

# Lamberton Middle School

Current School Year

Dear Parent/Guardian

Hello! My name is Mr. Ross and I am the Keyboarding teacher at Lamberton Middle School. Keyboarding is being offered as a component of the middle school Technology Education Curriculum and was first offered to the students during the 2000-01 school year. It is a course designed to challenge students as well as teach them the proper keyboarding technique.

This course will be offered to the students in grades 6, 7, and 8. The students will develop their keyboarding skills through a carefully planned step-by-step process emphasizing the touch system, correct keying posture, and correct technique of operation. The topics to be covered in this course include the following.

- Proper use of the computer
- Setting up a workstation
- Alphabetic keys
- Alphanumeric keys
- Symbols
- Spacing, number, & capitalization rules
- Proofreading
- Speed drills of 20", 30", and 1'
- Timing tests of 1' and 2'

Keyboarding not only is a strong educational skill to learn but also is a valued employable skill to master. If you have any questions regarding this course, please call me at the school at 240-6800 ext. 15914.

Sincerely

Mr. John H. Ross Jr.

Parent/Guardian signature \_\_\_\_\_

This letter is also serving as a homework assignment designed to inform you, the parent/guardian, about our keyboarding class. Please sign and have your child return it to me. Thank you for your support and cooperation.

\*Extra assignments can be found on the school district's website by performing the following steps.

1. Go to [carliseschools.org](http://carliseschools.org)
2. Under the Schools tab choose Lamberton Middle School
3. Under the Quick Links section choose Staff Web Pages
4. Find Mr. Ross's name and choose Mr. Ross's Website
5. Choose Homework Assignments
6. Choose the appropriate grade level assignment link and print the assignment you need