



# Typing Handbook

## Fourth Grade



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## Introduction to 4th Grade Typing

4th Grade Typing is a fully comprehensive program to teach touch typing, appropriate for 4th 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 4th 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, punctuation marks, and some mathematical symbols. The 4th Grade course then provides extensive typing practice using cross-curricular content in language arts, math, science, and social studies that aligns with 4th 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%, 3 wpm	4 wpm
24-51	Top Row	q w e r t y u i o p	80%, 3 wpm	4 wpm
52-85	Bottom Row	z x c v b n m , . /	80%, 3 wpm	4 wpm
86-100	Enter & Tab	Enter and Tab keys	80%, 3 wpm	4 wpm
101-140	Review All Letters	All letters	80%, 3 wpm	4 wpm
141-180	Typing Tips	Tips for students	80%, 3 wpm	4 wpm
181-249	Shift Key	Capitalizing using the Shift key	80%, 3 wpm	4 wpm
250-259	Special Keys	. , “ ? ‘ !	80%, 3 wpm	4 wpm
260-287	Digital Citizenship	How to be a good digital citizen	80%, 3 wpm	5 wpm
288-300	Common Patterns 1	Common letter combinations	80%, 3 wpm	6 wpm
301-313	Numbers 1	4 & 7, 3 & 8	80%, 3 wpm	4 wpm
314-340	Vocabulary	Greek & Latin affixes and roots	80%, 3 wpm	7 wpm
341-357	Science - Biology	Structures & senses of living things	80%, 3 wpm	8 wpm
358-370	Numbers 2	2 & 9, 1 & 0	80%, 3 wpm	4 wpm
371-378	Row Review 1	All rows	80%, 3 wpm	9 wpm
379-406	Grammar	Progressive verb tenses	80%, 3 wpm	9 wpm

Lesson #	Section Title	Objective	Minimum	Goal
407-443	Social Studies - 50 States	50 states by region	80%, 3 wpm	10 wpm
444-458	Common Patterns 2	More common letter combinations	80%, 3 wpm	11 wpm
459-470	Numbers 3	5 & 6, review	80%, 3 wpm	4 wpm
471-508	Math - Rounding	Multi-digit whole numbers	80%, 3 wpm	5 wpm
509-534	Social Studies	Historical figures	80%, 3 wpm	11 wpm
535-556	Vocabulary	Similes & metaphors	80%, 3 wpm	12 wpm
557-579	Science - Energy	Speed, transfer, & energy changes	80%, 3 wpm	13 wpm
580-597	Grammar	Coordinating conjunctions	80%, 3 wpm	14 wpm
598-622	Numbers - Traveling	All numbers	80%, 3 wpm	5 wpm
623-651	Math - Multi-digit Numbers	Standard, written & expanded form	80%, 3 wpm	5 wpm
652-659	Row Review 2	All rows	80%, 3 wpm	15 wpm
660-687	Social Studies - US History	Colonial times through WWII	80%, 3 wpm	15 wpm
688-709	Vocabulary	Idioms, adages & proverbs	80%, 3 wpm	16 wpm
710-727	Science - Light	Waves & reflection	80%, 3 wpm	17 wpm
728-752	Grammar	Punctuation & frequently confused words	80%, 3 wpm	17 wpm
753-774	Just Jokes	Just for fun!	80%, 3 wpm	17 wpm

Lesson #	Section Title	Objective	Minimum	Goal
775-804	Sight Words	Irregularly spelled sight words	80%, 3 wpm	18 wpm
805-824	Math	Comparing numbers	80%, 3 wpm	5 wpm
825-847	Vocabulary	Synonyms & Antonyms	80%, 3 wpm	18 wpm
848-864	Grammar	Modal verbs	80%, 3 wpm	18 wpm
865-885	Science - Geology	Weathering, rocks, & hazards	80%, 3 wpm	19 wpm
886-907	Social Studies- Events	Celebrations around the world	80%, 3 wpm	19 wpm
908-915	Row Review 3	All rows	80%, 3 wpm	20 wpm
916-949	Math	Decimals & equivalent fractions	80%, 3 wpm	5 wpm
950-980	Grammar	Prepositional phrases	80%, 3 wpm	19 wpm
981-1001	Fun Facts	Just for fun!	80%, 3 wpm	19 wpm
1002-1014	Common Patterns 3	More common letter combinations	80%, 3 wpm	19 wpm
1015-1034	Social Studies - Economics	Costs & benefits, supply & demand	80%, 3 wpm	20 wpm
1035-1054	Grammar	Relative pronouns and adverbs	80%, 3 wpm	20 wpm
1055-1068	Reading	Theme: Friendship	80%, 3 wpm	20 wpm
1069-1090	Tongue Twisters	Just for fun!	80%, 3 wpm	20 wpm

