

Entrepreneurship First Year

Module 6 The Touch of a Finger



What this module is about

Hello! We see each other again, dear student! I hope you will find this module interesting. This module will be a new experience for you. Find a place in your neighborhood where you can make use of a typewriter or visit the typing laboratory room of your school to learn more about typing.



What you are expected to learn

In this module, you are expected to:

1. explain the function of each part of a typewriter;
2. discuss the essentials in the operation of a typewriter;
3. discuss the importance of speed and accuracy in typing;
4. observe typing standards in terms of speed and accuracy;
5. enumerate the points to remember in the daily care of typewriters; and
6. illustrate the proper sitting position and home keys position.



How to learn from this module

I'd like you to picture in your mind a typewriter on a table. Do you have a strong desire to touch it?

Don't hesitate to make one strike! This is a simple machine that gives you a neat and clear copy. It gives you what you touch!

Answer the activities and self-check exercises honestly. Do not look at the key to correction. Always remember that "Honesty is the best policy." Let us work and help each other!



PRETEST

Directions: Read each item carefully and select the best answer by writing its letter in your answer notebook.

- _____ 1. Tina wants to have a clean and clear output, but there is no computer. What should she use?
- fax machine
 - copying machine
 - risograph machine
 - typewriter
- _____ 2. Jing's teacher requires her to use a big print letter of her term paper. What typewriter should she use?
- Elite
 - Pica
 - manual
 - electric
- _____ 3. Tony wants to unlock the margin stop, what key should he strike?
- margin release
 - backspace key
 - space bar
 - tab clear key
- _____ 4. Which of the following values should be observed in typing?
- carefulness and orderliness
 - persistence and self-confidence
 - carefulness and self-confidence
 - a and b only
- _____ 5. Which of the following depends on the model of the typewriter?
- control of spacing
 - planning the margin
 - setting the margin
 - none of the above
- _____ 6. Grace can type very fast but she was not hired. What do you think is the probable reason?
- lack of accuracy in her work
 - no connection in the company
 - cannot express herself well

d. not original in her work

- _____ 7. Which of the following is used to lubricate the mechanical parts of a typewriter?
- a. baby oil
 - b. diesel oil
 - c. machine oil
 - d. all of the above
- _____ 8. The guideline to be kept in mind before starting to type is proper
- a. sitting and home keys position
 - b. mindset and grammar
 - c. order of the finger and feet
 - d. copy and direction
- _____ 9. In striking an electric typewriter, how should the keys be typed?
- a. firmly and release quickly
 - b. slightly and release
 - c. strong and quick release
 - d. lightly with the tip of the finger
- _____ 10. Which of the statements below best shows that you take good care of your typewriter?
- a. Use of two sheets while typing
 - b. Wiping and lubricating it everyday
 - c. Covering and storing it in a good place
 - d. all of the above

Lesson 1

Parts and Functions of a Typewriter

Definition of Terms:

Typewriter	- a mechanical device equipped with an inked ribbon, a keyboard, which operates a row of bars terminating in type faces and other devices by which letters may be successively printed on paper.
Pica	- this has a big print and a center point of 42 on the scale. It is usually used in typing term papers, thesis, and dissertations. It can type 10 characters to an inch and 85 characters on a sheet of bond paper.

Elite	- this is a kind of typewriter that has a center point of 50 on the scale and has a small print. It can type 12 characters to an inch and 102 characters on a long or short bond paper.
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Hi! Touch me! I'll do it for you, but know my parts first. Ensure the mastery of parts and functions of each part is very important in the proper operation of a typewriter.



Below are the parts and keys of a typewriter. Remember that mastery of the parts and the functions is very important in the proper operation of a typewriter.

Parts/Keys	Functions
1. Carriage	Top moving part that carries paper.
2. Right platter knob	Handle at the end of the cylinder used in moving the paper.
3. Right carriage release	Lever on the right that frees the carriage so that it can be moved.
4. Paper release	This loosens the paper to strengthen or remove it from the printer.
5. Paper bail	This adjusts the paper to the cylinder.
6. Printing point indicator	This indicates the scale point or exact position where the machine is ready to print.
7. Right margin stop	A lever that adjusts the margin setting on the right.

