COMPREHENSIVE TYPING

for school and
adult public examinations

Paul Bailey BA, FFTCom, FRSA, FSCT
Sometime Chief Examiner for the West Midlands Examinations Board

© Paul Bailey 1973, 1976, 1979

All rights reserved. No part of this publication
may be reproduced or transmitted, in any form
or by any means, without permission.

First edition 1973
Second edition 1979

This edition first published 1979 by
THE MACMILLAN PRESS LTD
London and Basingstoke
Associated companies in Delhi Dublin
Hong Kong Johannesburg Lagos Melbourne
New York Singapore and Tokyo

British Library Cataloguing in Publication Data

Bailey, Paul, b.1937 (Dec.)
Comprehensive typing for school and adult
public examinations. - 2nd ed.
1. Typewriting - Programmed instruction
I. Title II. Typing for schools
652.3'024 Z49

ISBN 978-1-349-04215-9 ISBN 978-1-349-04213-5 (eBook)
DOI 10.1007/978-1-349-04213-5

Second Edition of
Typing for Schools

Preface

Comprehensive Typing, for school and adult public examinations is the second, expanded and enlarged edition of *Typing for Schools* and has been substantially revised to cover both the new syllabuses of the CSE Examining Boards and also the Elementary and Intermediate level examinations of the RSA, LCC and Business Education Council. It has been written with the particular needs of the school classroom in mind and teachers and pupils alike will welcome its distinctive features.

- * It is lesson planned. The lessons provide a sequence of work in which new techniques and theory are introduced, practised, applied and consolidated, while at the same time pure skill is maintained and developed. The explanations are given in step-by-step form and are simpler and more detailed than is usual — particularly when teaching letters and tabulations.
- * The emphasis of the teaching is on encouraging self-reliance rather than simply copying examples correctly set out.
- * A high proportion of the exercises are in manuscript which is introduced in the first lesson.
- * It contains a large section on forms and documents.
- * Many of the exercises are linked — in line with many public examination papers.
- * A simple non-calculation method is used for horizontal and vertical display.
- * It contains private and business letters (standard and open punctuation), form letters, memoranda, itineraries, poetry, footnotes, simple accounts, continuation sheets, postcards, leader dots etc. as well as fractions and metric units.
- * The book caters for the needs of the less able and more gifted pupils.
- * Although the book necessarily adopts a particular style in any example, where there are alternative styles which are acceptable, these are mentioned. There is a page devoted to the marking of examination papers.
- * Target times are given for most exercises. These are based on the time taken by large numbers of pupils in a wide variety of schools.
- * A range of type faces has been selected for the exercises to give pupils experience of copying from several styles.
- * There is ample skill building.
- * Technique development is assisted by means of The Clinic, unique in books of this nature. For ease of reference The Clinic has now been located in one place.
- * An end of course test has been included and teachers may use this as a 'mock' examination paper to give pupils examination experience.

Comprehensive Typing is a lesson-planned text containing 144 Lessons. Each lesson will take approximately 35 minutes — depending on the ability of the pupils. In some Lessons more than 35 minutes work is set so that teachers may be selective.

Keyboard Presentation

Lessons 1–20 present the keyboard. After the home keys have been introduced, each Lesson presents only 2 new keys at a time and contains the following sequence of activity:

- (i) warm up/revision
- (ii) new reaches
- (iii) drill on new keys
- (iv) consolidation — including manuscript work.

Validation tests on the keyboard presentation in schools have shown that it can be covered in as little as six hours with a speed range of between 15 wpm and 24 wpm being reached by 14-year-old pupils of both sexes.

Each keyboard Lesson contains more work than is required for a Lesson in class: in a 35-minute lesson pupils might be expected to type a total of 40–45 lines rather than 16 new lines. It is expected that teachers will be selective. Only when a teacher is satisfied with the way the first line is being typed should pupils go on to other lines — the teacher must decide which of the other lines should be typed.

