

PART 7

Guided Writings for Speed and Control

Technique Pointers

1. Key at your exploration rate when the level is *speed*.
2. Drop back in rate to reduce errors when the level is *control*.
3. Try to find the rate at which you can key, making no more than one error a minute. Use this "optimum rate" when you key 5-minute writings.

General Instructions

1. SS sentence drills; DS paragraph drills.
2. Indent paragraphs 5 spaces.
3. Center lines on paper.
4. On microcomputers key lines at left edge of screens.
5. When your instructor calls "Return," strike the RETURN key.
6. Refer to technique pointers.

Section 1

Guided Writing Sentences

FEATURES: Each sentence is loaded with balanced-hand words to promote speed.

LINE: 64 characters (max)

SPACE: SS; DS between each guided writing

LEVEL: speed

GOAL: Key to end of sentence in 12" or 10"*

KEY: a 1' writing on each line of Goal Set; find average *gwam*; add 2 *gwam* to average (this is your goal rate); find this (approx.) number in *gwam* column for Progressive Set 1

KEY: a 1' guided writing on the sentence on same line as goal rate; if you finish sentence in each 10" (or 12") interval, go to next sentence; if you cannot finish in each interval after three 1' writings, go to preceding sentence

KEY: more 1' guided writings

KEY: a 1' writing on each line of Goal Set; find average *gwam*; compare with initial average *gwam*

* Instructor will indicate 12" or 10" column.

Goal Set

- | | |
|---|-------|
| | words |
| 1 All of the dangerous jobs require some special types of training. | 13 |
| 2 The mystery is simple to solve because the butler is the villain. | 13 |
| 3 His marks in biology are much higher than his marks in chemistry. | 13 |

Progressive Set 1

	<i>gwam</i> per line	12"	10"
1 The lake is not big.	20	24	
2 They did pay the city.	22	26	
3 He is an antisocial man.	24	29	
4 Pamela is such a romantic.	26	31	
5 The six girls did visit her.	28	34	
6 He kept the corn for the lamb.	30	36	
7 They did not handle the problem.	32	38	
8 The sorority has a chaotic ritual.	34	41	
9 She left her heir an endowment fund.	36	43	
10 The widow did pay a visit to the firm.	38	46	
11 She paid the firm for the antique chair.	40	48	
12 There is a problem with fog on the island.	42	50	
13 The man did pay his neighbor a social visit.	44	53	
14 The titles of their work fit the formal theme.	46	55	
15 They did fix both the oak chair and the bicycle.	48	58	
16 She paid half of the high penalty to the landlady.	50	60	
17 The panel did make a bid for clemency for the girls.	52	62	
18 If they cut the quantity, they can make a good profit.	54	65	
19 The tutor did wish the girl did not do such dismal work.	56	67	
20 The skeptic did make a small bid for the coal by the lake.	58	70	
21 This is your opinion on the issue of work for the amendment.	60	72	
22 The visitor to the city did make an issue of the panel's work.	62	74	
23 They did pay the rigid penalty for the auditor of the city firm.	64	77	

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |