

MOST EFFECTIVE KEYBOARDING PROGRAM

An effective Elementary Keyboarding Program should be structured, consistent, and sequential.

Structured means that a designated amount of time is scheduled every day or week for keyboarding instruction.

Consistent means that every student receives keyboarding instruction.

Sequential means that once the keyboarding instruction begins, reinforcement continues in succeeding grades.

Every time the student is at the computer, correct keyboarding technique should be emphasized.

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