Skill Building and Technique Development

From Lesson 21 the Lessons are organised in a pattern which is repeated throughout the book in units of four Lessons. In each unit:

The first Lesson introduces a point of theory or technique. The theory is fully programmed and detailed instructions are given for its application. It is suggested that pupils copy an outline of a letter or document and type or write in the instructions. They can refer to this for the remainder of the Lesson before filing for future reference.

The second Lesson adds to the theory of the first Lesson or introduces new theory.

The third Lesson is designed to develop typing skill. Each Lesson begins with an alphabet sentence. In the early Lessons, Speed Practice follows the warm up. Speed passages range from 15 wpm for 1 minute at SI 1.00 to 40 wpm for 5 minutes at SI 1.00. These easy passages have been produced with a justified right-hand margin to assist speed development. The sequence of the Speed passages and the complete skill building programme is shown in the Index.

Improve Accuracy follows. Passages range from 15 wpm for 1 minute at SI 1.05 to 40 wpm for 5 minutes at SI 1.33. The right-hand margin has again been justified for all passages to assist development. The copy has been carefully controlled and the vocabulary, which is based on Office Practice or Typewriting topics, is carefully selected. Words likely to prove difficult have been indicated so that pupils can practise them before attempting the rest of the passage.

Test your Skill passages are a general test of typing skill which start with 1-minute timings at SI 1.34 and go to 10-minute timings at SI 1.48. A stroke count is indicated for each passage and this is based on a straight letter count rather than the RSA method. Pupils can work out typing speeds by dividing the number of strokes completed by 5 to find the number of words and the number of words typed by the time taken. Pupils are encouraged to mark their own passages and correct typing faults using The Clinic — a valuable aid to self-discrimination.

The fourth Lesson consolidates the work of the unit and work undertaken to date in a random format.

Complementary Units

Every fifth unit in the book is a Complementary Unit which reinforces all work covered to date and introduces topics which, while not central to all the CSE syllabuses, do complement the rest of the course.

The first two Lessons introduce the complementary work or reinforce previous theory.

The third Lesson continues with technique development.

The fourth Lesson introduces more complementary work.

The book concludes with an end-of-course test and The Clinic.

The book thus provides a comprehensive course combining skill building, technique development and applied typing which is reinforced by a regular pattern of consolidation. Pupils are able to follow a course of study which can be used simply to enable them to take and pass public examinations or undertake a course of study which offers more than the bare CSE syllabuses. There is ample opportunity for the less able and the brighter pupils to work at their own pace and reach their full potential. The book is based on practical teaching considerations for pupils of all abilities.

Acknowledgements

The author wishes to thank the following for their help in connection with the preparation of this book.

Mrs Eileen Lawton of Derby College of Further Education.

Mrs Edna Jarrett of Joseph Leckie School, Walsall.

Miss Anne Powell of Aldridge School.

Mrs Jacky Sheldon of T P Riley School, Walsall.

Miss Elsie Crisp of Heath Park School, Wolverhampton.

Mr Roger Summers — for providing original documents on which many exercises in the book are based.

Margaret Hewines — for editing and providing the encouragement without which the book would never have been finished.

Pupils at T P Riley School, Walsall — for their patience in testing new ideas prior to general testing in other schools.

All those who have helped with handwriting — particularly the staff at T P Riley School.

The author will be pleased to receive comments, criticisms or queries about this book. Please write to Paul Bailey, c/o Nicholas Brealey, Higher and Further Education Division, Macmillan, Houndmills, Basingstoke, Hants.

Index

Skill Building

Increase Speed

wpm	min	SI	page
15	1	1.00	
		1.00	
		1.06	
		1.06	13
20	1	1.00	
		1.00	
		1.00	
		1.00	17
25	1	1.00	
		1.04	
		1.04	
		1.08	
		1.12	28
30	1	1.00	
		1.00	
		1.08	
		1.08	33
35	1	1.00	
		1.03	
		1.03	
		1.06	37
40	1	1.00	
		1.07	
		1.07	42
25	2	1.00	
		1.02	
		1.04	46
30	2	1.00	
		1.03	
		1.06	51
35	2	1.02	
		1.03	55
40	2	1.01	
		1.03	59
30	3	1.01	
		1.02	63
35	3	1.02	67
40	3	1.00	
		1.00	71
30	4	1.01	75
35	4	1.00	79
40	4	1.01	83
35	5	1.01	87
40	5	1.00	91