8. Left margin stop	Key lever on the button that is used to adjust the margin setting to the left.
9. Card holder	A half circle positioned against the cylinder to hold the sheet of paper or card steady.
10. Paper guide	The blade against which the paper is placed.
11. Platen or cylinder	A rubber ruler that allows the paper to move around.
12. Regulator or line space	The mechanism that controls space between lines.
13. Cylinder knob	The part that gives the printing base for the type.
14. Left carriage release	The part that allows the carriage to be moved by hand.
15. Carriage return	The key or lever which returns the carriage to the right and starts a new line.
16. Ribbon color control	The part which indicates how ribbon is to be used - upper, middle or lower.
17. Margin release	The part that unlocks the margin stop.
18. Tab clear key	The key that removes the tab stop at a time.
19. Space bar	The key that advances the carriage one space at a time.
20. Tab bar or Tabulator	The key that releases carriage to move to a point where the point tab is located.
21. Back space key	The key that moves the carriage back one space at a time.

Now that you know the parts and keys of the typewriter as well as the function of each part/key, do the activity below.

Activity 1

Tell me which to touch!

1. I want to go back one space
2. I want to be steady at the cylinder
3. I want to be set on the right
4. I want to be released
5. I want to be at the desired space
6. I want to be rolled so you can start
7. I want to have space
8. I want to be capitalized
9. I want to remove the tab stop at a time
10. I am ready for printing

How did you find the activity? Was it interesting? I know, it is difficult to remember all the parts and the function of each. Don't worry. As you go along, you will gradually be

familiar with the function of each part. Try to master each part by making typing a habit. When you visit your typing laboratory, make it a point to strike the keys, until such time you will enjoy doing it.

Let's see whether you have learned something from the discussion. Answer the self-check exercise that follows.



Self-check:

Directions: Read each statement very well and choose the best answer. Write your answers in your answer notebook.

1. A typewriter that has a center point of 42.
 - a. Pica
 - b. Elite
 - c. electric typewriter
 - d. manual typewriter

2. It advances the carriage one space at a time.
 - a. carriage
 - b. margin release
 - c. right margin stop
 - d. space bar

3. The key or lever used to return the carriage to the right and start a new line.
 - a. carriage
 - b. carriage return
 - c. paper bail
 - d. tab clear key

4. It is the point where the cards and envelopes are pressed closed to the cylinder.
 - a. card holder
 - b. cylinder
 - c. line space lever
 - d. paper guide

5. The typewriter that has 10 characters in every inch.
 - a. elite
 - b. electric
 - c. pica
 - d. manual

You have just learned the different parts of a typewriter and the function of each part! Study them very well. Once you've mastered the parts and their functions, you'll be an efficient typist. I hope you do!

Lesson 2

Essentials in the Operation of a Typewriter

The typewriter is a simple machine. Its performance depends on the way it is used. Hence, the essentials in the operation of a typewriter should be observed, particularly in the following operations:

1. Adjusting the Carriage

Use the line space lever to move the carriage to the right and press the knob of the cylinder with the right hand. With the first finger, press the carriage release, then bring the carriage to the left margin.

2. Adjusting the Paper Guide

The paper guide is used to adjust the paper. It is placed at any point or at 0 point.

3. Controlling the Space

Use the line space regulator in spacing. If you want a single space, meaning no blank space, take 1 space; 2 spaces for double space, one blank line between typed lines; 3 spaces for triple spacing, where you will have two blank lines between typed lines.

4. Planning the Margins

Use the margin stops to limit the typing lines. In determining the left and right margins, follow these steps:

LM = refers to the left margin
 RM = refers to the right margin

Center Point at 42 on Pica				Center Point at 50 on Elite			
Space	Line	LM	RM	Space	Line	LM	RM
40	42-20=22		42+20+5=67	40	50-20=30		50+20+5=75
50	42-25=17		42+25+5=72	50	50-25=25		50+25+5=80
60	42-30=12		42+30+5=77	50	50-30=20		50+30+5=85

What do you notice in the foregoing computation? Isn't the half space line subtracted from the center point? Hence, If $\frac{1}{2}$ of 40 is 20 which is subtracted from 42 for pica. It gives you 22 as left margin. For the right margin, it is the reverse! Half of the space line is 20. It is added to the space line and the constant of 5 is also added. That is why your computation is: $42 + 20 + 5 = 67$.

