



“My” & “I” for Good Keyboarding Techniques

Objective

To provide students with a visual reinforcement tool that stresses proper keyboarding technique and posture

Materials

A visual display using the “My’s” and “I’s” of keyboarding shown below

Time

Ongoing; use throughout a keyboarding course

Procedure

To remind students to use proper technique and posture when keyboarding, create a large bulletin board or poster that includes the technique reminders shown below written on it:

The “My’s” and “I’s” of Keyboarding

1. Are “my” feet flat on the floor?
2. Are “my” fingers curved and upright?
3. Am “I” sitting up straight?
4. Are “my” “eyes” on “my” copy?
5. Are “my” thumbs “hanging out” on the space bar?