Improve Accuracy

wpm	min	SI	page
15	1	1.05	
		1.10	
		1.20	
		1.25	
		1.30	17
20	1	1.30	
		1.40	
		1.40	
		1.45	
		1.60	28
25	1	1.12	
		1.20	
		1.20	
		1.36	
		1.48	33
30	1	1.20	
		1.23	
		1.33	
		1.36	37

a

a key 1, 165
 'A' sizes of paper 49
 abbreviations
 commercial 68
 in general material 108
 manuscript 26
 Post Office 68, 108
 standard 69
 accents 86
 a/c 26, 104
 accounts 157
 acute accent 86
 address - correct order of 50
 address - forms of 50
 addressee 30, 31
 addressing envelopes 50, 70, 77
 A5 paper 4, 49
 A4 paper 4, 49
 agenda 151
 alignment 94
 alignment scale vii
 alphabet sentences 13, 14, 15, 16,
 17, 22, 28, 33, 37, 42, 46, 51,
 55, 59, 63, 67, 71, 75, 79, 83,
 87, 91, 95, 100, 106, 110, 114,
 118, 122, 126, 130, 134, 138,
 144, 149, 155, 160
 alphabetical order 47
 alternate hand drill 168
 am - open punctuation and standard
 punctuation 20
 ampere 74
 & (ampersand) 22
 amt 26
 and 26
 apostrophe (') 22
 appointments itinerary 124
 asterisk 89
 @ (at) key 103
 attention line 35, 50, 70, 78
 Av (Avenue) 68

b

b key 5, 165
 backing sheet vii, 2
 backrest viii
 backspace key viii
 backspacer 21
 bail bar vii
 bail bar rollers vii
 bank paper 6
 bec (because) 26
 Beds 108
 bell - typing 15
 Berks 108
 b/f 104
 bichrome ribbon 7
 bldg (building) 26
 blocked display 39
 blocked paragraphs 19
 bn (been) 26
 bnk (bank) 68
 books of reference 88
 brace 90
 brackets keys 22
 brackets (square) 89
 Bucks 108
 business documents
 invoice 102
 order 98
 statement of account 104

c

c key 6, 165
 'C' size envelopes 49
 Cambs 108
 capitals - spaced 21
 carbon copies 58, 111
 carbon films 60
 carbon paper 6
 carbon paper storage 58
 card holder vii
 carriage vii
 carriage return lever vii
 carriage return practice 168
 catchwords 144
 cedilla 86
 centimetre 74
 centred display 40
 centring - horizontal 21
 characters
 inferior 74
 superior 74
 Chambs 68
 chronological order 47
 circular letter 121
 circumflex 86
 Clinic 23, 165, 166, 167, 168,
 Clo 68
 Co 26
 Co Derry 108
 Co Durham 108
 colon 12
 Cot 68
 combination signs 89
 comma key 11
 commercial abbreviations 68
 common typing errors 23
 complimentary close 30, 31, 69
 concentration 168
 confidential line 50, 81
 continuation sheets 140, 142, 144
 corrected exercises 61, 62, 64, 74,
 101, 109, 163
 correcting carbon errors 58
 correcting fluid 25
 correcting paper 25
 correction of errors 24
 corrections
 half space 65
 spreading 67
 squeezing 67
 correction signs
 arrows 61
 balloons 61
 caps 61
 caret 61
 close up 61
 dash 61
 delete 61
 hyphen 61
 lower case 61
 NP (New Paragraph) 61
 para 61
 quotes 61
 space 61
 stet 61
 trs 61
 uc (upper case) 61
 county names 108
 Cres 68
 Ct 68
 cutting stencils 111
 cubic metre 74

