

BEGINNING KEYBOARDING

Name: _____

Initial Observation _____

Mid-Quarter Observation _____

Final Observation _____

Type to Learn

Goal 1: Type 25 Words Per Minute (WPM) <u>100 Points*</u> Set a personal SMART Goal WPM: _____ Date: _____	WPM	Grade %	Improvement	Grade %
	25	100	10	100
	24	98	9	95
	23	96	8	90
	22	94	7	85
	21	92	6	80
	20	90	5	75
	19	88	4	70
	18	86	3	65
	17	84	2	60
	16	82	1	55
	15	80	0	0
	14	78	Initial WPM _____	
	13	76		
	12	74	Final WPM _____	
	11	72		
	10	70	Improvement _____	
			TOTAL _____	
			TOTAL _____	
			TOTAL _____	

*The grade awarded will be determined by looking at the WPM and Improvement. The highest of the two will be awarded.

Goal 2:
Complete lessons...
Option 1 - Lesson 25
-OR-
Option 2 - Lesson 14 (2 times)**
100 Points
**After finishing Lesson 14 the first time, your WPM will be looked at. If you have not met the goal, you will complete Lessons 1-14 again to get better with your alphabet keys.

Lesson Finished	Pts Earned
25	100
24	95
23	90
22	85
21	80
20	75
19	70
18	65
17	60
16	55
15	50

Goal 3: Exhibit ergonomically correct typing posture. (100 Points)

Keystroke Patterns (10 pts each)	Great Job (10pts)	About Right- Keep practicing (8pts)	Needs Work (6pts)
Strikes keys with quick motion.			
Types with a steady, even rhythm.			
Strikes Shift Key with opposite hand as the letter key typed.			
Keeps fingers on home row keys.			
Strives for accuracy.			
Typing Posture (10 pts each)	Great Job (10pts)	About Right- Keep practicing (8pts)	Needs Work (6pts)
Sits up straight. Bottom against back of chair.			
Feet flat on floor.			
Eyes on computer screen, not on keyboard.			
Wrists up.			
Elbows in.			

TOTAL _____

TOTAL POINTS EARNED: _____/300

PERCENTAGE/GRADE: _____