



Typing Handbook

Second Grade



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Introduction to 2nd Grade Typing

2nd Grade Typing is a fully comprehensive program to teach touch typing, appropriate for 2nd grade students. The grade-level typing courses are thoughtfully designed to teach touch typing through cross-curricular standards-aligned content, instructional videos, educational games, and other interactive experiences.

As in Typing Jungle and our other grade-level typing courses, the 2nd Grade Typing course begins with the basics of typing, working systematically to build muscle memory for the home, top, and bottom rows of the keyboard. It also introduces typing numbers and limited punctuation. The 2nd Grade course then provides extensive typing practice using cross-curricular content in language arts, math, science, and social studies that aligns with 2nd grade standards. WPM goals are carefully designed to match grade-level expectations. For students with typing experience, teachers may enable our [built-in placement tests](#) to allow students to prove their skills and skip the introductory sections.

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. Do the first 5 sections in order

Students should complete the lessons in order for the first five sections. This will build the needed muscle memory for the Home Row, followed by covering every letter on the keyboard, and using the Shift key to capitalize. Once they have mastered these skills they are ready to move on to the standards-aligned content sections that follow.

4. 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.

5. 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.

6. Get all 5 stars

Each lesson has a set of requirements that need to be met in order to pass the lesson. However, just passing the lesson isn't the real goal. Mastery equals 5 stars!

7. 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 earn all 5 stars on each lesson.

4. Adjust the difficulty

You can adjust difficulty on a student by student or class-wide basis. If a particular student is struggling or needs more of a challenge, you can adjust the WPM they need to achieve in order to earn stars.

5. 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	Minimum	Goal
1-23	Home Row	a s d f g h j k l ;	80%, 1 wpm	1 wpm
24-51	Top Row	q w e r t y u i o p	80%, 1 wpm	1 wpm
52-92	Bottom Row & Enter	z x c v b n m , . /	80%, 1 wpm	1 wpm
93-142	Review All Letters	All rows	80%, 1 wpm	1 wpm
143-182	Typing Tips	Tips for students	80%, 1 wpm	1 wpm
183-251	Shift Key	Capitalizing with Shift key	80%, 1 wpm	1 wpm
252-271	Digital Citizenship	How to be a good digital citizen	80%, 1 wpm	1 wpm
272-278	Row Review 1	All rows	80%, 1 wpm	1 wpm
279-301	Phonics - Vowel Teams 1	Words with ai, ay, & ae	80%, 1 wpm	2 wpm
302-332	Social Studies - Communities	Urban, suburban, rural	80%, 1 wpm	2 wpm
333-345	Numbers 1	4 & 7, 3 & 8	80%, 1 wpm	1 wpm
346-361	Common Patterns 1	Words ending in -ad, -at, -ed, -et, -ip	80%, 1 wpm	2 wpm
362-380	Phonics - Vowel Teams 2	Words with ee & ea	80%, 1 wpm	3 wpm
381-395	Grammar	Collective nouns	80%, 1 wpm	3 wpm
396-407	Numbers 2	2 & 9, 1 & 0	80%, 1 wpm	1 wpm
408-420	Common Patterns 2	Words ending in -it, -op, -ot, -ug, -un	80%, 1 wpm	4 wpm

Lesson #	Section Title	Objective	Minimum	Goal
421-451	Word Recognition	Irregularly spelled sight words	80%, 1 wpm	4 wpm
452-458	Row Review 2	All rows	80%, 1 wpm	4 wpm
459-484	Grammar - Using an Apostrophe	Contractions & possessives	80%, 1 wpm	1 wpm
485-496	Numbers 3	5 & 6, review	80%, 1 wpm	1 wpm
497-518	Social Studies - Maps & Directions	Compass directions	80%, 1 wpm	4 wpm
519-530	Common Patterns 3	Words ending in -ap, -ib, -id, -im, -ob	80%, 1 wpm	4 wpm
531-545	Science	Plants & habitats	80%, 1 wpm	4 wpm
546-564	Phonics - Vowel Teams 3	Vowel teams oa & oe	80%, 1 wpm	5 wpm
565-589	Numbers - Traveling	Mixed numbers practice	80%, 1 wpm	1 wpm
590-611	Fun Facts	Just for fun!	80%, 1 wpm	5 wpm
612-637	Grammar	Past tense verbs	80%, 1 wpm	5 wpm
638-654	Phonics - Vowel Teams 4	Irregular vowel teams	80%, 1 wpm	6 wpm
655-682	Math - Geometry	2-D & 3-D Shapes	80%, 1 wpm	6 wpm
683-689	Row Review 3	All rows	80%, 1 wpm	1 wpm
690-706	Vocabulary	Roots & Compound Words	80%, 1 wpm	7 wpm
707-729	Grammar	Plural nouns	80%, 1 wpm	7 wpm