d

d key 1, 165
 dagger
 double 89
 single 89
 dash 22, 61
 date 30, 69, 77
 dead key 86
 decibel 74
 decimal point 18
 decorations - typing of 50
 degree Celsius 74
 degrees
 angle 74
 temperature 74
 delete 61
 deletions on forms 155
 dept (department) 26
 designation 30, 31, 69, 77
 diaeresis 86
 display
 blocked 39
 centred 40
 horizontal 39
 in columns 41
 vertical 39
 display exercises 39, 40, 43, 83, 86,
 114, 123, 126, 144, 145, 160
 division of words 15
 division sign 89
 DL envelopes 49, 50
 dollar sign 89
 Dr (Doctor) 11, 50
 duplicating
 carbons 111
 exact copies 111
 spirit 111
 stencil 111
 Dv (Drive) 68

e

e key 3, 165
 E Sussex 108
 electric machines - moving viii
 electrostatic process 111
 elite type 3
 ellipses 159
 'en' words 168
 enclosures 32, 69, 81
 envelope addressing 50, 70, 77
 envelope addressing practice 52
 envelopes
 POP 50
 sizes 49, 50
 window 50
 equals sign 89
 erasers 24, 58
 erasure platform viii, 24
 Est 68
 Esq 11, 50
 exact copies 111
 examination papers - marking 156
 exclamation mark 89
 express delivery 50
 exs (expenses) 26

f

f (for) 26
 f key 1, 165
 feet 44
 feet - position of when typing viii

wpm	min	SI	page
35	1	1.20	
		1.31	
		1.40	42
40	1	1.10	
		1.25	
		1.42	46
25	2	1.20	
		1.26	
		1.30	51
30	2	1.20	
		1.22	
		1.36	55
35	2	1.16	
		1.21	
		1.34	59
40	2	1.31	
		1.32	63
30	3	1.19	
		1.34	67
35	3	1.37	71
40	3	1.30	
		1.37	75
30	4	1.42	79
35	4	1.34	83
40	4	1.30	87
35	5	1.35	91
40	5	1.33	95

Test your Skill

strokes	min	SI	page
146	1	1.34	23
175	1	1.22	28
178	1	1.42	33
182	1	1.35	37
199	1	1.45	42
246	1	1.35	46
262	2	1.35	51
304	2	1.46	55
439	2	1.42	59
474	2	1.36	63
498	3	1.38	67
626	3	1.35	71
657	3	1.38	75
729	4	1.34	79
821	4	1.41	83
1003	4	1.31	87
1015	5	1.40	91
1111	5	1.36	95
1196	5	1.36	100
1328	6	1.40	106
1392	6	1.37	110
1416	6	1.41	114
1506	7	1.37	118
1579	7	1.35	122
1675	7	1.38	126
1724	8	1.38	130
1844	8	1.41	134
1878	8	1.38	138
1922	10	1.36	144
2031	10	1.37	149
2113	10	1.46	155
2288	10	1.48	160

figures	
0 page 13	
1 page 13	
2 pages 16, 167	
3 pages 16, 167	
4 pages 14, 167	
5 pages 14, 167	
6 pages 14, 167	
7 pages 14, 167	
8 pages 16, 168	
9 pages 16, 168	
figures: words and 37	
fingers - position of when typing viii	
Fm 68	
foolscap paper 4	
footnotes 146	
For the attention of 35, 50, 70, 78	
forms	
information 113	
letters 120	
memoranda 117	
telephone message 116	
forms: deletion on 155	
forms of address	
Dr (Doctor) 11, 50	
Esq 11, 50	
Junior 50	
Master 50	
Messrs 50	
Miss 50	
Mr 11, 50	
Mrs 11, 50	
Ms 50	
Rev 50	
Senior 50	
The Misses 50	
fr (from) 26	
fractions 46	
French 86	
g	
g key 6, 165	
Gdns (Gardens) 68	
German 145	
Glos 108	
Gr (Green) 68	
gramme 74	
grams per sq metre 6	
grave accent 86	
Gro (Grove) 68	
Gt (Great) 68	
h	
h key 2, 166	
half space corrections 65	
halfpenny 18	
hanging paragraphs 19	
Hants 108	
headings	
main 24	
marginal 58	
paragraph 25	
shoulder 25	
side 58	
sub 24	
heat transfer 111	
Herts 108	
HI (Hill) 68	
Ho 68	
home keys viii, 1	
Honorary Secretary 107	
horizontal	
centring 21	
display 39	
Hth 68	
hv (have) 26	
hyphen 61	