5. Setting the Margins

Setting the margins can be done in two ways, depending on the model of your typewriter.

a. Hand-set Mechanism

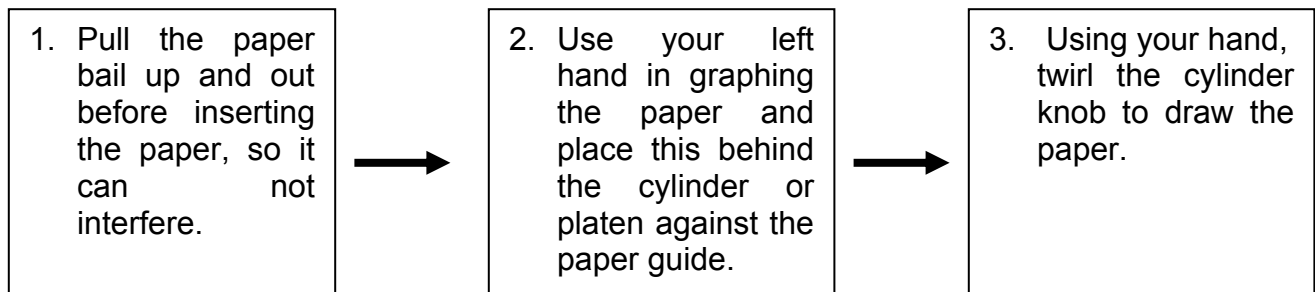
Margin-set keys and hand-set levers are used separately. Press down or push in the lever, then slide it right on the left hand to the desired point and finally release it. Repeat for the right margin.

b. Spring-set Mechanism

If your typewriter has a spring margin, set key at each end of the carriage:

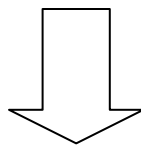
1. Press the left margin-set key.
2. Move the carriage to the intended point on the scale without releasing margin-set key.
3. Then, release the margin-set key.

6. Inserting and Removing the Paper

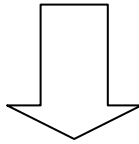


7. Learning the home position or guide keys

Locate A S D F for the left hand keys. Place your left hand fingers on these keys.



Locate J K L ; for the right hand key.



Remove your finger from the home keys. Read the keys A S D F and J K L ; as you touch each. Practice several times until you master the procedure.

8. Striking the Keys and Space Bar

In striking the keys and space bar of your typewriter, do these:

b. For the Electric Typewriter

- Tap each key lightly with the tip of your finger.

a. For the Manual Typewriter

- Strike firmly and release quickly.

Now that you know the operation of a typewriter, do this activity in the typing room. Ask your teacher to guide you.

Activity 2

Home Activity

Help Tina what she should do with the following operations:



1. Tina wants to move the carriage to the right and return it to its place.

2. Tina wants to adjust the paper guide.

3. Tina wants to insert and remove the paper.

4. Tina wants to know the home keys.

5. Tina wants to know how to strike.

Did you tell Tina what to do? I hope you did.
Let us now evaluate how much you have learned.



Self-check:

Directions: Match Column A with Column B. Write only the letter of the correct answer.

A

1. Setting the margin
2. 50 space lines
3. Subtracting $\frac{1}{2}$ from the center point
4. 3 spaces
5. Line space regulator

B

- a. Elite
- b. left margin
- c. 2 blank spaces
- d. depends on the model
- e. controls the spacing

Lesson 3

Importance of Typing Speed and Accuracy

We have discussed typewriter parts, functions and essentials, right! Now what do you think is next?

Well, our lesson today is about the importance of speed and accuracy in typing. Why do you think these are important? Find out the importance of typing skill to you, your friends and to people in the community. Analyze the situation below.

