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A WORD FROM THE EDITOR

It's hard to believe that half the year has gone already. However, it is not too late to introduce keyboarding skills to your students. If you haven't got the class time available, why not consider purchasing or promoting Individual Training Kits so that your students can learn at home. The education version of our training kit is designed to train one person to touch type with ten fingers and is the most effective and economical way for students to learn at home. It's always nice to have a face and name to put to the voice at the other end of the phone so we thought that we'd include photographs of the TypeQuick sales team in this issue. Please call us if you have any questions about implementing keyboard training. Typequick specialises in providing customised training solutions for schools.

Bronte Public School - Looking Towards the Future

Peter McCallum currently teaches keyboarding at Bronte Public School, a local Sydney primary school. "There is great community support for the teaching of keyboarding skills by schools. Our children don't appear to need any motivation to learn to type. They are really keen to learn. It is so rewarding to see the excellent use children can make of their skills in the final two years of primary school. Children are typing effortlessly in project work, publishing all manner of activities. Typing is obviously a core skill for our children in the new millennium".

The Year 5 students at Bronte Public School only gain access to a bank of computers as a group on a weekly basis. Yet, virtually all gain a high level of keyboard fluency after just three terms. To protect the esteem and confidence of the very small percentage of these Year 5 students with less developed reflexes, emphasis is placed on the smooth flow of correctly placed fingers. They are encouraged to think of this as the way to ensure faster typing in their future years when word-processing. A faster typing speed in class is a bonus, but not the priority.

On completion of the course a note is sent to the parents of Year 5 children detailing the typing speed and accuracy students have reached on the TYPEQUICK program and suggesting follow up activities for their children to maintain their keyboard skills. Parents are asked to provide opportunities for their children to use their PCs at home to



Top: Gillian Miskell
Centre: Avril Moss
Bottom: Sue Selikman



type homework, assignments, correspondence to friends or relatives, and to help their parents with typing. It is also suggested that parents remind their children to use all their ten fingers on the correct keys as they have been taught at school.

Peter told us that the local community is very focused on their children learning those skills which will assist them in the future. Parents frequently express their delight that the school is providing their children with the valuable skill of touch-typing. Peter said, "Living locally, I do receive later feed-back from the students themselves and their parents. Almost always, it is that their skill stays with them and that they are sure that their typing skill has improved".

Upgrade! Upgrade! Upgrade!

If you're still running Version 7, you can upgrade to Version 8 at a fraction of the cost of a new licence. You can also upgrade from stand-alone copies of TYPEQUICK to a network. Contact us at TypeQuick on 1800 808 078 to find out more and to receive a quote.



What do the Ravenswood K-6 girls like about 'TYPEQUICK for Students'?

- They love covering the keyboard and touch-typing.
- They like the idea of being good typists when they are older.
- They feel a great sense of achievement.
- They like the different levels and feel good when a level is finished.
- They love the koala sounds.
- They love the fact that 'bad' creatures come and chase you and you have to type faster to get away from them.
- They like the fact that the program won't let you go on unless you've pressed the correct key.

Ravenswood School for Girls - "always towards better things"

Ravenswood School for Girls is an independent school on Sydney's North Shore with approximately 1,150 students from Kindergarten to Year 12. The school is one of Typequick's most loyal customers, having used TYPEQUICK since 1982.

Ravenswood's School Motto *Semper Ad Meliora* - "always towards better things" - also applies to the School's approach to Information Technology (IT). At Ravenswood, computers play a significant role in the education process and are used to enhance many areas of learning.

Graham Oakley, Director, Information Resources at Ravenswood, told us that Ravenswood's parents are very supportive of their children being taught to use the keyboard properly. It is part of the School's policy to ensure that the students learn keyboard skills. The girls are taught touch-typing in both the K-6 and 7-12 Years of the School. Both the 'TYPEQUICK Learn to Type' and Kewala, 'TYPEQUICK for Students' versions are used at the school. In Year 7 there are a set number of lessons per term devoted to keyboarding and a minimum typing standard of 15wpm with an accuracy level of 97%.