hyphen key 15	
i	
i key 4, 166	
Improve Accuracy 17	
inches 44	
Increase Speed 13	
indented paragraphs 19	
inferior characters 74	
initials - typing of 11, 50, 69	
insetting 159	
interliner vii	
international paper sizes 4, 49	
invoices 102, 103, 106	
itinerary	
appointments 124	
travel 125	
j	
j key 1, 166	
Junior 50	
k	
k key 1, 166	
keys	
a:1, b:5, c:7, d:1, e:3, f:1, g:6, h:2, i:4, j:1, k:1, l:1, m:7, n:3, o:5, p:9, q:10, r:2, s:1, t:4, u:6, v:8, w:9, x:11, y:8, z:12	
1:13, 2:16, 3:16, 4:14, 5:14, 6:14, 7:14, 8:16, 9:16, 0:13	
ampersand (&) 22	
apostrophe (') 22	
at (@) 103	
backspace 21	
brackets 22	
colon 12	
comma 11	
dash 22	
full stop 10	
hyphen 15	
left shift 10	
margin release 15	
per cent (%) 44	
£ sign 18	
question mark (?) 20	
quotation marks (") 20	
right shift 12	
semi-colon 1	
shift lock 18	
solidus (/) 22	
tabulator 18	
underscore 21	
l	
l key 1, 166	
La 68	
Lancs 108	
landscape 12	
lc (Lower Case) 61	
Ldg 68	
leader dots 73, 136	
left shift key 10	
Leics 108	
letters	
circular 121	
composition 131	
continuation sheets	
fully-blocked 140	
semi-blocked 142	
form 120	

letters fully-blocked 30, 31, 32, 34, 35, 36, 38, 43, 45, 48, 52, 56, 64, 66, 69, 70, 72, 76, 140	
display 48	
enclosures 32, 69	
For the attention of 35, 70	
open punctuation 30, 31	
parts of 30, 31	
standard punctuation 69, 70	
subject heading 36, 69, 70	
letters - insetting 159	
lettered paragraphs 79	
letters	
personal 93	
personal business 94	
letters semi-blocked: 77	
display 82	
enclosures 81	
For the attention of 78	
subject heading 81	
Lincs 108	
line-end division of words 15	
lines of type 3, 18	
line space selector vii	
litre 44, 74	
looped letter l (l) 74	
lower case 61	
Lr (Lower) 68	
Ltl (Little) 68	
m	
M Glam 108	
m key 7, 166	
manuscript work 13, 15, 17, 26, 27, 29, 34, 38, 44, 45, 47, 56, 62, 65, 66, 72, 78, 80, 84, 92, 95, 96, 100, 107, 109, 110, 118, 119, 123, 126, 127, 128, 130, 134, 138, 146, 148, 149, 150, 152, 154, 158, 161	
margin release key viii, 15	
margin stops vii	
marginal headings 58	
margins - suitable 36	
marking examination papers 156	
Master 50	
mat	
felt viii, 5	
rubber viii, 5	
typing viii	
plastic viii, 5	
meetings 68	
memoranda 117	
Messrs 50	
metre 74	
metric units 44, 74	
metric weights of paper 6	
Middx 108	
millimetre 44, 74	
minus sign 89	
minutes 153	
Miss 50	
money in columns 97	
moving typewriters viii, 2, 8	
Mr 11, 50	
Mrs 11, 50	
Ms 50	
multiplication sign 44, 89	
n	
N Humberside 108	
n key 3, 166	
N Yorkshire 108	
new paragraph 61	
Northants 108	

Northd 108
 Notes
 credit 104
 debit 104
 Notts 108
 Nth (North) 68
 numbers
 0:13, 1:13, 2:16, 3:16, 4:14,
 5:14, 6:14, 7:14, 8:16, 9:16
 numbers in general typing 37
 numbers
 open punctuation 42
 standard punctuation 42
 typing 42
 numerical order 47

