

Key each line 1 time.

Third-Row Keys

pest west test rest guest roast yeast toast totes
yarn yard ward word worry hurry query quilt quit
Try to get an aqua shirt to wear for the picture.
We took your tire to the shop, but it was ruined.

Key each line 1 time

Space 1 time after a colon, a semicolon, a period at the end of a sentence, and a period used with initials and titles. Do not space after a period used with a.m. or p.m., geographic abbreviations, or academic degrees

Punctuation Spacing

Robb passed the test; he studied about two hours.
These courses are open: marketing, band, and art.
Karel wishes to type. Her cat is on the computer.
Dr. E. O. Anton was given the award in the U.S.A.
Gretchen received her B.A. and M.B.A. in the a.m.

Key each line 2 times. Focus on pressing enter at the end of each line and continue typing smoothly.

Technique Checkpoint

Ask Brenda about the summer sale. It's in Tucson.
Wil could buy socks there. The price was minimal.
Today, stationery is half off. Help me buy paper.
Even the books are reduced. We want to read more.

Review

Key each line one time. Leave a blank line after each set of lines by pressing the RETURN key 2 times.

Independent Practice

as base vases lasts haste taste fasts waste paste
po pole polar poems point poker polka spore spots
tr trade trips trace strut treat trend stray tray
re read real ream reel reeds breeds freed decreed

br bran brush brute broth bring break bread brain
mu must munch murky mushy musty music mumps
ze amaze gauze dozen prize blaze craze glaze size
cr crate crater create crack crab crib crow croak