

# Lesson 1: The Right Hand (Home Row-J,K,L,;)

Posture for Keyboarding:

- Sit towards the end of your chair with your feet flat on the floor.
- Consider pulling the keyboard closer to the edge of the table—towards you.
- Adjust the keyboard to lie flat or be angled— shouldn't wobble.

The home row keys for the right hand are: **j k l ;**



- Position your right hand so that your index finger is placed on **j**, your middle finger is on **k**, your ring finger is on **l** and your pinky is on **;**
- Feel for the raised dot on the **J** key. This guides your finger to the home row without using your eyes.
- Your hand should be raised above the keyboard with your fingers curving down to point directly on the keys.
- This will make it easier for you to move your fingers without moving your hands. Take a moment to properly position your right hand before continuing. It is very important to develop good habits early in your typing practice.

**Our first touch typing lesson introduces 3 home row keys for the right hand: j k, using the enter key with the right pinky finger, and using the space bar with the right thumb.**

**Please read the patterns allowed and have the students chant it back as they key the letters.**

**Ex. Say: “ j j j space” wait as they repeat in unison, they will keystroke as they chant the letter.**

**Students should not attempt to correct mistakes. They need to jump in to the rhythm and begin keying the correct key as quickly as they can. No “catch up” keyboarding needed.**

jjj jjj jjj jjj (are you pressing the space bar with your right thumb?)

(Remind them that K is their middle finger—they should not look down) Give a verbal reminder when keys are changed as they learn new letters

Kkk kkk kkk kkk (stretch with pinky, enter key)

(Back to J)

jjj jjj jjj jjj (stretch with pinky, enter key)

(Back to K)

kkk kkk kkk (stretch with pinky, enter key)

(Combinations)

jjk jjk jjk jjk

kkj kkj kkj kkj

jkk jkk jkk jkk

kkk jjj kkk jjj

jkk jkk jkj jkj

jjk jjk kkj kkj

Rest for 60 seconds.

Pick your hands up. Feel for the home row...find the J (use the raised dot as a guide)

jjj jjj jjj kkk kkk kkk **(remind them to use their pinky on enter-key each**

kkk jjj kkk jjj kkk jjj **time the chant letters move to the next line.)**

jjk jjk jjk jjk jjk kkk

kkk jjj kkj kkj kkj jkj

jkj kkk jjj kkj jjk kkj

jjk kkj jjk kkj jkj jkj

Rest for 60 seconds

Pick your hands up. Feel for the home row...find the J (use the raised dot as a guide)

Remember, your fingers gently curl and hover over the home row—in the ready position.

With your 3<sup>rd</sup> finger (ring finger) we will be learning L.

jjj    jjj    kkk    kkk    (new finger—get ready) lll    lll    lll    (stretch—enter)  
jjj    jjj    kkk    kkk    (new finger) lll    lll    lll    jjj    lll    jjj    lll  
lll    jjj    lll    kkk    lll    jjj    lll    jjj    lll    kkk    jjj  
jkj    jkj    jjj    kkk    kjk    kjk    kkk    lll    klk    klk    klk  
lll    kkk    jjj    lll    lkl    lkl    lll    jjj    jlj    jlj    lll  
jkj    kkk    jlj    lll    jkj    jkj    klk    klk    klk    lll    kkk

(rest for 90 seconds)

Pick your hands up and find the home row. Feel for the raised dot on J. Your right thumb should rest on the space bar without pushing it down. Practice sliding your pinky to the enter key.

jjj    jjj    kkk    kkk    lll    lll    (stretch and enter key)  
kkk    jjj    kkk    lll    lll    jjj  
jkj    klk    kkk    jll    jll    llk  
jkl    jkl    jkl    lll    kkk    jjj  
jkj    klk    lll    kjk    kjk    jjj  
jkl    jkl    lkj    lkj    lkj    lkj  
jll    jll    kjj    kjj    jkl    lkj

Still have time remaining? Feel free to make up your own chants with the class, or redo some listed in this lesson.