O

o key 5, 166
 'oi' words 168
 open punctuation 11, 30, 31, 50
 orders 98, 99, 101
 ounces (ozs) 44
 Oxon 108

P

p 26
 p key 9, 166
 paper grades 6
 paper guides vii
 paper release lever vii
 paper sizes 4, 49
 'A' sizes 49
 foolscap 4
 quarto 4
 para 61
 paragraph headings 25
 paragraphs
 blocked 19
 hanging 19
 indented 19
 lettered 79
 numbered 85
 pd 26
 Pde 68
 pence 18
 percentage key (%) 44
 personal business letters 94
 personal private letters 93
 pica type 3
 pitch, typing 3
 Pk 68
 Pl 68
 platen vii, 2
 platen knobs vii
 platen release knobs vii
 plus sign (+) 89
 pm - open punctuation and standard
 punctuation 20
 poetry 148
 POP sizes 50
 portrait 12
 Post Office Abbreviations 68, 108
 Post Office Guide 50
 postal town 31, 50
 postcards 112
 postcode 30, 31, 32, 50
 pounds (lb) 44
 pounds sign key (£) 18
 pounds - typing in context 18
 pp 26
 printing point indicator vii
 Private 50, 81
 punctuation
 am 20
 ampersand (&) 22
 apostrophe (') 22

brackets 22
 colon 12
 dash 22
 decimal point 18
 division sign 89
 equals sign (=) 89
 full stop 10
 hyphen 15
 minus sign 89
 multiplication sign 89
 open punctuation 11, 30, 31, 50
 pence 18
 percentage sign (%) 44
 plus sign (+) 89
 pm 20
 pounds sign (£) 18
 question mark 20
 quotation marks (") 20
 semi-colon 1
 solidus (/) 22
 standard punctuation 11, 50, 69
 24-hour clock 20
 years 28

Q

q key 10, 166
 qualifications - typing of 50
 quarto paper 4
 question mark (?) 20
 quotation marks (") 20, 61

R

r key 2, 166
 ratchet release lever vii, 94
 Rd (Road) 68
 ready-to-type position viii
 ream
 ordinary 4
 typing 4
 recd 26
 record ribbon 7
 Recorded Delivery 50
 recpt 26
 ref 26
 reference 30, 69
 reference books 88
 repeated letter words 168
 Rev 50
 ribbon - typing 60
 ribbons
 bichrome 7
 carbon 7
 cotton 7
 nylon 7
 record 7
 silk 7
 right shift key 12
 roller vii, 2
 Roman numerals 85
 RSA 156
 Rse 68
 ruling up 132, 133
 Rw (Row) 68

S

S Glam 108
 S Humberside 108
 s key 1, 166
 S Yorkshire 108
 salutation 30, 31, 69
 Sec 26
 section sign 89
 semi colon 1

semi-blocked letters 77
 display 82
 For the attention of 78
 subject heading 81
 sender's name and address on
 envelopes 50
 Senior 50
 sh 26
 shd 26
 shift keys viii, 10, 12, 167
 shift lock 18
 shoulder headings 25
 side headings 58
 signatory 30, 31
 simple tabulations 41
 single dagger 89
 solidus (/) 22
 solvent coated papers 60
 sources of information 88
 space bar vii, 1, 2, 4, 5, 8, 10, 168
 spaced capitals 21
 spacing
 double vii, 18
 line and a half vii, 18
 single vii, 18
 spirit duplicating 111
 spreading 67
 sq 68
 square brackets 89
 squeezing 65
 Staffs 108
 standard punctuation 11, 50, 69
 standard punctuation in letters 69
 statement of account 104, 105, 107
 stencil duplicating 111
 stet 61
 sth 68
 suitable margins 36
 sums of money - typing in context 18
 superior characters 74
 syllabic intensity 13

