

Touch typing skills

Occupational Therapy guidance sheet

What is touch typing?

- The ability to type with an automatic response (without looking down at the keys), meaning you are using your muscle memory to find the keys fast and without using your sense of sight.

Why is touch typing important?

- Typing is a functional skill and considered a skill for everyday life, including for future employability prospects.
- Student's access technology such as laptops or computers in lessons and therefore the skill of typing can support their learning in the education environment.
- Learning to touch type can help increase speed and accuracy of typing and therefore be a more efficient way of recording work (*not for all students*). Thus supporting increase of concentration on learning content and reduction of conscious effort focusing on typing.
- Learning to touch type develops learning a new skill, it may be difficult at first, but once you start making progress it can help improve self-esteem and confidence.

Guided targets for touch typing:

(see student login home page on Typesy for word per minute score)

As guided by an Occupational Therapy resource (averages will vary dependent on resource).

- Student average target: between 12-20 typed words per minute.
- The average adult typist: between 35-40 words per minute.
- A professional typist: between 68-75 words per minute.

Recommendations:

This is a guidance, any engagement or practice will be beneficial.

Practice on Typesy (www.typesy.com) 2-3 times a week for a maximum of 15 minutes. This will optimise the benefits of practice. Guidance is ten minutes allocated to the typing programme and five minutes of games.

Extra challenge: Once every week or two weeks, think of a random topic and time yourself typing about that topic for one minute. Count how many words you produced in the minute and compare to previous scores or your word per minute score on Typesy.

Top tips:

Posture:



Typing Position:

Encourage correct hand placement on the keyboard when practicing. This may not be usual at first, but with practice will become easier.



Student Information Sheet (home record)

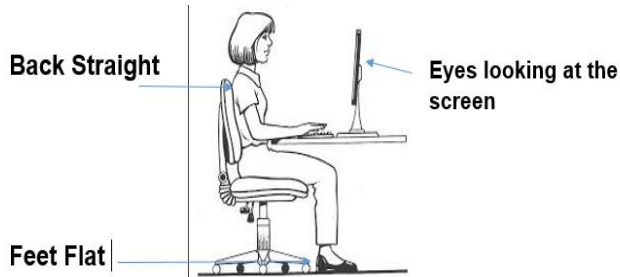
Website: www.typesy.com

My Login:

Why do I practice touch typing?

Top tips for practice:

- Try your best to sit in the following position when practicing touch typing.



- Try your best to use two hands when practising touch typing.



My Typesy progress record:

Week:	Typesy Level	Typing Speed	Typing Accuracy
Example: Week 1	246/1000	5 words per minute	40%