



Parents' Guide to teaching TYPEQUICK to Children

This Guide is for parents or teachers who want to help children get the most out of their time in front of the computer. The TYPEQUICK course is very easy to use. It was specially designed to teach keyboard skills independently in a friendly way through computer based training.

TYPEQUICK provides a positive introduction to computers

Even if you or your child have little or no keyboard experience, you will find TYPEQUICK is comfortable, easy and fun to use. Just encourage your child as they get started, and reward them as they progress through the lessons at their own pace. TYPEQUICK will give them a non-threatening way to get to know their computer – it's a really positive introduction to computer skills that will build confidence quickly and easily.

Computers are a lot more than just game machines – they are an essential tool in both education and business. Schools, universities and colleges all require computer skills. Keyboard skills will improve your child's enjoyment of learning and their opportunities for success – in education, at home and in their future career.

Using TYPEQUICK with children

You do not need any knowledge or experience of touch typing or computer usage to help your child learn keyboard skills. TYPEQUICK changes your computer into a patient, understanding teacher who is always there whenever your child wants to learn.

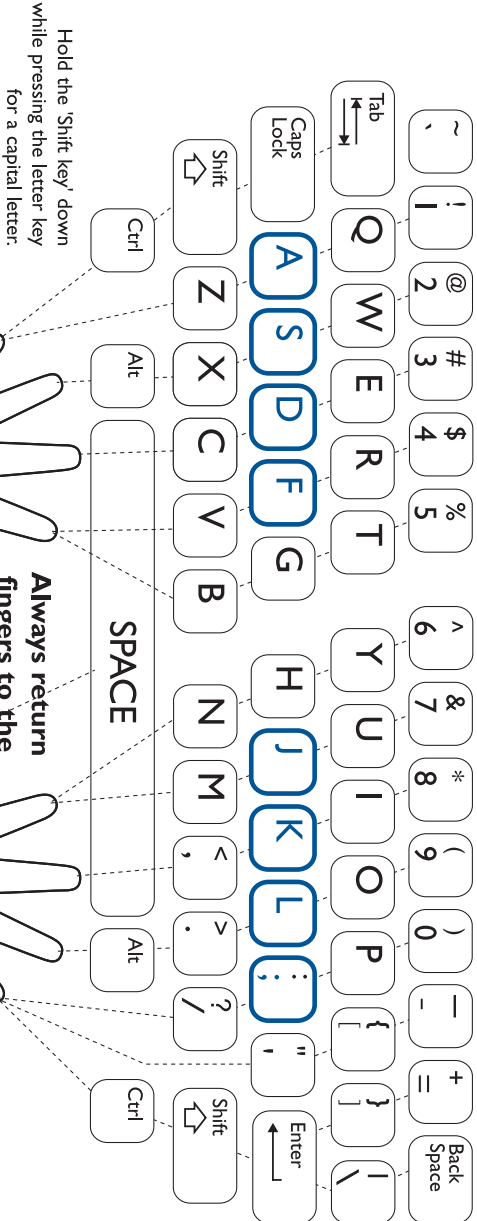
Install TYPEQUICK according to the Manual. At the time of loading you will need to choose between an adult or children's course. The children's course provides shorter lessons and stories for the younger learner in the exercises. The shorter lessons allow children to maintain concentration throughout the lesson and enable them to quit without losing results. If they have time or are inclined to they can choose extra exercises.

Once loaded on your computer your child will be able to use TYPEQUICK at any time, without any help. Just help them the first time.

First of all, explain to your child how the program works...

Keyboard Chart

- Lesson 1:** asdfjkl; **Lesson 3:** trno
- Lesson 2:** ehi. Left Shift **Lesson 4:** cuvw Right Shift
- Lesson 5:** gxp. **Lesson 6:** qmyzbc
- Lesson 7:** 12345 **Lesson 8:** 67890
- Lesson 9:** Speed Building **Lesson 10:** Accuracy Improvement



See (visualise), Say (mentally), Feel (key) for each lesson, Visualise fingers moving smoothly, accurately and fast.

How TYPEQUICK works

- ❑ TYPEQUICK consists of 10 lessons. Each lesson starts where the last one finished, so the TYPEQUICK 'teacher' always knows where you are up to and what your performance was when you finished your last lesson.
- ❑ TYPEQUICK gives you the chance to repeat and revise any lesson. Sometimes, if necessary, TYPEQUICK will recommend that you revise a lesson part to help strengthen your skills as you go.
- ❑ Every lesson starts with a report of what you've done so far then gives you a 'warm-up' exercise (just like in sports) and tells you what you will learn in the next lesson.
- ❑ Each lesson will end with a report on your performance displaying your typing speed and accuracy. You can print these reports out so you can see your progress and how well you are doing.
- ❑ The first 8 lessons will teach you to type with ten fingers without looking at the keyboard. You will be able to read what you're typing, without needing to look at the keys as you type. It's a great feeling!
- ❑ Lesson 9 is designed to build up speed and Lesson 10 is to develop accuracy – helping you to get it right with increasing ease, more often.

Set some goals for fun and fast action!

We've given you a Reward Chart in this Guide, for your child to write in their own goals, and when they want to reach them. Then they can chart their progress – and plan their own rewards. Be prepared to negotiate!

As a guideline, we would recommend an **initial goal speed** of 15 words per minute for a beginner. Within each lesson, their speed may go up or down quite a bit, but should average around 10 words per minute.

Reward Chart	Target	Achievement
Ultimate Goal:		
Date:		
Reward:		
Sub goal 1:		
Date:		
Reward:		
Sub goal 2:		
Date:		
Reward:		
Sub goal 3:		
Date:		
Reward:		

Results to expect with TYPEQUICK

To learn the keyboard, and retain what has been learned, we have found that 30 minutes training twice a day is better than 60 minutes once a day. It's very important for your child to sit down every day and use the program. For most children, two weeks should be allowed for them to learn the keyboard.

Record their progress on the Reward Chart, and also on the Keyboard Card. Have them shade in the keys and the fingers used in the lesson completed, in green, yellow, red or blue. All the keys and fingers should be shaded like the picture on the inside cover of the manual by Lesson 8.

It is extremely important that your child completes all the speed and accuracy lessons (Lessons 9 and 10) to entrench the acquired skills. They should be typing comfortably at 15-20 words per minute. That's when they will get the most value out of the computer, and they'll find they can complete projects, essays and assignments easily and quickly.

With continuing keyboard use, their speed will go on increasing by up to 10 words per minute each year.

So in summary, here's what to do:

- ❑ Install the program onto the computer and show your child how to start it
- ❑ Explain to them how TYPEQUICK works
- ❑ Sit down with your child and agree on their goals and rewards
- ❑ Make a date with them each night so they can show off their progress
- ❑ Help them with Creative Visualization by discussing with them how it will look, sound and feel when they can touch type quickly and easily
- ❑ Make firm agreements about their time commitment and yours
- ❑ Fill in their Reward Chart and have them shade in their Keyboard Chart.

And when you've finished...

Our TYPEQUICK mission is to teach the world to type. We would very much like to know your progress, and to be able to validate the Certificate inside your manual. Please send it back to us for our signature when you and your children have completed the course.

We wish you every success, and we congratulate you on your commitment to giving your child an essential lifeskill.

TYPEQUICK

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