In K-6, the Year 2 students use TYPEQUICK three times a week and in Year 4 TYPEQUICK is used at the discretion of the teachers concerned. The K-6 girls are using the 'TYPEQUICK for Students' version and the children find the characters appealing and the adventures entertaining.

Janet Benecke, K-6 IT Teacher, said, "The girls use Kewala and they find the journey and associated dialogue engaging. This helps enormously with motivation. The discrete journey segments help the girls focus on small sections to complete as opposed to a task of indeterminate length."

Mrs Benecke said, "The map, tracking their journey, is an effective visual tool for showing their progress both within a lesson and at the completion of a lesson. If they are flagging, you can use the tracking map to encourage them to continue as they can see the end!"

Ravenswood's teachers like being able to monitor the students' progress using TYPEQUICK's reporting capabilities and test performance with the TYPEQUICK Skill Evaluator. Graham Oakley mentioned that it was also a useful feature of the TYPEQUICK program to be able to restart a student at a certain level if needed.

The School also sells TypeQuick's Individual Training Kits to their students so that they can practise at home particularly if they're having trouble finishing the course in class.

The parents of more than 60% of the K-6 girls using TYPEQUICK have bought the TYPEQUICK Training Kit for their daughters and their siblings to practise at home. Janet said that many of the children who are doing additional practice at home are ahead in their typing progress.

Trophy Hall of Fame - An interview with Rebecca Dippel from the Australian Christian Academy.

Rebecca won her school's TypeQuick Keyboarding Award trophy in Year 10 with a speed of 74wpm with 98% accuracy.

What did you like about the TYPEQUICK course?

The lessons were really short and I loved all the encouragement messages - especially the huge "news flash" ones saying I had reached my target speed! It was good having the junior text for variety, as I found that easier to type. The stories were great too, and encouraged me to type a lot faster to get to the end of the story!

How long did it take you to complete the course?

The TYPEQUICK course was very effective and efficient, and taught me a lot faster than another course I started with. Since my schoolwork is by distance education, it is very flexible, so I spread my typing lessons out and initially did them in my spare time. Once I got the hang of it, I built up my speed fairly quickly. Nearer to the competition closing date I practiced more often. It was a fun thing to do in between all my other schoolwork and I really looked forward to it, as it was a good break from studying.

Was it easy to learn and what was your initial goal speed?

Yes, very easy! I liked the format it is set in. I really wanted to get twice as fast as my school's requirement for finishing Grade 10 (35wpm with 98% accuracy). So my goal was 70wpm. After that I just kept trying to build up my speed as much as I could.

What benefits have you experienced already from being able to touch-type?

Whenever I'm using the computer, it's so much easier and effortless to type. I can write e-mails and school essays much faster! I also type up my dad's uni assignments for him.

Were your friends and family impressed with the speed that you have attained?

Yes! We all were, even me! My parents were really amazed with how quickly I was able to improve my speed.

Do you still do any practice to maintain and improve your skill level?

Yes, I'm trying to get my speed to over 80wpm.



Tell us your TYPEQUICK Success Story

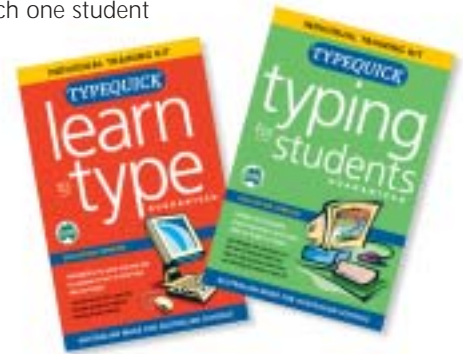
If you have a student who has excelled with the TYPEQUICK course or is particularly dedicated and has put in hours of extra practice, or if your school has been particularly innovative in the way that you have implemented your TYPEQUICK training, we'd like to hear from you. Please email jwray@typequick.com.au and maybe we can feature your school in our next issue of TypeQuick School News.

