

Instructional Scenario

S.E.C.R.E.T. Keyboarding Techniques



Course/Duty Area: Keyboarding/Developing Keyboarding Skills

Scenario:

You need to prepare a presentation describing the correct keyboarding techniques used while typing. In your presentation, you will describe how one should sit, where eyes should be focused, correct fingers on the home keys, rhythm without pausing (accuracy over speed), correct reaches (erase errors properly), and tapping the keys quickly and quietly.

Big Question:

What would be the best way to describe correct keyboarding techniques?

Focused Questions:

- What resources are needed to create the presentation?
- How should one sit when typing?
- Where should one's eyes be focused?
- What are the home keys, and which fingers go to those keys?
- What does good rhythm consist of?
- What finger should one use to reach the backspace key to erase errors properly?
- How should one tap the keys?

Student Project or Outcome:

Create a presentation to describe the correct keyboarding techniques used while typing.

Students' presentations will

- consist of eight slides
- include title, meaning of the acronym S.E.C.R.E.T., conclusion, and works cited
 - Sit up straight
 - Eyes on text
 - Correct fingers
 - Reasonable rhythm
 - Erase errors properly
 - Tap keys quickly and quietly
- use at least two resources
- use appropriate pictures for each slide
- identify important words and include them on the notes pane, which should be printed as handouts for an oral presentation.

Scenario submitted by Mary Pittard, Halifax County Middle School, Halifax County Public Schools