



Handwriting and Typing

EN 2106 – Communication Skills I

Level I - Semester 2

Handwriting and Typing

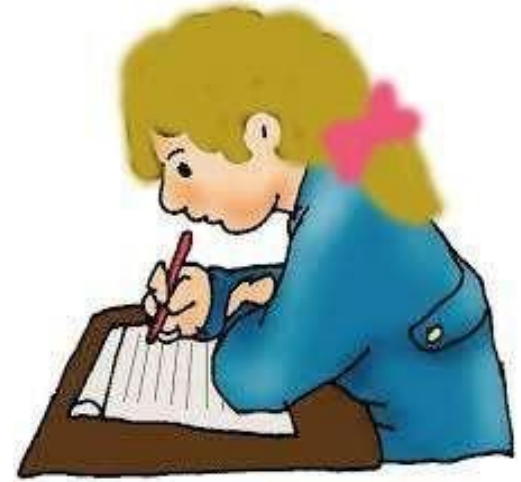


Handwriting



- Unique and shows your personality.
- Is important for taking notes, writing test essays, cards, etc.

Handwriting...



- Should be clear and readable.
- Should form letters correctly.
- Should keep spaces (between letters, words, lines and paragraphs) properly.
- Is important even in the age of computers.

Why is handwriting still important in the digital age?



VS

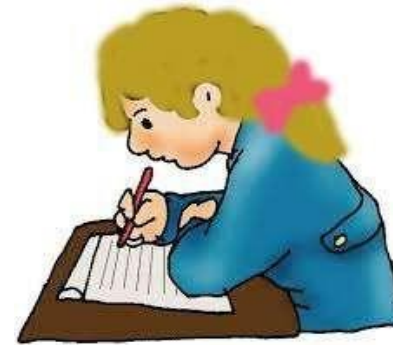


- The educational benefit
 - Most exams are still handwritten.
 - A student's ability to write legibly and accurately is a great advantage.

Why is handwriting still important in the digital age?



VS



- Handwriting has cognitive benefits
 - We are more likely to remember what we write.
 - Allows you time to re-evaluate what you have written and digest your notes adding extra thoughts and observations to what you have written.

Why is handwriting still important in the digital age?



VS

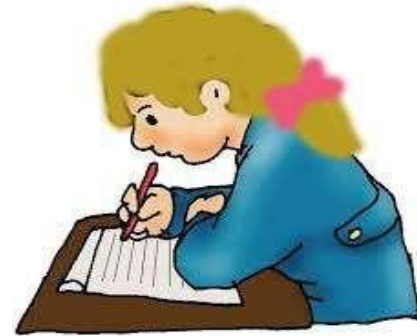


- It has many benefits for creative writing.
 - Writing with pen and paper helps you to get rid of the distractions of the digital world and lets your ideas flow.

Why is handwriting still important in the digital age?



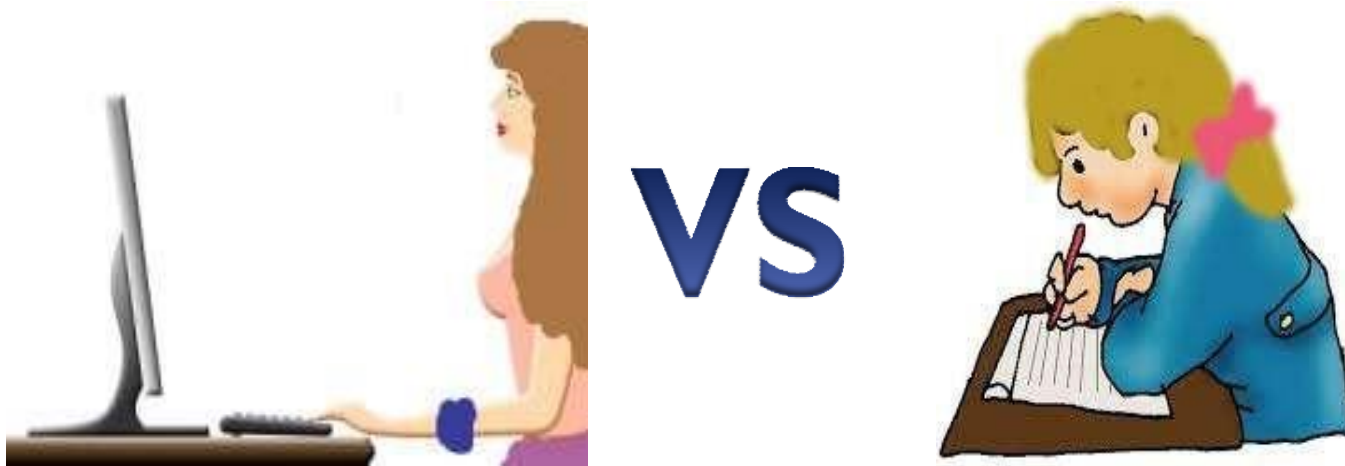
VS



- Handwriting is less restrictive
 - Pen and paper can allow you to think more freely when doing things such as brainstorming.
- It forms part of our culture

Read more : <http://www.penheaven.co.uk/blog/handwriting-still-important-digital-age/>

Disadvantages of Handwriting



- Legibility

- Handwritten notes are often less legible than typed ones.