It's Free Trophy Time Again!

For the seventh year running, TypeQuick is offering its school customers a free Keyboarding Award trophy to award to either their fastest or most improved TypeQuick student. Please visit our website at www.typequick.com.au and go to our "In Education" section to access the trophy application form. Return it to us by the 30th August to receive your free trophy. Additional trophies can also be purchased from us for \$16.50 each (including GST).

Why not put TYPEQUICK on your booklist?

The Education Version of our Individual Training Kit is a great way for your students to practise at home to reinforce the keyboard skills they have learnt at school. The Individual Training Kit is designed to teach one student how to touch type with ten fingers and is an extremely economical way to purchase TYPEQUICK. If your school is running a laptop programme, the kit is ideal to add to your booklist as buying in bulk is a cost-effective way of ensuring all your students learn the valuable skill of touch-typing.



Quote of the Month

"Thanks for the copies of the TYPEQUICK FOR STUDENTS maps for my students to track their progress. I'm sure my special needs kids will love them. It is really a battle at the moment to get them out of TYPEQUICK and onto other tasks! My big fear is what they will do when they have finished the Kewala adventure!"

Helen Mason - Newstead College

Touch-typing will give your students the keys to success

The skill of keyboarding or touch typing is a skill that can be used across the whole school curriculum in any department. During their school years, touch typing allows students to quickly enter and edit their work straight on to the computer. Class time is more productive and the students' confidence and enjoyment in using a PC is also enhanced. Touch typing not only assists students while they are still at school but also gives them a valuable skill to put on their resume when they are looking to enter the workforce.

So what is touch typing? Touch typing is an automatic, subconscious skill that allows you to put thoughts and ideas on the screen without the interference of having to stop and look at the keyboard and consciously select individual keys.

DID YOU KNOW? TypeQuick's reporting capabilities make keeping track of your students' progress much easier!

The whole TypeQuick suite of products, 'TYPEQUICK Learn to Type', 'TYPEQUICK for Students', 'TYPEQUICK Skill Evaluator' and 'TQ Sum' make managing and tracking your students' progress with their keyboard training incredibly easy.

- 'TYPEQUICK Skill Evaluator' is a quick and accurate method of testing their progress from the start to the end of the course.
- Both 'TYPEQUICK Learn to Type' and 'TYPEQUICK for Students' provide a detailed report including speed and accuracy results at the end of each lesson.
- 'TQ Sum' will give you a snapshot of where each student is up to in the course and tracks their progressive speed and accuracy. This allows you to see who is lagging behind and who is powering ahead.

To find out more about the reports you can access please contact the TypeQuick team.

TYPEQUICKTM

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Learning Tips - A Checklist for Your Students

It's a good idea to regularly remind your students how important it is to check their posture and to look after their eyesight while they are working at the computer. Ron Lawrence has been teaching touch typing for more than twenty years. Following is a checklist that he has put together for his students at WEA that you may like to share with your class.

Take a regular break every hour and check:

POSTURE IS CORRECT

- Visualise correct posture.
- Arms parallel.
- Good lumbar support.
- Relaxed from top to toe.
- Legs uncrossed.
- Looking down at the screen (not up at angle).
- Blink the eyes.
- Look away from screen (not up at angle).
- Blink the eyes.
- Look away from screen and focus in the distance.
- Massage body, particularly around any aches.
- Work on pressure points, particularly around the eyes.
- Do some easy stretching exercises.
- Only use hand rest when not typing.

MOUSE MOVEMENT

- Keep hand relaxed and straight.
- Move mouse from shoulder not wrist.
- Reduce mouse use by using Ctrl, eg. Ctrl B for bold.

MAINTAIN ENERGY LEVELS

- Drink water regularly.
- Deep breathing, preferably from diaphragm.

New Contact Details

No, we haven't moved but we have changed our telephone and fax numbers. So next time you need to contact Typequick please try one of the following:

Tel: (02) 8467 9777 Fax: (02) 8467 9799

email: typequick@typequick.com.au