I finished 120 pages.
Why will I be left?



She finished 90 pages. She
can go.



Why do you think?

You feel that something is wrong in your work! Find out and work on it! Keep in mind that speed and accuracy are very important, particularly in typing. Why?

1. It helps save time, money and effort.

You can type your own reports and requirements. Hence, you need not spend anymore. You can use your time for other purposes.

2. It assures presentable work.

Typewritten work is neat, orderly and readable, compared to the handwritten! Quality of work speaks of personality too!

3. You can easily and conveniently operate computers because most computers and other processing machines are basically the same keyboard as that of the typewriter keyboard.

4. It is your advantage over other applicants when you look for a job. Why?

It helps you work faster and more accurate.

Did you get it? Speed and accuracy are important skills in typing. It is your advantage if you'll be equipped with these skills. As much as possible, you should have a speed of 60 words per minute. Yes, you can! It is just a matter of constant practice and concentration. Remember, practice makes perfect! Speed is not enough. Work must be accurate, too!

Activity 3

Analyze the given situation, then answer the questions that follow.

After graduation, Jopay and Lisa applied for a clerical job. They are both intelligent. However, Lisa could only type documents at a speed of 60 words per minute. Jopay for her part, has a typing speed of 70 words per minute.

1. Who do you think will be most likely hired? Why?

2. Cite why one who could type faster has more advantage.

3. How do typing skills contribute to the company?

4. If you were Jopay or Liza, what positive attitudes should you show evidence of in typing?



Self-check:

Directions: Tell if the statement is true or false. Write your answers in your answer notebook.

1. Speed and accuracy are indispensable typing skills.
2. Speed and accuracy reflect one's personality.
3. Speed and accuracy save time, effort, and money.
4. An employee with typing skills is an asset to the company.

5. Typing speed is the only advantage considered when applying for a clerical job.

Lesson 4 Standards in Typing

It must be you! If it is you, you must be good!



Do you know
what makes a
typist good?

Speed and accuracy



How

1. Keep your eyes on the materials being typed.

2. Focus attention on its content.

3. Sit properly.

4. Type with lean hand motion and keep the carriage moving smoothly with less hand motion and without sudden change of movement.

5. All things should be in proper order.

6. Proofread thoroughly.

7. Check your work with care and correct errors before removing the paper from the typewriter.

8. Erase neatly and assure accuracy.

Have you noticed that in typing, there are certain behaviors observed in order to cope with the standards? These behaviors are as follows:

- a. focus
- b. proper sitting position
- c. steady hand
- d. order, clean and neat work
- e. accuracy

Activity 5

Tell what you will do.

1. What are you going to look at while typing?
2. How are you going to arrange your things?
3. How will you sit?
4. How do you remove the paper from the machine?
5. How are you going to erase errors?



