

INTERMEDIATE KEYBOARDING

Type to Learn

Name: _____

Initial Observation _____

Mid-Quarter Observation _____

Final Observation _____

Goal 1: Type 30 Words Per Minute (WPM) 100 Points

Set a personal
SMART Goal
WPM: _____
Date: _____

WPM	Grade %	Improvement	Grade %
30	100	10	100
29	98	9	95
28	96	8	90
27	94	7	85
26	92	6	80
25	90	5	75
24	88	4	70
23	86	3	65
22	84	2	60
21	82	1	55
20	80	0	0
19	78	Initial WPM	
18	76		
17	74		
16	72		
15	70		
		Final WPM	
		Improvement	

Goal 2: Complete lessons...

Option 1 - Lesson
25
-OR-
Option 2 - Lesson
14 (2x's)

100 Points

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

Lesson Completed _____

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

Keystroke Patterns (10 pts each)	Great Job	About Right	Needs Work
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	About Right	Needs Work
Sits up straight. Bottom against back of chair.			
Feet flat on floor.			
Wrists up.			
Eyes on computer screen, not on keyboard.			
Elbows in.			

TOTAL _____

TOTAL POINTS EARNED: _____/300

PERCENTAGE/GRADE: _____