12a Review 5, 7, 3, 6, and 2

Key each line twice. Double-space between 2-line groups.

Technique Tip

Reach up to the number keys without moving your hands away from your body.

5
1 f 5 f 5|f r 5 f r 5|f t 5 f t 5|f5tr f5tr|f5rt f5r

2 5 and 8 and 5 and 1 and 5 and 9 and 5 and 4 and 50

7
3 j 7 j 7|j u 7 j u 7|ju7 ju7|78 78|71 71|79 79|747;

4 7 or 5 or 7 or 8 or 7 or 1 or 7 or 9 or 7 or 47 or

3
5 d 3 d 3|d e 3 d e 3|de3 de3|37 37|30 30|35 35|433;

6 a 3 b 3 c 3 d 3 e 3 f 3 g 3 h 3 i 3 j 3 k 3 l 3 m.

6
7 j 6 j 6|j u 6 j u 6|ju76 ju76|6jy6 6jy6|juy6 juy6;

8 the 6 the 6 the 6 the 6 the 6 the 6 the 6 the 160;

2
9 s 2 s 2|s w 2 s w 2|xsw2 xsw2|2sx2 2sx2|w2x2 w2x2;

10 20n, 21o, 22p, 23q, 24r, 25s, 26t, 27u, 28v, 29wx;

11 Flight No. 7938 left at 10:45 on October 26, 2005.

12 Checks 387, 391, and 406 were all dated August 25.

12b Build Skill

Key each line twice. Double-space between 2-line groups.

Balanced-hand sentences

1 Vivian may handle all the forms for the big firms.
2 A neighbor paid the men to fix the bicycle for us.
3 The men may pay for half of the maps for the city.
4 He may make a big profit if he owns the lake land.
5 Hans may go to the lake to work for the eight men.
6 Eight of them may form a panel to fix the problem.
7 The signs by the downtown spa may work for us too.

gwam *30''* | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 |