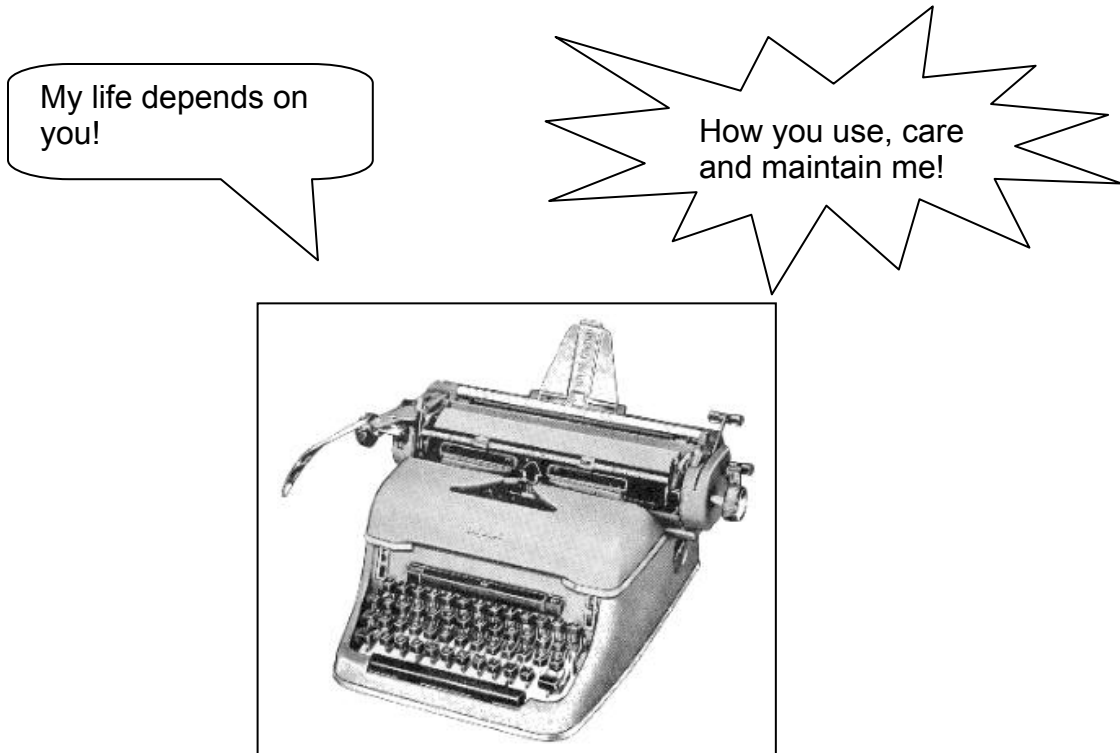
Self-check:

Directions: Write YES if the statement is correct; NO, if the statement is incorrect. Write your answers in your answer notebook.

1. You can use an earphone while typing.
2. Materials being typed should be in front of you.
3. Speed and accuracy are expected of a good typist.
4. Any posture will do as long as you are comfortable while typing.
5. All errors should be corrected before removing the paper from the typewriter.

Lesson 5

Daily Care of the Typewriter



The life of your typewriter depends on how you use it. It depends on how you take care and maintain it. Below are some ways of taking care of your typewriter:

- Cover your typewriter when not in use to prevent accumulation of dust. Some portable typewriters have covers already. In case your typewriter is an electric one, use a plastic cover or a cloth.
- Wipe gently the parts of your typewriter specially the keyboard to remove mark caused by its ribbon or dust.
- When needed, oil some parts of your typewriter to prevent the keys from locking.
- Avoid eating or placing any food near the typewriter.
- Consult a technician when repair is needed. Do not try to repair the typewriter yourself unless you are sure of what you're doing. This may worsen the damage on your machine.

Have you learned from our discussion. Let us see. Answer the self-check exercise that follows.



Self-check:

Write C if the sentence states a correct practice, and IC, if incorrect. Write your answers in your answer notebook.

1. Avoid eating near the typewriter.
2. Wipe gently the parts of your typewriter to remove dust.
3. Cover your typewriter when not in use.
4. Use alcohol when cleaning some parts of the typewriter.
5. Consult a technician when the typewriter malfunctions.

Lesson 6

Correct Typing, Sitting and Home Keys Position

To speed up the development of your typing skills, you should sit properly and your fingers should be on the home keys. The following should be observed when typing:



- She sits erectly with hips back on the chair.
- Her body centers with the machine, face turned to the manuscript to be typed.
- Her feet are apart and firm on the floor.
- She is relaxed but keeps her arms and elbows comfortably close to the body.

Can you do that?

Of course you can!

But how are you going to strike the keys? Look at the photo of the home keys below.



From the photo above, answer the following:

1. What keys are assigned to your:

a. Left finger

1. index _____

2. middle _____

3. ring _____

4. little _____

b. Right finger

1. index _____

2. middle _____

3. ring _____

4. little _____

2. Where are your left and right thumbs located?

3. How should your finger strike each key?

The position of your left and right hands on the keys should be correct. Ask your teacher to demonstrate this. Practice in the typing room or any place where there is a typewriter for mastery of the home keys.

Activity 6

Performing Simple Strokes with the Typewriter

Ask your teacher if you are properly observing the following instructions:

- a. correct sitting position
- b. positioning of your left and right hand on the home keys
- c. striking the keys correctly



Self-check:

Directions: Analyze the sitting position and home keys below. Evaluate if it is right or wrong. Write your answers in your answer notebook.

