is

The Basic Plan

Steps to Introduce Each Letter

- 1 Write the letter on the board (print fast) and then the words. Example: ttt iii ttt it it it *Enter*
- 2 Have students locate the letter on the keyboard.
- 3 Hold up the finger to use (turning hand around), and have students hold up the finger.
- 4 Demonstrate the reach.
- 5 Have students practice the reach while looking at the keyboard.
- 6 Demonstrate location-fixation drill. Example: t-tt space t-tt space “back to home row”
- 7 Have students key the location-fixation drill on the new letter without looking at the keyboard.
- 8 Demonstrate keying the entire line composed of letters learned and words.
- 9 Direct student practice of the line by pointing to the letters or words (and may dictate them). Point quickly; do not hold your pointer too long or students will have time to look down at keys. Students’ eyes must be on the board if you are pointing to it or on you if you are dictating.
- 10 Provide non-directed practice (neither paced nor timed) whereby the students type the line as you walk around the room to observe and give encouragement. (Print Line 2 while they are keying Line 1; have students doing something while you are writing on the board.)

Order of Keys Presented

Day 1 f i t s o l
Day 2 j u m e c a
Day 3 w g n v d k
Day 4 r h x p . shift
Day 5 b y z , q

Introducing Numbers in the Top Row

For alternate hands to be used, introduce numbers in this order: 4 8 2 7 5 9 3 0 1 6

4-44 fff 444 fff rrr fff 444 fff vvv fff bbb fff 444 fff

Give 44 cents to 44 friends so they can buy 44 stamps.

Use A-S-A (2-4-2) 30-second timings on all numbers.

Order 48 pens, 27 pads, 59 clips, 30 tacks, and 16 tapes.

Count to 10, 20, 30, 40, 50, 60, 70, 80, and 90; then speak.

To 0 add 1 and 2 and 3 and 4 and 5 and 6 and 7 and 8 and 9.

A year is 12 months or 52 weeks or 365 days or 8,760 hours.

Methodology Review

- 1 Efficient motion patterns should be taught from the first day.
- 2 Our first concern is proper technique.
- 3 Speed should be emphasized during the first days of instruction.
- 4 We should not demand strict accuracy at the beginning of the course.
- 5 Expert demonstration should be provided for each new key and technique.
- 6 The presentation should be enthusiastic and positive.
- 7 Each period we should walk around the room correcting individual technique faults.
- 8 Students should understand the purpose of each practice and timed writing they are doing.
- 9 Re-creation, not repetition, is the cause of learning.
- 10 Learning is faster and is retained longer if material is presented in a variety of ways.
- 11 Skill is best developed in brief periods of concentration and effort.
- 12 These brief periods of practice should be distributed throughout the term of the course.
- 13 Learning proceeds best when students know their status and progress; use motivator charts.
- 14 Students learn by doing.

Advantages of the Whiteboard Approach

- 1 Individual differences are recognized.
- 2 The urge to watch the keyboard is removed.
- 3 A balanced learning load is used.
- 4 Students do not need textbooks during the first two weeks.
- 5 High-frequency words are utilized.
- 6 Words are used from the first line on.
- 7 Timed writings motivate improvement.
- 8 Technique is perfected.
- 9 Accuracy is encouraged.
- 10 Speed is emphasized.
- 11 Teaching is easier and more fun.
- 12 It Works! You can accommodate all ages and all equipment (computers or typewriters).

Ordering *The Whiteboard Approach to Introducing the Keyboard* and Supplementary Drills

§ You may order *The Whiteboard Approach to Introducing the Keyboard* and transparency masters at the cost of \$15 (which covers postage and handling) by writing to Mona:

Mona Casady, 4304 East Cross Timbers St, Springfield, MO 65809

§ You may order *Keyboarding Practice Drills* at the cost of \$4 by writing to Barbara Luna:

Barbara Luna, Gainesville High School, HC 3 Box 170, Gainesville MO 65655

NOTE: If anyone wants the entire packet (book, transparency masters, and Barbara's drills), write to Mona Casady and send \$15 (which covers postage and \$3 which will be forwarded to Barbara Luna).

A purchase order form is available at <http://www.casadyenterprises.com/keyboarding/ordering.htm>

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