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BASIC TYPEWRITING  
JOURNALISM STUDENTS

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September - December 1975

# JOURNALISM TYPING

September 1975

## NOTE;

1. One period per week will be spent on drill work to: push speed  
achieve accuracy  
Where necessary, more time will be used on drills.
2. Proofreading will be emphasized ,in that work submitted with an error receives a zero!
3. Attendance is absolutely necessary for all classes. A skill such as typewriting builds one day on another. Only through constant daily practice will a student achieve any benefit from the course.
4. In addition to the specified tests, others will be given, after sufficient notice from the instructor.

## MARKING

Typing marking will be comprised of: 70% production  
30% speed

A - 85 - 100	Speed Grades: A - 37+
B - 70 - 84	B - 31 - 36
C - 60 - 69	C - 25 - 30
I - Below 60	

## MATERIALS NEEDED

Typing Paper

Carbon Paper

TEXT: TYPING 75 Basic

Dictionary

PLEASE bring your own materials to class. Borrowing from each other once the class is underway will not be allowed!!

## JOURNALISM TYPING

### GENERAL OBJECTIVES

1. Students will learn to "touch type."
2. Students will develop a speed of 25 - 30 wpm (minimum) with a high degree of accuracy.
3. Students will compose directly at the typewriter.
4. Students will produce a variety of "mailable" work.

### SPECIFIC OBJECTIVES

1. Students will learn, by touch, the typewriter keys. Method used will be films - 12 in total, duration of 20 minutes each film. Reinforcement will be done by using cassettes with individual receiving sets.
2. Students will learn the parts of the typewriter and uses of same.
3. Students will learn to center horizontally.
4. TEST ON CONTENT TO THIS POINT.
5. Students will copy type at a rate of 10 - 12 wpm for two minutes and with two or fewer errors.
6. Students will learn vertical centering, paragraph centering, and block centering.
7. Students will copy type at 15 wpm for five minutes, with two or fewer errors.
8. TEST ON CONTENT TO THIS POINT.
9. Students will produce short letters, tables, and manuscripts.
10. Students will learn correct erasing procedures.
11. TEST ON CONTENT TO THIS POINT.
12. Students will be typing at a speed of 20 wpm for five minutes, with two or fewer errors.
13. Students will type on printed forms.
14. Students will type with carbon copies.
15. Students will be drilled on composing material directly at the typewriter.
16. TEST ON CONTENT TO THIS POINT.
17. Students will be typing 25 - 30 wpm, for five minutes, with two or fewer errors.

JOURNALISM COURSE BREAKDOWN

BASIC TYPEWRITING

September 1975

Week One

September 4 & 5

Begin Phase I of automated instruction  
Films #1 - 4

Week Two

September 8 - 12

Review Film #4  
Go through films #5 - 12

Week Three

September 15 - 19

Review film #12  
Begin Phase II of automated instruction  
- cassette training, to be used when  
required throughout the course

Week Four

September 22 - 26

Work on text begins  
Start at lesson #11 (keyboard review)  
Go through to end of lesson #13  
One period to be spent on skill drives

Week Five

September 29 - October 3

Do Lessons #14 - 19  
Film on numbers  
One period on skill drives

Week Six

October 6 - 10

Lessons #20 - 24  
One period on skill drives

Week Seven

October 13 - 17

Review  
Test on lesson #25  
Lessons #26-30  
One period on skill drives

Week Eight

October 20 - 24

Lessons #31 - 36  
One period on skill drives

Week Nine

October 27 - 31

Lessons #37 - 42  
One period on skill drives

Week Ten

November 3 - 7

Lessons #43 - 48  
Begin composing at typewriter  
One period on skill drives

Week Eleven

November 10 - 14

Lesson #49  
Review  
Test on lesson #50  
Lessons #51 & 52  
One period on skill drives

Week Twelve

November 17 - 21

Lessons #53 - 59  
One period on skill drives  
Composition at typewriter

Week Thirteen

November 24 - 28

Lessons #60 - 65  
One period on skill drives  
Composition at typewriter

Week Fourteen

December 1 - 5

Lessons #66-70  
One period on skill drives  
Composition at typewriter

Week Fifteen

December 8 - 12

Lessons #71 - 74  
Review  
Test on lesson #75