# TYPEWRITING SPEED AND ACCURACY

#### 4.1 LET'S START

Now you may be anxious to develop your speed and simultaneously to have the accuracy in e-typewriting. In this lesson you will learn the means to attain accuracy as well as to develop your speed. You will be able to identify the mistakes/errors to be penalized for the purpose of calculation of your running and accurate speed.

In the previous lesson you have learnt about e-Typewriting ergonomics. In that lesson you have attained the mastery of the keyboard operations.

#### 4.2 OBJECTIVES

After going through this lesson you will be able to:

- develop your speed and accuracy in e-Typewriting
- concentrate your mind on the text to be typed
- know the rules of spacing in punctuation marks
- identify the errors liable to be penalized for calculation of speed.
- rectify the errors

#### 4.3 LEARNING COMPETENCIES

After completing this lesson you will be able to attain the following competencies:

Type on computer speedily and accurately

- Place the appropriate punctuation marks
- Calculate your own running & accurate speed

# 4.4 DEVELOPMENT OF TYPEWRITING SPEED AND ACCURACY

By typewriting speed we mean the number of words typed per minute. Now you will learn how to develop, i.e., increase your typewriting speed with accuracy. You are advised to bear in mind the following tips to develop your typewriting speed and accuracy:

- 1. You should have confidence and concentration for success in touch method of typewriting.
- 2. Remember the three golden rules practice, practice and practice.
- 3. You should correlate your reading speed with typewriting speed.
- 4. While typing the small words such as on, to, the etc. should be read as a unit whereas long words such as occasional, performance, psychological should be read character by character.
- 6. If the computer is faulty, sluggish, or irresponsive it is impossible to attain the good speed. The computer should be in good condition.
- 7. Correct ergonomics also play an important part in attaining high speed and accuracy.
- 8. You should have adequate knowledge of rules of spacing before and after punctuation signs.

Before starting daily routine practice you are required to exercise your fingers on all the 26 alphabets. For such an exercise, the following sentences are of much help:

- 1. The quick brown fox jumps over the little lazy dog.
- 2. If you are ambitious and enthusiastic, you will be able to succeed in joining the company of experts who have become wizards of the keeps.
- 3. Just as was generally expected, the lazy boy failed to answer the five questions asked from him.
- 4. Accuracy and speed in the vocation of the typewriting on computer may be acquired by judicious work and zealous effort.
- 5. Examination and inquiry will enable us to form round judgments and help us to realize that we must speak very exactly.

- 1. Instructions for speed and Accuracy Development (Mental exercises)—
  - (i) Until you are able to type with perfect mental control, you cannot attain speed with perfect accuracy. Accuracy comes first and speed comes later while both are inter-linked. By reading accurately you will get accurate speed. Concentrate your mind on the characters and punctuation marks to be typed and read rhythmically. The action of figures should go on line with reading and not read in advance to the action. The increase in speed should be gradual and be raised only when reading, concentration and action of the fingers are properly controlled.
  - (ii) If you read the text methodically and character-by-character, the brain is able to direct the fingers properly and no chance for any error.
  - (iii) For adjustment keys use only the finger near to them. The light touch of key give more speed and greater stamina for work. Never look at the keyboard which merely wastes time and invites errors.
  - (iv) While taking speed test do not loose your power of concentration which makes you nervous and disturbs continuity which is essential to attain the speed. Before beginning the test you should see that the computer is in perfect working order, all adjustment keys are correct and the mechanism is working properly.
  - (v) Before taking speed test leave top margin of 2.5 cms and 5 or 7 spaces from the left set margin in the first line of each paragraph for Identation of new paragraphs.
  - (vi) Typewrite only in double-line space and be careful for punctuation marks, syllabification and accuracy.
- 2. Essentials for speed development are:
  - 1. Physical fitness
  - 2. Correct posture
  - 3. Knowledge of the keyboard
  - 4. Proper technique
  - 5. Smooth, even stroking
  - 6. Quick, but precise key stroke
  - 7. Efficient fingering ability
  - 8. Ease of operation
  - 9. Ability to relax
  - 10. Mental control

- 11. Coordination of mind and fingers
- 12. Willingness to work

# **INTEXT QUESTIONS 4.1**

Fill in the following blanks:-

- 1. The typist should try to typewrite ...... and ......
- 2. For the operation of adjustment keys on the keyboard only ...... finger should be used.
- 3. To attain accuracy and speed in typewriting there should be ......
- 4. Generally ...... cm top margin is left on the typing sheet.
- 5. To make paragraph ...... spaces should be left.

