TYPING PRACTICE

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PREFACE

This book is designed to give extra, graded practice in the various aspects of the Certificate in Secondary Education and the Royal Society of Arts Stage I Typewriting examinations to students who are working under the direction of a teacher. It assumes a knowledge of the keyboard, parts of the machine, and centring.

The exercises are graded to allow students to progress from models or very easy examples by gradual stages up to examination standard.

Teachers will find that the book contains a ready-made supply of appropriate exercises but without any instruction or teaching material as it is the author's intention to leave the teacher entirely free to teach by her own methods. Occasional reminders and hints are given

- (a) to help teachers to keep their better students usefully occupied while other students are proceeding at a slower pace, and
- (b) to enable a student to use appropriate sections of the book for both revision and practice to remedy particular weaknesses.

I would like to thank the Royal Society of Arts, the Northern Counties Technical Examinations Council, and the EP Group of Companies for permission to use parts of past examination papers and catalogues.

A. H. GURNEY

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