



# School Staff Typing Contest

## Objective

To hold a school-wide staff typing contest that is organized and coordinated by a keyboarding teacher and students

## Materials

School staff typing contest forms

## Time

Approximately one or two class periods

## Procedure

Put the typing abilities of your school's staff members to the test by organizing a school-wide staff typing contest.

Here's how to organize the contest:

Select a room and a date to hold the staff typing contest. Have the contest announced over your school's public announcement system several weeks in advance.

Have your keyboarding students solicit teachers, custodians, secretaries, and any other member of your school's staff to participate in the contest. Then, create an entry form for staff members to sign up to participate in the contest.

You and your keyboarding students can determine the rules of the contest. Basically, you will be looking for the school's fastest typists.





## Procedure

For example, you can have participants take five 3-minute timed writings and calculate their average number of words per minute to determine the fastest typists.

Select the top three typists to present awards to.

Suggested prizes to the winners are:

- A "Fastest Staff Typist" certificate
- First, second, and third place blue ribbons
- Small trophies
- Reading the winners' names over your school's public address system
- Recognition by having the winners' pictures displayed on a bulletin board outside of your keyboarding classroom