#### 4.5 SPACING IN PUNCTUATION MARKS

Punctuation plays a vital role in any language or communication. Therefore, you must keep in mind the following rules for spacing before and after the various punctuation marks-

- 1. Leave one space after and no space before:
  - a. Comma (,) in running sentences
  - b. Semi colon (;)
  - c. Colon (:)
- 2. Leave two spaces after and no space before:
  - a. Full stop (.)
  - b. Sign of Interrogation (?)
  - c. Exclamation sign (!)
- 3. Leave one space after abbreviated words or initials e.g. Dr. S.K. Mehra etc.
- 4. Leave no space before and after Hyphen
- 5. For Dash leave one space before and after.
- 6. One space before beginning and after the end of 'inverted comma' and 'Brackets' and no space inside them.

- 7. No space before and after Apostrophe (').
- 8. No space in group-letter-abbreviations e.g. UNICEF, AIR, etc.
- 9. One space before and after the sign plus (+), minus (-), division (,) multiplication (×) and equal (=) etc.
- 10. No space before and after comma in figures & sums of money.

# **INTEXT QUESTION 4.4**

Given below are some punctuation marks. How many spaces will be left before and after them ......

Space before Punctuation Marks and Space After

- 1. Full stop (.)
- 2. Comma (,)
- 3. Semicolon (;)
- 4. Question mark (?)
- 5. Inverted comma ("")
- 6. Colon (:)

#### 4.6 TYPING ERRORS – IDENTIFICATION AND PENALTY

With the pace of time, your speed in typing will gradually increase. The average number of words you type in a minute is known as your 'Running' or 'Gross' speed measured in words per minute (wpm). But there are certain errors, if committed while typing, are penalized. Net speed is calculated after deducting the penalty of errors from your running speed. It is, therefore, essential that you must know as to which type of errors are penalized and counted as mistakes. Every word inserted, omitted, mis-spelt or any manner changed from the original is penalised. Errors counted as mistakes in e-typewriting include:

- **1. Bad spelling** —Every word inserted, omitted, mis-spelt or changed from the original text in counted as mistake.
- **2. One error per word**—one error is counted as one word. Spaces and punctuation marks are considered as parts of the preceding word.
- **3. Incorrect spacing in punctuation-marks:** improper spacing before and after punctuation marks are penalized as mistakes.
- **4. Jumping** Unnecessary space in a word is counted an error.

- **5. No space between words:** If no space is given between two words, it is counted as an error unless the preceding word has been penalized.
- **6. Omission**—Any word omitted is counted as an error.
- **7. Over-abundant Margins**—Plenty/insufficient left, right, top, and bottom margins are counted as errors.
- **8. Repetition:** Repetition of any number of words are counted as errors. But if any additional mistake is committed in the repetition, additional errors will be counted.

#### **Rectification of Errors**

When you create a document by text you are likely to commit mistakes. Correcting these mistakes is called editing process which may involve the following actions—

- Delete a part of the text
- Move a block of text from one place to another place.
- Copy a block of text from one place to other place.
- (i) Inserting character If a character or word is missed while typing, position the cursor at the required point & type them. Word automatically reformats the paragraph and moves words that do not fit on the current line to the next line or from the current page to the next page, as the case may be.
- **(ii) Replacing character:** Suppose you have typed a text and you want to replace it with some other. Highlight the text by dragging the mouse, now type the new material. MS-Word will overwrite the existing material with the new one.
- (iii) **Deleting characters:** By Pressing either the backspace or the Del Key, a character is removed from the document. The Del Key deletes a character in the current cursor position while back space deletes the character to the left of the current cursor position and moves the cursor one position to the left.

