

[Keyboard Mastery \(Ellsworth Publishing\)](#) Lessons 17 through 19

Here are some tips for your homework this week:

This week you will continue with the Alphabet Mastery lessons and work with the letters K and L (Lesson 17); M and N (Lesson 18); and O and P (Lesson 19). Each of these lessons are set up the same, e.g.:

- Lines 1 through 4 and Lines 9 through 12 for each lesson are 15-second timings. No errors are allowed for the 15-second timings. If you finish the line before the time runs out, press ENTER and type the line again.
- Lines 5 through 7 and Lines 13 through 15 are 30-second timings. No errors are allowed for the 30-second timings. If you finish the line before the time runs out, press ENTER and type the line again.
- Lines 8 and 16 for each of these lessons are 1-minute, indented-paragraph timings. One error is allowed for the one-minute timings. Remember:
 - To use the TAB key to indent a paragraph
 - To space once after a period
 - If you finish the paragraph before the time is up, press ENTER twice and type the paragraph again
- Line 17 for each lesson is a two-paragraph, 2-minute timing. Two errors are allowed for the 2-minute timings. Remember:
 - To use the TAB key to indent a paragraph
 - To space once after a period
 - If you finish both paragraphs within two minutes, press ENTER twice and type the paragraphs again
 - To hold down the left SHIFT key and press the SPACE BAR to scroll the upper screen if necessary
 - If you need to type the paragraphs again, you may need to use CTRL with the SPACE BAR to scroll the screen up

Lesson 17

In this lesson, you'll be working with achieving mastery of the K and L keys. Remember to use your right middle finger to strike the k; and to use the left SHIFT key along with the k to type a capital K. The reach to the k is easy because it's a home row key.

Practice with the l key is also easy because the l is one of the keys on the home row. Use your right ring finger to strike the l; and use the left SHIFT key along with the l to type a capital L.

Lesson 18

In this lesson you'll be perfecting the reaches to the M and N keys. The reach to the m is not too difficult...just bend your right pointer down from the j to the m keeping your other fingers curved on their home row keys. Use the left SHIFT key along with the m to type a capital M. You may find the n reach slightly easier than the m reach. With your right pointer, reach from the j to the n. Remember to use the left SHIFT key along with the n to type a capital N.

Lesson 19

You'll be working with the O and P keys in this lesson. The reach to the o is with your right ring finger...just stretch your right ring finger from the l up to the o keeping your other fingers curved on their home row keys. Since the o is on the right side of the keyboard, you'll use the left SHIFT key to type a capital O.

The reach to the p might be awkward for some because you may need to slightly swing your hand up when you reach your right pinky from the semi-colon to the p. Make sure to keep your right pointer finger on the j key when striking the p. To type a capital P, use the left SHIFT key along with the p.