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| **Technique Checklist** | **Very Good** | **Satisfactory** | **Needs Improvement** |
| **Does the student display correct body posture?** |
| * **Spine straight, against back of chair, leaning slightly forward from the waist**
* **Centered in front of keyboard**
* **Sitting at a comfortable distance from the keyboard**
* **Feet on the floor (if possible), slightly apart for balance**
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| **Does the student display correct arm and hand position?** |
| * **Wrists low, but palms of hands NOT resting on the keyboard or desk while keying**
* **Forearms nearly parallel with slope of keyboard**
* **Fingers curved and over home row**
* **Hands close enough together to “lock” thumbs; fingers upright, not leaning toward little fingers**
* **Hands and wrists “quiet,” almost motionless**
* **Arms relaxed, elbows naturally close to the body**
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| **Does the student display correct key stroking?** |  |  |  |
| * **Beginning and ending all keystrokes from home row**
* **Keying each key with the correct finger**
* **Keying the space bar with the thumb of the right hand**
* **Shifting with the appropriate “little” finger**
* **Using the “little” finger of the right hand for the enter or return key**
* **Keeping eyes on text, copy, board, etc. rather than on the keyboard (once the key has been learned and practiced)**
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| **Misc. Habits** |  |  |  |
| * **Keyboard at the edge of the desk**
* **Working quietly during class**
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