
Student's Technique Checklist

The following is an abbreviated technique checklist, developed by Schrader (1987). It may be used by the teacher or by the student to evaluate her/his own or a partner's technique.

Student Name _____

Grade _____

Computer No. _____

	At Start	At Finish
Good Keyboarding Technique Means:		
1. Keeping eyes on the copy as you work.	___	___
2. Stroking the keys with the correct fingers.	___	___
3. Keeping fingers curved a little.	___	___
4. Keeping wrists a little above the computer so they do not touch it.	___	___
5. Sitting straight, leaning a bit forward from the waist; keeping feet on the floor (if possible).	___	___
Total:	___	___

Evaluation Scale:

Excellent 2

Fair 1

Poor 0

Adapted from *Elementary Keyboarding Guidelines. Interim Edition.* (Saskatchewan Education 1991)