

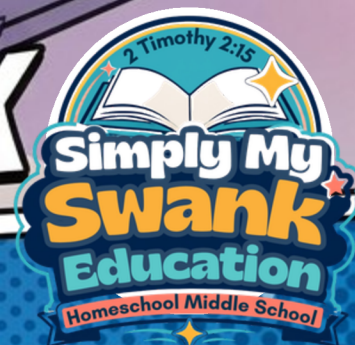
KEYS TO SUCCESS

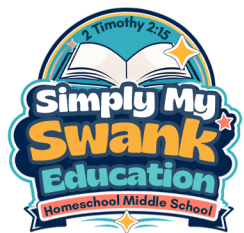
UNLOCK YOUR TYPING POTENTIAL



BY KATIE SWANK

WORKBOOK





Name: _____

Date: _____

Typing Masters:

The 15-Week Touch Typing Workbook is designed specifically for middle school students to build speed, accuracy, and lifelong muscle memory.

This comprehensive guide takes students from the basic home row keys to fluid, professional-level typing using the time-tested asdf jkl; method.

Through daily, structured practice and focused timed trials, students will transform from hunt-and-peck typists into fast, confident digital communicators.

Introduction: Why This is the Best Way to Type

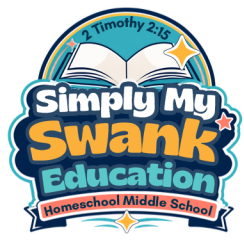
Welcome to the ultimate upgrade for your brain and fingers! You might be used to looking down at your hands, using only your index fingers, or typing on a phone screen. But if you want to fly through school essays, code like a pro, or dominate in gaming chat, you need **touch typing**.

The **asdf jkl;** format is the gold standard of typing. By anchoring your fingers to these specific "home row" keys, you train your brain to know exactly where every other letter is without ever looking down. It creates **muscle memory**—just like playing an instrument or riding a bike.

The Secret Weapon: The Timer

The fastest way to build muscle memory is not by typing for hours—it is by doing short, timed sprints. Every single lesson in this book relies on a timer.

- Why it works: A timer forces your brain to hyper-focus. It keeps you from getting distracted and trains your fingers to move in fast bursts.
- How to use it: For every drill, set your timer for the requested time. Keep your eyes on the book or screen, do not look at your hands, and type as cleanly as possible until the timer beeps!



Name: _____

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Phase 1: Foundations of the Home Row

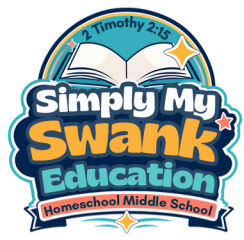
Week 1: The Home Row Anchors

Monday: Left-Hand Anchors

- Goal: Memorize the left-hand home row keys (**a s d f**).
- Keep your left pinky on a, ring on s, middle on d, and index on f.
- Do this drill 5 times:
 - asdf
 - asdf
 - fdda
 - ssff
 - aa
 - ss
 - dd
 - ff
 - asdf

Tuesday: Right-Hand Anchors

- Goal: Memorize the right-hand home row keys (**j k l ;**).
- Right index on j, middle on k, ring on l, pinky on ;
- Do this drill 5 times:
 - jkl;
 - jkl;
 - lkjj
 - kkll
 - ;;
 - jkl;
 - jjkk
 - ll;;



Name: _____

Date: _____

Phase 1: Foundations of the Home Row

Week 1: The Home Row Anchors

Wednesday: Meeting in the Middle

- Goal: Combine both hands on the home row.
- Type this 5 times:
 - asdf
 - jkl;
 - asdf
 - jkl;
 - aadd
 - ssff
 - jjkk
 - ll;;
 - fdsa
 - ;lkj

Thursday: First Week Review

- Goal: Build pure muscle memory without looking down.
- Type this 5 times:
 - asdf
 - jkl;
 - jkl;
 - asdf
 - af j;
 - sk
 - dl
 - dk
 - sl
 - fads