

TYPE WRITING

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CHAPTER 1 (BEGINNER)

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1. Home Row Keys (A, S, D, F, J, K, L)
 2. Top Row Keys (Q–P)
 3. Bottom Row Keys (Z–M)
 4. Basic finger placement and muscle memory
 5. Slow, letter-by-letter typing practice

CHAPTER 2 (INTERMEDIATE LESSONS)

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6. Combining rows (e.g., top + home row words)
 7. Capital letters (Shift key usage)
 8. Common punctuation (., !?")
 9. Simple word practice (cat, run, help, etc.)
 10. Short sentence practice
 11. Timed drills (30–60 seconds)

CHAPTER 3 (ADVANCED LESSONS)

12. Long sentences and paragraphs
13. Complex punctuation and numbers
14. Special characters (@ # \$ % & *)
15. Speed + accuracy drills

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16. Typing from unseen content (blind typing)
17. Typing with distractions (for focus improvement)
18. Test