T

t (the) 26
 t key 4, 166
 tabulations boxed ruled
 blocked 132
 centred 133
 with leader dots 136
 tabulation exercises 26, 41, 43, 47,
 53, 54, 56, 57, 60, 64, 65, 68, 74,
 76, 80, 84, 85, 90, 92, 108, 115,
 119, 122, 123, 129, 132, 133, 135,
 136, 137, 139, 145, 147, 158,
 164
 tabulations - simple 41
 tabulations with headings
 blocked 53
 centred 54
 tabulations with horizontal lines 57
 tabulations with open sides 137
 tabulator 18
 tabulator bar viii
 Target times 32
 telephone message forms 116
 test 9, 161-164
 test - end of course 161-164
 Test your Skill 23
 'th' words 168
 th 26
 The Misses 50
 tilde 86
 time
 am 20
 pm 20
 24-hour clock 20
 toghtr 26
 ton 74

tonne 44, 74
 touch regulator viii
 Tr 68
 travel itinerary 125
 trs 61
 type faces
 elite 3
 pica 3
 twenty-four-hour clock 20
 typewriter cover viii, 2
 typewriters - moving viii, 2, 8
 typing chair viii
 typing errors 23
 typing mats viii, 2
 typing paper 4
 typing paper grades 6
 typing ream 4
 typing ribbons 7, 60
 typing technique viii
 typing word 13, 23

U

u key 6, 167
 uc (upper case) 61
 umlaut 86
 underscore key 21
 Up (Upper) 68
 use of words and figures 37

V

v (very) 26
 v key 8, 167
 vertical display 39, 41, 53, 54, 132
 Vw (View) 68

W

w (with) 26
 W Glam 108
 w key 9, 167
 W Midlands 108
 W Sussex 108
 W Yorkshire 108
 wd 26
 West Midlands Examinations Board
 156
 wh 26
 Wilts 108
 Wks 68
 wi (will) 26
 Wlk (Walk) 68
 Worcs 108
 Word - typing 13, 23
 words and figures 37
 Wst 68
 Wy (Way) 68

X

x (Cross) 68
 x key 11, 167

Y

y (you) 26
 y key 8, 167
 yr 26
 years 28

Z

z key 12, 167

Introductory Lesson

The typewriter

Before undertaking Lesson 1 you must learn the names and functions of the parts of the typewriter. The position of many parts of machines varies from manufacturer to manufacturer so follow your teacher's instructions or use the manual provided for your machine. The diagram illustrates a typical lay-out for a manual machine. Some electric machines are very different.

The moving part of the machine is the carriage (1). The carriage can be moved by depressing either of the carriage release levers (2) or by tapping the space bar (3) which moves the carriage one space at a time. The margin stops (4) determine the left and right margins. Mounted in the carriage is the roller or platen (5) which is rubber-coated and should always be protected when typing, by use of a backing sheet made of stiff paper or similar material. The purpose of the platen is to hold the paper and to enable the typist to move it up or down using the platen knobs (6) or the carriage return lever (7). The platen turns each time you return the carriage using the carriage return lever, the amount of movement being determined by the line space selector (8). The setting of the line space selector varies from machine to machine and you must learn the difference between single, line-and-a-half and double-line spacing.

This is an example
of work typed in
single-line spacing.

This is an example of work
typed in line-and-a-half
spacing.

This is an example
of work typed in
double-line spacing.

The paper guide (9) allows you to insert the paper at the same point each time. To straighten the paper or to move it from side to side slightly use the paper release lever (10). Use the paper release lever when taking paper out of the machine. The bail bar (11) and the bail bar rollers (12) hold the paper against the front of the platen. The bail bar is often calibrated and can be used to determine the point reached on the paper and to assist when setting the margins – in conjunction the margin stop scale (13). In front of the carriage an alignment scale (14) is fitted and this is often calibrated in single-space divisions. The scale is used to indicate the exact line along which you are typing. In the centre of the scale is the printing point indicator (15) which shows the point at which the machine will next print. The printing point indicator sometimes acts as a card holder.

