



Typing Handbook

First Grade



Table of Contents

Introduction	2
Tips for Students	3
Tips for Teachers	4
Lesson Breakdown	5-7
Included Videos	8
Feedback and Motivation	9
Standards	9



Introduction to 1st Grade Typing

1st Grade Typing is a fully comprehensive program to teach touch typing, appropriate for 1st grade students. The 1st Grade Typing course begins with the basics of typing, working systematically to build muscle memory for all letter keys in alphabetical order. Finger Gym videos are included along with alphabet practice to help students improve dexterity. The space bar and period key are also introduced. The 1st grade course then provides extensive typing practice aligned to 1st grade standards, moving from single letters and words to short phrases and sentences.

Tips for Students

1. Posture matters

Students should position their monitors directly in front of their eyes, sit up straight, hover their wrists just above the keyboard, and sit close to their desks so that their arms form the shape of an L. Poor posture can result in problems such as back pain, headaches, and sore muscles.

2. Practice 1 hour per week

Building muscle memory takes time and practice. Our brains and fingers require time to coordinate the right movements. At least two or three short sessions per week are highly recommended to quickly build muscle memory and endurance.

3. Accuracy

Even though we strive to learn to type fast, what slows us down is the number of mistakes we often make. Students should focus on accuracy first, and speed will progressively increase as they build muscle memory.

4. Look at the screen

The best thing teachers can do is make sure that students don't look at the keyboard. Encourage students to always return to the Home Row and feel for the bumps on F and J.

5. Use all 10 fingers

...and not only when practicing on TypingClub! At first, students often think that they type faster using only 2 fingers. With enough practice in their everyday lives, students will realize that typing with all ten fingers is actually easier and allows them to type faster.

Tips for Teachers

1. Put your students' skills to the test

Have students take the same test at regular intervals and watch their typing skills improve over time. Nothing is more motivating for your students than seeing their speed increase, and after a few months of diligent practice, they should notice that typing has become much easier.

2. Allow corrections

Backspace can be either enabled or disabled; the choice is yours. We recommend enabling it with beginners, as the inability to correct mistakes could result in frustration. Advanced typists can disable the backspace to further challenge their typing skills.

3. Assign a range of lessons

In order to ensure that your class stays together and that proper attention is given to each skill, use the 'Assign a Range of Lessons' feature. Allow students to work within a given range of lessons and encourage them to repeat the lessons in order to build muscle memory.

4. Accessibility settings

TypingClub is fully accessible to students who may be prevented from participating in standard typing courses because of visual impairments or learning disabilities, such as dyslexia. Students can enable audio instructions that narrate text and provide helpful feedback. The font size and color of typing lessons can also be adjusted to meet students' unique needs. TypingClub is an excellent solution for mixed classes struggling to offer the same level of involvement to all students. TypingClub is designed to accommodate all students without exception.

For more details, please see our [Accessibility Handbook](#).

Lesson #	Section Title	Objective
1-17	A, B, and C	Finger stretches, spacebar, and A, B, C
18-28	D, E, and F	Finger stretches and D, E, F
29-34	A-F	Review A-F
35-45	G, H, and I	Finger stretches and G, H, I
46-56	J, K, and L	Finger stretches and J, K, L
57-63	A-L	Review A-L
64-74	M, N, and O	Finger stretches and M, N, O
75-85	P, Q, and R	Finger stretches and P, Q, R
86-94	A-R	Review A-R
95-105	S, T, and U	Finger stretches and S, T, U
106-115	A-U	Review A-U
116-126	V, W, and X	Finger stretches and V, W, X
127-134	Y and Z	Finger stretches and Y, Z
135-146	A-Z	Review A-Z
147-162	Patterns 1	Words ending in -ad, -at, -ed, -et, -ip
163-186	Sight Words 1	Practice typing sight words

Lesson #	Section Title	Objective
187-205	Phrases 1	Practice a few words at a time
206-221	Patterns 2	Words ending in -it, -op, -ot, -ug, -un
222-248	Sight Words 2	Practice typing sight words
249-267	Phrases 2	Practice a few words at a time
268-274	Period	Finger stretches and the period key
275-287	Colors	Words and short sentences about colors
288-322	Sentences 1	Practice typing short sentences
323-335	Shapes	Words and short sentences about shapes
336-368	Sentences 2	Practice typing short sentences
369-384	Patterns 3	Words ending in -ap, -ib, -id, -im, -ob
385-406	Sight Words 3	Practice typing sight words
407-425	Phrases 3	Practice a few words at a time
426-454	Sentences 3	Practice typing short sentences
455-481	Vowel- oo	Words, phrases, and short sentences with oo
482-501	School	Words and short sentences about school
502-526	Vowel- Long a	Words, phrases, and short sentences with long a

Lesson #	Section Title	Objective
527-550	Home	Words and short sentences about home
551-577	Vowel- Long e	Words, phrases, and short sentences with long e
578-601	Kitchen	Words and short sentences about the kitchen
602-626	Vowel- Long i	Words, phrases, and short sentences with long i
627-646	Beach	Words and short sentences about the beach
647-668	Vowel- Long o	Words, phrases, and short sentences with long o
669-688	Park	Words and short sentences about the park
689-709	Vowel- Long u	Words, phrases, and short sentences with long u
710-729	Sky	Words and short sentences about the sky
730-736	Great Work!	Congratulations!
737-741	Poem	A short poem, line by line

Included Videos

Lesson #1

Introduction to Typing

The introduction video tells students they are going to learn how to locate and type all the letters of the alphabet.



Lesson #17

Take a Break, Get Active

This video introduces students to the idea of technology in moderation and to the risks of spending too much time in front of a screen.



Lesson #94

Sit Straight, Be Healthy!

This video teaches students how to maintain a healthy posture while using computers. Students are shown how to position their screens, place their hands, and sit properly.



Feedback and Motivation

1st Grade Typing uses a variety of tools to track performance and motivate students.

Throughout the course, students earn badges to celebrate their typing accomplishments. All sections include games to keep students engaged and excited to keep typing.

When a student finishes a lesson, their accuracy and WPM are sent to our calculation engine which produces an overall score. The higher the score, the better their standing in the class scoreboard. Our scoring system is optimized to value accuracy over speed. Teachers can customize the students' view of the scoreboard to show all students, only the top scores, or disable the scoreboard for students. You know your students, so you know what motivates them!

Standards

The 1st Grade Typing course is aligned with first grade content standards. Please see our 1st Grade Standards document for more details.