

Criteria for Rating Keyboarding Technique

| | Needs Improvement | Some of the Time | All the Time |
|---|-------------------|------------------|--------------|
| Does the student display correct body posture: | | | |
| •sitting in a relaxed position, spine against back of chair, leaning slightly forward from the waist? | | | |
| •sitting centred in front of keyboard (body directly in front of "J" key?) | | | |
| •sitting a comfortable distance from keyboard? (A hand-span is suggested.) | | | |
| •placing feet on the floor for proper body balance? | | | |
| Does the student display correct arm and hand position: | | | |
| •holding arms relaxed, elbows naturally close to body? | | | |
| •keeping fingers curved, tips of fingers resting lightly on keys? | | | |
| •placing hands close enough together to "lock" thumbs; fingers upright, not leaning toward little fingers? | | | |
| •holding hands and wrists "quiet," almost motionless? | | | |
| •keeping wrists low, but palms of hands not resting on the keyboard? | | | |
| Does the student display correct keystroking: | | | |
| •beginning and ending all keystrokes at home row position? | | | |
| •anchoring the appropriate finger of the left hand on "A" or "F", and the appropriate finger of the right hand on "J" or "Semicolon" when keyboarding upward or downward reaches? | | | |
| •depressing keys with quick, snappy keystrokes followed by immediate release of key? | | | |
| •keying each key with the correct finger? | | | |
| •keying the space bar with the thumb? | | | |
| •shifting with the appropriate "little" finger? | | | |
| •depressing shift key, striking key, then releasing shift when shifting is required? | | | |
| •using the "little" finger of the right hand for the enter key? | | | |
| •keeping eyes on copy at all times? | | | |
| •consulting the text/wall chart/software keyboard illustration, rather than looking down at the actual keyboard if the location of a previously-learned key has been forgotten? | | | |

Adapted from *Business Education: A Curriculum Guide for the Secondary Level: Information Processing 16, 26, 36.* (Saskatchewan Education, Training and Employment 1994).