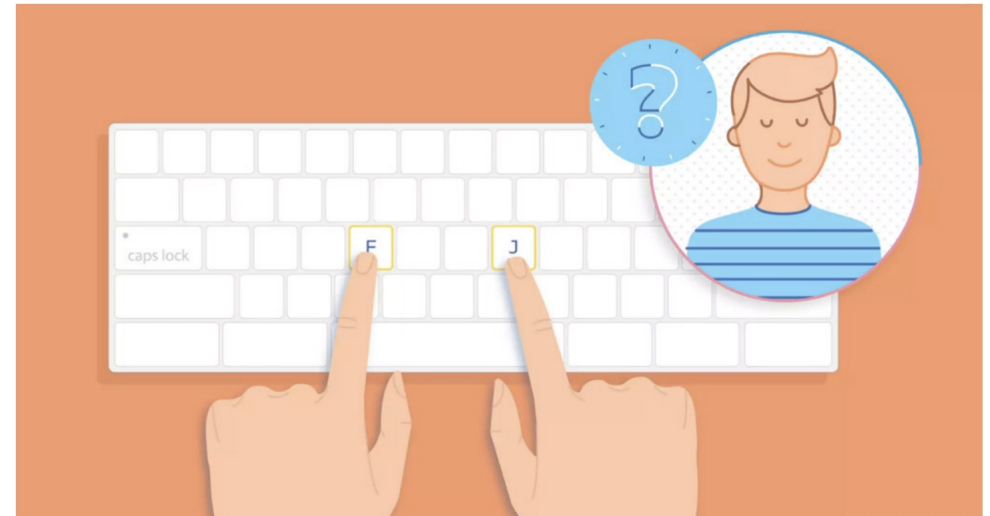
Lesson #	Section Title	Objective	Minimum	Goal
730-758	Affixes - Prefixes	Prefixes un, re, & dis	80%, 1 wpm	8 wpm
759-790	Math - Place Value	Writing out numbers	80%, 1 wpm	2 wpm
791-810	Social Studies - Events	Celebrations around the world	80%, 1 wpm	8 wpm
811-828	Vocabulary	Verbs & Adjectives	80%, 1 wpm	8 wpm
829-850	Math - Counting	Counting by 5s, 10s, and 100s	80%, 1 wpm	2 wpm
851-872	Affixes - Suffixes	Suffixes est & er	80%, 1 wpm	9 wpm
873-909	Math - Money	Coins & Money Word Problems	80%, 1 wpm	2 wpm
910-927	Grammar	Reflexive Pronouns	80%, 1 wpm	9 wpm
928-949	Science	Materials & Earth science	80%, 1 wpm	10 wpm
950-982	Grammar	Capitalizing proper nouns	80%, 1 wpm	10 wpm
983-1020	Social Studies	Historical Figures	80%, 1 wpm	10 wpm
1021-1029	Reading - New School	Typing Story	80%, 1 wpm	10 wpm
1030-1052	Just Jokes	Just for fun!	80%, 1 wpm	10 wpm

Included Videos

Lesson #1

Introduction to Typing

This short video shows students how to type without ever looking down at the keyboard, which is the key to touch typing. Consider using this video as the first lesson.



Lesson #16

Home, Sweet Home!

This video explains why the Home Row is important for building up typing speed and being able to type without looking at the keyboard.



Lesson #30

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.



Lesson #46

Think Ideas, Not Fingers!