Disadvantages of Handwriting



VS



- **Typos**

- Typing using digital devices is facilitated with spellchecker whereas in handwritten content time may be wasted in order to find correct spelling etc.

Disadvantages of Handwriting



VS



- Decreased efficiency
 - Handwritten notes usually take a longer time.
 - So, writing notes by hand can decrease the efficiency of note taking.
 - You might develop a hand cramp or general discomfort from writing too much.

Disadvantages of Handwriting



VS



- Missed Points

- Since handwritten notes take longer to jot down and require a more laborious effort than typed notes, you risk missing important points.

Read more : http://www.ehow.com/info_8407427_disadvantages-handwritten-notes.html

Touch Typing



- Touch typing is a typing technique in which people type without looking at the keyboard.

Touch Typing



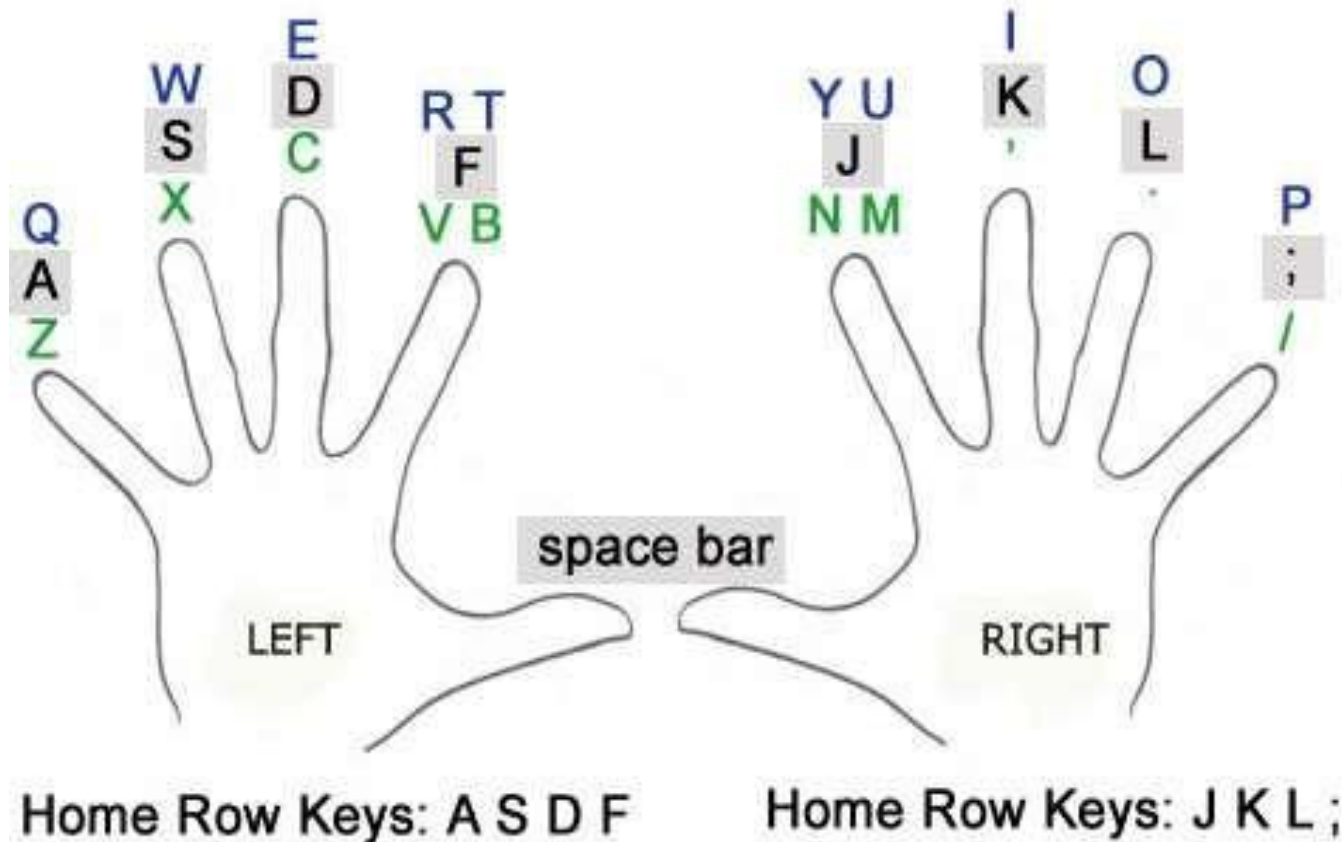
- A typing speed is said to be good if a typist types 30-35 words per minute (wpm).

Touch Typing



- Learning to touch type helps you, type fast
- And use keyboard shortcuts effectively.
- Touch typing involves placing your hands and fingers correctly on the keyboard.

Touch Typing



The End!

