

## Touch Keyboarding Discussion Lesson Plan

<b>Title:</b> Touch Keyboarding Discussion	<b>Tool:</b> Computer	<b>Grade Range:</b> K-2
<b>Summary:</b> In this lesson teachers use the discussion points to help students understand the concept of touch keyboarding including proper keyboarding techniques and punctuation and symbol keys.		

### Warm-up

- Talk to the class about how writing and typing are similar. How are they different? What are the advantages of each?

### Activity

Discuss the basics of touch keyboarding:

- Talk about proper keyboarding techniques and introduce the students to the home row keys.
- Explain the shift keys, and talk about how to use them to capitalize proper nouns and first letters of sentences.
- Discuss punctuation keys and how to use them to punctuate different types of sentences.
- Talk about symbol keys and how to use them with number keys to write mathematical sentences.

### Wrap-up

- Have students practice using the keyboarding techniques and different keys that were discussed.

### Extension

- Provide the students with words and sentences for them to practice typing capital letters, symbols, numbers, and punctuation.

## **Touch Keyboarding Discussion Key Points**

### **Proper Keyboarding Techniques**

- Students in Kindergarten and first grade will most likely have a difficult time being able to touch type. Their hands are usually too small and their knowledge of letters and spelling is usually too fundamental to be able to fluently touch type. However, they can be introduced to some of the basics of touch typing that will prepare them for success in later grades.
- Proper keyboarding includes sitting with your back straight and elbows naturally at your sides. Your feet should be flat on the floor. Help students adjust their sitting positions so their backs are straight, knees are at 90 degrees, and waists are at 90 degrees.
- Divide the keyboard between the 5/6 keys, T/Y keys, G/H keys, and B/N keys. It will make an imaginary jagged diagonal line through the keyboard. All the keys on the left side, type with the left hand. All the keys on the right side, type with the right hand.
- The home row keys are A, S, D, F, J, K, L, ;. When touch typing, one finger of each hand rests on each of these keys. The "J" and "F" keys are called touch keys because they have small bumps on them. This way, you can always find the home row keys. Kindergarten and first grade students should just be introduced to this concept, but their hands may be too small to use the home row keys. Instead, have them practice typing keys on the left side with their left hands, and the keys on the right side with their right hands. Have them find the touch keys.
- The left shift key should be used with keys on the right side, and the right shift key should be used with the keys on the left side. Have students practice using the proper shift keys when capitalizing proper nouns and the first letters of sentences.

### **Punctuation and Symbol Keys**

- Point out the punctuation keys that the students know. These keys may include the period, comma, exclamation point, and question mark. Show the students how to create each of the punctuation marks. For example, the exclamation point requires you to press the shift key and the "1" key at the same time. The question mark requires you to press the shift key and the "/" key at the same time. Remind them to use the correct hand and shift key when making these punctuation marks.

- Have them practice using the punctuation keys. Talk about how each punctuation mark is used and model typing sentences that use these punctuation marks.
- Point out the symbol keys that the students know. These keys may include the dollar sign, the plus sign, and the minus sign. Show the students how to create each symbol. For example, the dollar sign requires you to press the shift key and the "4" key at the same time. Remind them to use the correct hand and shift key when making these symbols.
- Have students practice typing the symbols. Talk about how each symbol is used and how they can be used in conjunction with the number keys. Model typing sentences with the symbol and number keys, and have students practice typing their own.

## Proper Keyboarding Model



Improper keyboarding



Proper keyboarding



Improper keyboarding

## Proper Hand Placement Model

