

LESSON 13

Speed Building

Increase Speed

15 wpm 1 minute

MARGINS:

Left, Pica 20; Elite 30;

Right, moved out of the way.

S1 – SI 1.00

Throughout this book you will find passages headed 'Increase Speed', which are designed to build up your typing speed. These passages consist of easy material and you should *try to type them within the time indicated with one error or less for every minute of time.* All skill passages in this book are graded by syllabic intensity and time. A very easy passage would have a syllabic intensity of 1.00 (SI 1.00) while a difficult passage would have a syllabic intensity of 1.40 (SI 1.40). Your teacher will time you as you type them. *In typing, five strokes count as one word. A space counts as a stroke.*

Keep your eyes on the copy when returning the carriage and remember to leave a blank line between each timed passage.

The small boy was thrilled with the toy trains and played with them all day. 10
15

S2 – SI 1.00

It was a fine day when Sam and Ted went for a walk to the house on the hill. 10
15

S3 – SI 1.06

They say that the man on the moon is made of green cheese but I know better. 10
15

S4 – SI 1.06

The cars raced round the track and left a cloud of smoke as they sped along. 10
15

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Manuscript work

In most typing examinations it is important to be able to type from manuscript. In this book you will find many examples of manuscript work ranging from the quite easy, as below, to the quite difficult.

Type the passages below using the same line endings as those given. Remember to leave a blank line between each passage.

Margins on the left as above.

Keep the right margin moved out of the way but remember to use the same line endings as in the passages.

1. This is the first time that you have been asked to type from copy which has been written, and not set in print.
2. Always read through a piece of new work before you try to type it; make sure you do not leave out any words.
3. The lines you are now typing are all of equal size and are level on the right. Later lines will vary in length.
4. When lines vary in length, you must decide when to return the carriage and you will be told how to do this later.
5. You will soon become used to reading such work and you will find many examples in the pages that come later.

Take the paper out of the machine correctly. Centre and lock the carriage. Cover and put the machine away.

How many lines of type to every 25 mm down a sheet of paper?
How many letters to each 25 mm do you get using Pica type?
How many letters to each 25 mm do you get using Elite type?