1. The home key of the left middle finger is f.
2. Your shoulder should be relaxed when typing.
3. Your thumb is on the # key.
4. Your feet are apart and firm on floor.
5. Your body is centered with your typewriter.



LET'S SUMMARIZE

- ❖ A typewriter is a machine that gives a clean and clear output. Each part has its own function. Mastery of the function of each part helps a typist become efficient and accurate.
- ❖ Proper use and care of the typewriter ensures good quality output.
- ❖ Correct sitting and home keys positions as well as constant practice would make one a perfect typist.
- ❖ Speed and accuracy are indispensable in typing. These factors help determine a good typist.
- ❖ Proper use, care and maintenance of the typewriter determine the extent of its usefulness.

You can now relax! Have fun with your favorite pet! Recall what you have learned. Then, do the posttest. I did it simply for you! See you soon!



POSTTEST

Directions: Choose the correct answer. Write the letter of the correct answer in your answer notebook.

1. Tina wants to have a clean and clear output, but there is no computer. What should she use?
 - a. fax machine
 - b. copying machine
 - c. risograph machine
 - d. typewriter

2. Jing's teacher requires her to use a big print letter of her term paper. What typewriter should she use?
- Elite
 - Pica
 - manual
 - electric
3. Tony wants to unlock the margin stop, what key should he strike?
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6. Grace can type very fast but she was not hired. What do you think is the probable reason?
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 - cannot express herself well
 - not original in her work
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 - diesel oil
 - machine oil
 - all of the above
8. The guideline to be kept in mind before starting to type is proper
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 - mindset and grammar
 - order of the finger and feet
 - copy and direction

9. In striking an electric typewriter, how should the keys be typed?
- firmly and release quickly
 - slightly and release
 - strong and quick release
 - lightly with the tip of the finger
10. Which of the statements below best shows that you take good care of your typewriter?
- Use of two sheets while typing
 - Wiping and lubricating it everyday
 - Covering and storing it in a good place
 - all of the above

Assessment of Your Answers

Dear student, if you got scores between 9-10 correctly, excellent! It shows that you understood and remembered what we have discussed. Congratulations!

If you got correct scores between 7-8, very good! You remembered most of the things we have discussed. Check those questions you did not answer correctly and see why you forgot their answers.

If your correct answers were from 5-6, that was good. What you have remembered were probably the ones close to your heart. I suggest that you read the text again and try to answer the questions once more.

Finally, if you have a score between 1-4, I suggest that you read the lessons again and see where you have forgotten some details. After reading the parts where you met some difficulty, try to answer the test again and see if your score will improve. Good luck!

Good bye now, dear student. I hope to see you when we do the next module.



ANSWER KEY

Pretest/Posttest

- d
- a
- c
- a
- d
- a
- c
- c

9. b
10. b

Lesson 1: Activity 1

1. backspace key
2. card holder
3. margin set key
4. paper release
5. line space lever
6. cylinder
7. space bar
8. right shift key
9. tab clear key
10. printing point indicator

Lesson 1: Self-check

1. a
2. a
3. a
4. b
5. c

Activity 2

1. line space lever
2. paper guide
3. pull paper bail up and out / use the right hand to twirl
4. left: ASDF right: JKL;
5. tap lightly for electric; firmly for manual

Lesson 2: Self-check

1. d
2. a
3. b
4. c
5. e

Activity 4

1. to the materials being typed
2. in order
3. good sitting posture

4. check the error before removing
5. neatly

Lesson 4: Self-check

1. No
2. No
3. Yes
4. No
5. Yes

Activity 5

1. laboratory work
2. a. easy to move
b. with clear print
c. useful

Lesson 5: Self-check

1. B
2. E
3. A
4. D
5. C

Activity 6

1.
 - a. left finger
index F
middle D
ring S
little A
 - b. right finger
index J
middle K
ring L
little i
2. on the space bar
3. firm for manual; light for electric

Lesson 6: Self-check

1. wrong

2. right
3. wrong
4. right
5. right