

## **FIRST ROUND**

typing is the process of writing or inputting text by pressing keys on a typewriter computer keyboard mobile phone or calculator it can be distinguished from other means of text input such as handwriting and speech recognition text can be in the form of letters numbers and other symbols the worlds first typist was lillian sholes from wisconsin in the us the daughter of christopher sholes who invented the first practical typewriter

## **SECOND ROUND**

In this technique the typist keeps their eyes on the source copy at all times Touch typing also involves the use of the Home Row method where typists rest their wrist down rather than lifting up and typing which can cause Carpal Tunnel Syndrome To avoid this typists should sit up tall leaning slightly forward from the waist place their feet flat on the floor in front of them with one foot slightly in front of the other and keep their elbows close to their sides with forearms slanted slightly upward to the keyboard fingers should be curved slightly and rest on the home row

Words Per Minute is a measure of typing speed commonly used in Recruitment For the purposes of WPM measurement a word is standardized to five characters or keystrokes Therefore BROWN counts as one word but MOZZARELLA counts as two The benefits of a standardized measurement of input speed are that it enables comparison across language and hardware boundaries The speed of an Afrikaans speaking operator in Cape Town can be compared with a French speaking operator in Paris

## **THIRD ROUND**

In one study of average computer users, the average rate for transcription was 33 words per minute, and 19 words per minute for composition. In the same study, when the group was divided into "fast", "moderate" and "slow" groups, the average speeds were 40 wpm, 35 wpm, and 23 wpm respectively. An average professional typist reaches 50 to 80 wpm, while some positions can require 80 to 95 wpm (usually the minimum required for dispatch positions and other typing jobs), and some advanced typists work at speeds above 120 wpm. Two-finger typists, sometimes also referred to as "hunt and peck" typists, commonly reach sustained speeds of about 37 wpm for memorized text and 27 wpm when copying text, but in bursts may be able to reach speeds of 60 to 70 wpm. From the 1920s through the 1970s, typing speed (along with shorthand speed) was an important secretarial qualification and typing contests were popular and often publicized by typewriter companies as promotional tools.

The fastest typing speed ever, 216 words per minute, was achieved by Stella Pajunas-Garnand from Chicago in 1946 in one minute on an IBM electric using the QWERTY keyboard layout. As of 2005, writer Barbara Blackburn was the fastest English language typist in the world, according to *The Guinness Book of World Records*. Using the Dvorak keyboard layout, she had maintained 150 wpm for 50 minutes, and 170 wpm for shorter periods, with a peak speed of 212 wpm. Barbara Blackburn, who failed her QWERTY typing class in high school, first encountered the Dvorak layout in 1938 and then she quickly learned to achieve very high speeds of typing, also she occasionally toured giving speed-typing demonstrations during her secretarial career. She appeared on Late Night with David Letterman on January 24, 1985, but felt that Letterman made a spectacle of her.

The classes described also provide an intuitive definition of total error rate:

- *Total Error Rate* =  $((INF + IF) / (C + INF + IF)) * 100\%$
- *Not Corrected Error Rate* =  $(INF / (C + INF + IF)) * 100\%$
- *Corrected Error Rate* =  $(IF / (C + INF + IF)) * 100\%$

Since these three error rates are ratios, they are comparable between different devices, something that cannot be done with the KSPC statistic, which is device dependent.