# 4.7 CALCULATION OF SPEED

Suppose you have typed 2000 characters (strokes) in 10 minutes time & have committed 6 mistakes. Your running & accurate speed will be calculated as given below:

Time allowed for speed test: 10 Minutes

Number of characters typed: 2000

Number of mistakes committed: 6

Number of words =  $2000 \div 5 = 400$  (5 characters = 1 word)

#### **Running speed = Number of words ÷ Time taken**

 $= 400 \div 10 = 40$  words per minutes (running speed)

Penalty for 6 mistakes =  $6 \times 10$  words (10 words per mistake) = 60 words

Accurate words typed (after penalty) = 400-60 = 340

# **Net speed = Accurate words typed ÷ Time taken**

=  $340 \div 10$  m= 34 words per minute (wpm).

#### Case Let:

Ms. Rohn learnt the lesson to check the typed documents when she worked as personal secretary to the CEO of a pharmaceutical company. She had typed a letter which included a price quote for a customer. This was signed by her boss and she should have checked the price quote. The amount qouted in the document should have been Rs. 890000 but when Rohn typed, she missed one of the zeros at the end of the figure and quoted as 89000 instead of 890000. The customer was very understanding as the figure had been verbally agreed. But as the CEO has signed the letter this meant that it was binding document and the company could have lost a lot of money.

This taught Ms. Rohn a lesson always to carefully check typed documents particularly if they included figures.

Remember to always check your typed documents very carefully.

# INTEXT QUESTION 4.3

Mark right ( $\sqrt{ }$ ) in front of correct alternatives from the following:

- (a) A word changed from the original text is:
  - i) an error
- ii) not an error
- (b) To form words, the number of strokes are divided by:
  - i) 10

- ii) 05
- (c) If you have typed 500 words and committed 5 errors in speed test for 10 minutes, your accurate speed will be
  - a) 35 w.p.m.
- b) 45 w.p.m.

- d) Repetition of any number of words is counted:
  - i) an error
  - ii) not an error
- e) Any word omitted in a line is
  - i) an error
  - ii) not an error

#### 4.7 LET'S SUM UP

With the study of this lesson you have come to know about all the aspects which are essential for the development of speed and attaining accuracy by daily practice, operations of keyboard with skill, running speed, knowledge of punctuation marks and spacing before and after them. You have also learnt how the mistakes/errors committed while typing on computer can be removed or modified. You have also understood the errors which are counted as mistakes. You can also assess your running and accurate speed by adopting the formula given in this lesson.

## **Employability skills: Practical Work Tasks**

Once the mastery of keyboard is achieved, typewrite everyday two documents of at least 1000 strokes each in ten minutes. Identify the errors committed. Calculate your Gross Speed and Net Speed. Also analyze the common mistakes committed in both the documents. To redress your errors, do repeated practice of the speed passages accurately.

# 4.8 TERMINAL QUESTIONS

- 1. Write down the important steps for the development of speed.
- 2. Make a chart of the punctuation marks and illustrate how many spaces are left before and after each sign in e-typewriting.
- 3. How can the mistakes be modified while typing on computer?
- 4. How will you replace the text from one place to another?
- 5. Explain the method of deleting and inserting a word or some text in a document which has been typed.
- 6. Calculate the net speed when you have typed 2500 strokes in ten minutes and committed 5 mistakes.
- 7. Explain the errors penalized in e-typewriting.

# 4.9 ANSWER TO INTEXT QUESTIONS

# 4.1

- 1. Speedly/accurately
- 2. nearest
- 3. daily practice
- 4. 2.5 cm
- 5. 7–10
- 6. Jumps dog.

# 4.2

- 1. No space before, two spaces after
- 2. No space before, one space after
- 3. No space before, one space after
- 4. No space before, two spaces after
- 5. One space before beginning & after the end of inverted commas
- 6. No space before, one spaces after.

# 4.3

- a) An error
- b) Five
- c) 45 w.p.m.
- d) An error
- e) an error

#### TRY IT OUT

Make a group of five. Let each one undertake a speed passage test consisting of approx. 80% alphabets and 20% numerals. Compare the net speed of each student and identify the common errors committed. The teacher should appreciate the one who has secured the highest net speed.