

C. RIGHT SHIFT KEY

Key each line 2 times. Repeat if time permits.

Use Sem finger.
Anchor J.

The RIGHT SHIFT key
capitalizes letters
keyed with the
left hand.

7 ;;; T;; T;; ;;; C;; C;; ;;; S;; S;; ;;;
8 ;;; Ted Ted ;;; Cal Cal ;;; Sam Sam ;;;
9 ;;; Ed likes Darla; Rick ran; save Tom;
10 Vera loved Florida; Aaron and Sam moved

D. KEY

Key each line 2 times. Repeat if time permits.

Use L finger.
Anchor ; or J.

11 lll 1.1 1.1 .1. 1.1 lll 1.1 1.1 .1. lll
12 1.1 Fr. Fr. 1.1 Sr. Sr. 1.1 Dr. Dr. 1.1
13 1.1 std. ctn. div. Ave. Rd. St. Co. vs.
14 Calif. Conn. Tenn. Colo. Fla. Del. Ark.

SKILLBUILDING

E. SPACING AFTER PUNCTUATION

Key each line 2 times. Repeat if time permits.

Space once after:

- A period at the end of a sentence.
- A period used with an abbreviation.
- A semicolon.

15 The draft is too cold. Close this door.
16 Ask Vera to start a fire. Find a match.
17 Dr. T. Vincent sees me; he made a cast.
18 Ash Rd. is ahead; East Ave. veers left.