The platen release knob (16) (or the interliner) enables fine adjustments of a permanent nature to be made to the platen. This is done by pressing the centre of the left-hand platen knob. The ratchet release lever (17) (or the line space platen release) enables you to make fine adjustments of a temporary nature as, for example, when filling in forms. By pulling the lever forwards the gear determining the line spacing is disengaged as long as the lever remains pulled forward. When released, the mechanism falls back into line so that correct alignment can quickly be found.

On the body of the machine is the ribbon indicator (18) which is used to select different ribbon positions for black, red or stencil typing. The touch regulator (19) determines the amount of pressure required to operate the keys. The tabulator bar (20) enables you to find pre-determined points along the typing scale and 2 keys (21) are used in conjunction with it – one sets the tabulator stops while the other clears them singly or together. The shift keys (22) enable capital letters to be typed while the shift lock (23) locks the carriage in the capital letter position and is released by depressing one, or either, of the shift keys – the operation varies from machine to machine. Any corrections should be made by winding the paper on to the erasure platform (24) before using an eraser or correcting medium. The backspace key (25) enables the carriage to be moved to the left one space at a time. The margin release key (26) frees the right-hand margin for the line on which it is depressed.

Before learning to type it is advisable to find a machine to 'fit' your hands. The size of keyboards vary and you are advised to find a suitable sized machine. Do not 'swop' machines while learning to type – it will only hinder progress.

The 'ready-to-type' position

Before starting to type, make sure that you are sitting correctly. Typing chairs are made so that they can be adjusted for height and the position of the backrest. A good typing position is essential for efficient typing so use a correctly adjusted typing chair whenever possible.

Feet

The height of the chair should be adjusted so that your feet can be placed flat on the floor with your thighs parallel to the floor. Keep your feet slightly apart, braced firmly on the floor.

Body

Your body should be relaxed, with the backrest of the typing chair adjusted so that it supports the small of the back and not your shoulders. Set the backrest so that you are leaning slightly forward – you should never type leaning backwards. Sit so that you are one hand-span from the front edge of the machine, which should be parallel to the edge of your typing desk. It is very important that you sit at the correct distance from the machine so check this point every time you type.

Fingers

Your arms and elbows should hang loosely. Make sure that your finger-nails are not so long that they get in the way of the keys. Your fingers should be bent so that only the tips touch the keys, while your hands should be at an angle of roughly 45° to the typewriter. The palms of your hands must be clear of the machine, and the space bar in particular.

Technique

Once you are sitting correctly, practise putting the paper into the typewriter. Use a backing sheet to protect the platen. Hold the paper and the backing sheet between the first finger and thumb of the left hand against the paper guide at the required point on the bail bar scale on the left (0 on most machines), and use the right hand to turn the right-hand platen knob sharply to bring the paper and backing sheet into the machine. Use the paper release lever to make any fine adjustments.

Leave a space of about 25 mm (1 inch) at the top of the page. This is done by using the carriage return lever to turn up 7 single lines from the top edge of the paper. Make sure that the bail bar rollers hold the paper against the platen. Practise returning the carriage. Use the side of your left fore-finger only – never grip the carriage return lever. Practise bouncing your right thumb off the space bar as you keep your fingers in position over the 'home keys'. Your teacher will demonstrate. The left hand should cover asdf with the little finger over a and the fore-finger over f. The right hand should cover ;lkj with the little finger over ; and the fore-finger over j. Practise setting margins.

When you have finished your introductory lesson, take the paper out of the machine using the paper release lever, centre the carriage and lock it by bringing the margins together. This will prevent accidental damage if the machine is moved. Put the cover, which should be kept on the back of your typing chair when not in use, over the machine to protect it from dirt and dust.

Typewriters should not be moved about but if they have to be carried do so by holding the base of the machine with the keyboard facing away from you. Never carry a machine by the carriage. If you are using an electric machine make sure that it is switched off after use and the plug is pulled out. Use a felt mat under manual machines and a rubber or plastic mat under electric machines. Typing mats make the operation of the machines much quieter. Never use a felt mat with an electric machine because the motor may suck in some of the material and cause the machine to over-heat. If anything goes wrong with your machine consult a mechanic. Learn how to clean your machine and how to change the ribbon.