

## Keyboarding 12

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### BEGINNER

#### PRACTICE

wick foal corn them jive logo dim, wags fff  
fbf bbb fff fbf  
fbf bag fbf rob rob fbf ebb ebb fbf jjj juj uuu  
jjj juj uuu juj  
juj jug jug juj flu flu juj urn urn jumbo jet,  
jungle bugs, uju juj

#### PRETEST/POSTEST

Sharing a new car with friends is great fun.  
Just look at that engine; hear it hum. Drive  
with flair, but use care. TV lets us view the  
news as it pops up around the global  
landscape.

#### 30 SECOND OK'S

pace pack park part pare page pane pale  
quit quip quiet quill quick quirk quire  
shop chop crop pro plop flop slop slow  
ping pint pins pink pine pike pile pipe

#### 1 MINUTE TIMING

They will type quiet quips from a page.  
Jed had asked for the glas in a flash.  
Zach, move that ax back into that cave.

### ADVANCED

#### PRACTICE

ftf ttt ftf ttt fTf TfT ftf ttt tag Ted Tod ttt  
juj uuu juj uuu jUj UjU uUu UuU juj uuu uno  
Urn Use uuu  
ftf ttt ftf ttt fTf TfT tTt TtT ftf ttt tag Ted Tod ttt  
juj uuu juj uuu jUj UjU uUu UuU juj uuu uni uno  
Urn Use uuu

#### PRETEST/POSTTEST (2 MINUTES)

Talkative terrorists told trite tales to taciturn  
tourists.  
The tutor told Tom to tilt the teakettle and  
taste the tea.  
Unjust understudies unscrupulously undercut  
the unlucky actors.  
Unpopular ushers use unusual and useless  
unstrung ukuleles.

#### 30 SECOND OKs

text plotter diskettes throughout transistor  
teletypewriter  
umlaut output subroutine throughput  
ubiquitous unscrupulous  
overruns ferrous preferred recurrent irregular  
retro-rockets  
issue guess systems classify embossed  
addresses process

#### 1 MINUTE PRE/POST TEST

taut tilt taste taunt tattle tattoo testate attract  
trotter  
tort mitt tutor witty attest totter attempt  
texture toaster  
urge user uncut undue unique unjust ukulele  
unequal unglued  
undo unit usury usurp unused untrue unlucky  
unquote uncouth