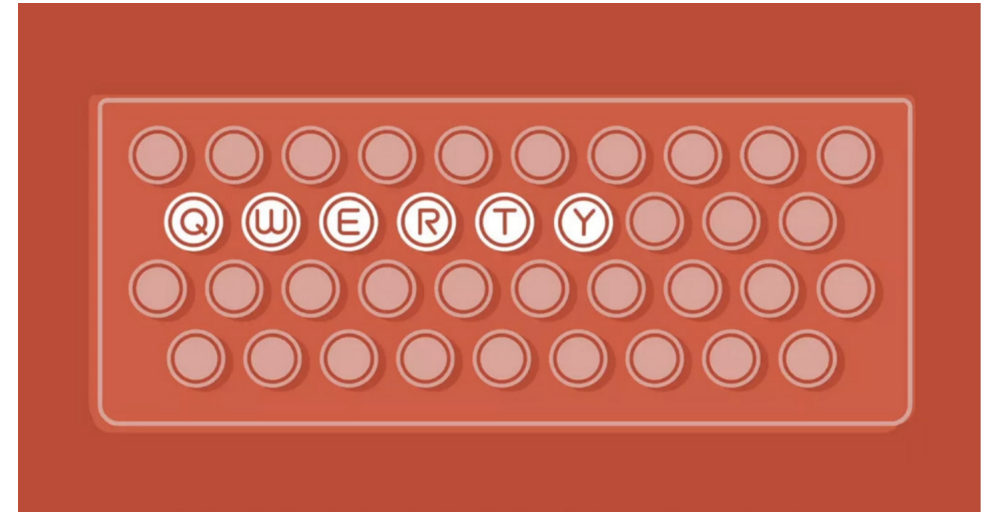
This video demonstrates how touch typing can help students focus on the substance of their homework rather than the action of typing itself. This helps students be more thoughtful and more creative



Lesson #63

History of QWERTY

This video explains the roots of the QWERTY keyboard and why it is laid out the way it is.



Lesson #78

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 #181

Fastest Typist in the World!

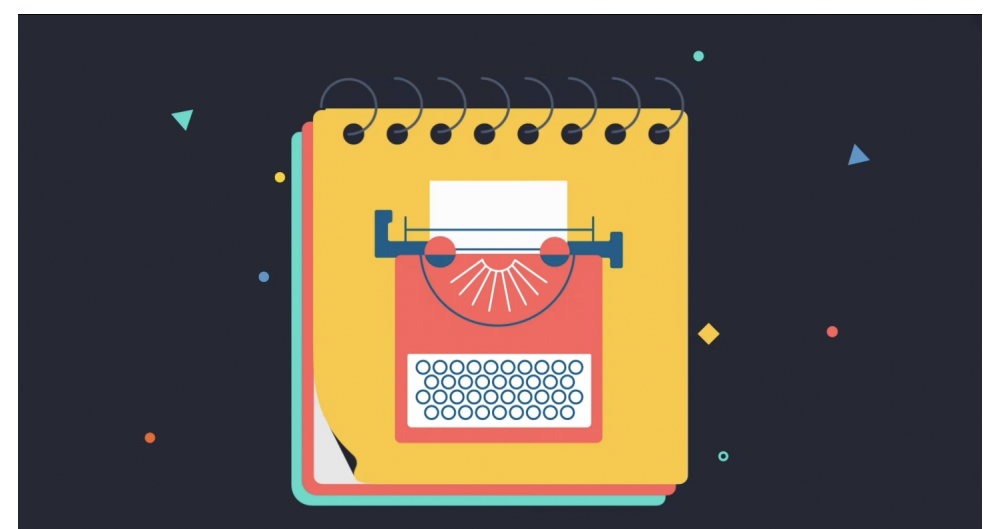
In this video, students will learn some fun facts about the fastest typists, and what it takes to be one.



Lesson #183

Shift Key

This video explains the origins of the Shift key and demonstrates how to use it on a computer keyboard. It also gives tips for when to use Shift vs. Caps Lock.



Feedback and Motivation

2nd Grade Typing uses a variety of tools to track performance and motivate students.

Throughout the course, students earn badges to celebrate their typing accomplishments. Stars are also awarded based on a student's performance in each lesson and are used to control whether the student can move on to the next lesson, or must retry for a better score. By default, students must earn at least 1 star to move to the next lesson, but teachers can customize the minimum star requirement.

Most sections end with a dynamic typing lesson, which is customized to give each student practice using the characters they have missed the most often.

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 2nd Grade Typing course is aligned with second grade content standards. Please see our [2nd Grade Standards document](#) for more details.