

# The 10 Cardinal Rules – Rule 1

- **Rule #1:** A variety of skillbuilding routines must be employed to build speed and improve accuracy.

## Skillbuilding Routines

12-Second Sprints  
1-Minute Timings  
2-Minute Timings  
3-Minute Timings  
5-Minute Timings  
Alphabet Practice  
Custom Timings  
Diagnostic Practice  
MAP  
New Key Drills

Numeric Keypad  
Number Practice  
Open Timings  
Paced Practice  
Pace Car Game  
Pretest/Practice/Posttest  
Progressive Practice  
Supplementary Timings  
Sustained Practice  
Technique Practice  
Tennis Game





# The 10 Cardinal Rules – Rule 4a

- **Rule #4:** Skillbuilding does not occur automatically in a timed writing. If a timed writing is to be used to build skill, then specific activities must be designed as a result of the student's performance on the timed writing.

## Pretest/Practice/Posttest Routine

### B. PRETEST: Alternate- and One-Hand Words

|   |  |    |
|---|--|----|
| 4 | The chair of the trade committee served notice that        | 11 |
| 5 | the endowment grant exceeded the budget. A million dollars | 23 |
| 6 | was the exact amount. The greater part might be deferred.  | 35 |
|   | 1   2   3   4   5   6   7   8   9   10   11   12           |    |

### C. PRACTICE: Alternate-Hand Words

|   |           |          |         |         |        |        |       |      |
|---|-----------|----------|---------|---------|--------|--------|-------|------|
| 7 | amendment | turndown | visible | suspend | visual | height | signs | maps |
| 8 | authentic | clemency | dormant | figment | island | emblem | usual | snap |
| 9 | shamrocks | blandish | problem | penalty | profit | thrown | chair | form |

### D. PRACTICE: One-Hand Words

|    |         |          |         |         |         |        |       |       |
|----|---------|----------|---------|---------|---------|--------|-------|-------|
| 10 | pumpkin | eastward | plumply | barrage | greater | poplin | trade | holly |
| 11 | minikin | cassette | opinion | seaweed | created | kimono | union | exact |
| 12 | minimum | attracts | reserve | million | scatter | unhook | plump | defer |

### E. POSTTEST: Alternate- and One-Hand Words

# The 10 Cardinal Rules – Rule 4b

## Pretest/Practice/Posttest Routine

Step 1: Take a 1-minute timed writing. Review your speed and errors.

Step 2:

(Speed): If you made 2 or fewer errors on the Pretest, type each individual line 2 times.

(Accuracy): If you made 3 or more errors, type each group of lines (as though it were a paragraph) 2 times.

Step 3: Repeat the Pretest timed writing and compare performance.

### B. PRETEST: Alternate- and One-Hand Words

|   |  |    |
|---|--|----|
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| 6 | was the exact amount. The greater part might be deferred.  | 35 |
|   | 1   2   3   4   5   6   7   8   9   10   11   12           |    |

### C. PRACTICE: Alternate-Hand Words

|   |   |
|---|---|
| 7 | amendment turndown visible suspend visual height signs maps |
| 8 | authentic clemency dormant figment island emblem usual snap |
| 9 | shamrocks blandish problem penalty profit thrown chair form |

### D. PRACTICE: One-Hand Words

|    |   |
|----|---|
| 10 | pumpkin eastward plumply barrage greater poplin trade holly |
| 11 | minikin cassette opinion seaweed created kimono union exact |
| 12 | minimum attracts reserve million scatter unhook plump defer |

### E. POSTTEST: Alternate- and One-Hand Words

# The 10 Cardinal Rules – Rule 5

- **Rule #5:** Typing speed is built through a series of prescribed
- drills administered over short periods of time on easy, low-syllabic intensity copy.

## 12-second Sprint

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**Line: 4**

**Attempt: 3**

**Results: 124 wpm / 3 errors**

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Joe must try to type as fst as he can on these four lines.¶

Joe must rry to type as fast as he can on these four liens.¶

Joe



# The 10 Cardinal Rules – Rule 7

- **Rule #7:** Copy that contains at least one instance of every letter of the alphabet should be used to improve accuracy.

## MAP Pretest

Jasper viewed the fox, zebra, camel, and a "roo" at Albuquerque's zoo in New Mexico. Who else was there? These people (I think): Peggy and her five friends; they enjoyed all the animals--especially the five or six killer whales!

# The 10 Cardinal Rules – Rule 8

- **Rule #8:** Students striving for higher keyboarding speeds should always be prompted to type faster than the speed at which they are comfortable at the keyboard.

## Paced Practice Routine

**Attempt: 1 of 3 (Speed)**

**wpm: 39 on 36 wpm par.**

**Results: 3 errors**

**Status: Successful**

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[T]Several factors lead to success on the job. People who have studied the factors say that **is** is the personal traits that often determine who is promoted or who is not. One of the finest traits a person can possess is the trait of being **lidable**. Being **lidable** means a person is honest, courteous, loyal, thoughtful, pleasant, kind, and most assuredly, positive.¶

[T]Several factors lead to success

# The 10 Cardinal Rules – Rule 9

- ◉ **Rule #9:** When students are striving for higher keyboarding speeds, the instructor should never insist on zero errors.

~~“0” errors~~

# The 10 Cardinal Rules – Rule 10

**Rule #10:** In the keyboarding classroom, you can encourage students to type faster or you can encourage them to type more accurately; but you should never encourage them to strive for both in the same activity.

**1<sup>st</sup> Attempt: Speed**

**2<sup>nd</sup> Attempt: Accuracy**