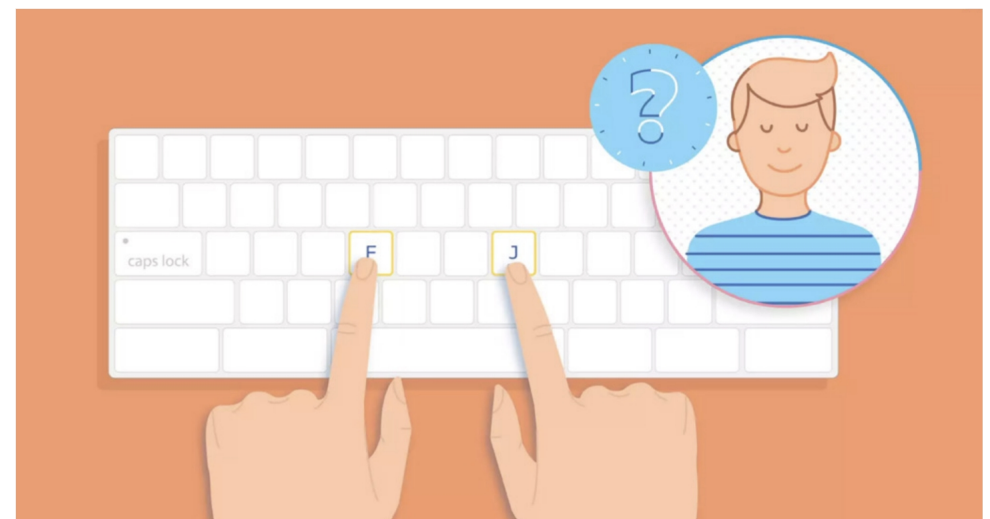


## Included Videos

### 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!

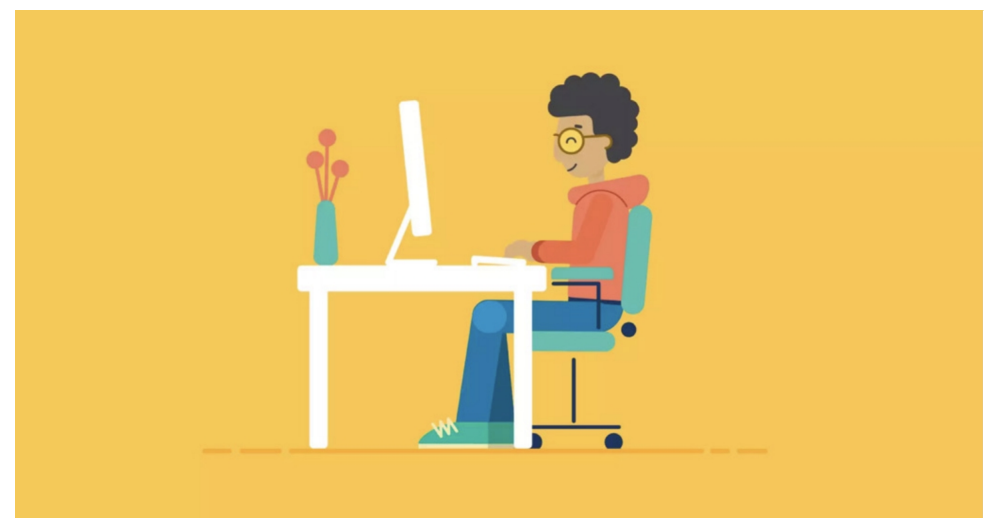
This video explains why the Home Row is important for building up typing speed and being able to type without looking at the keyboard.



### 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!

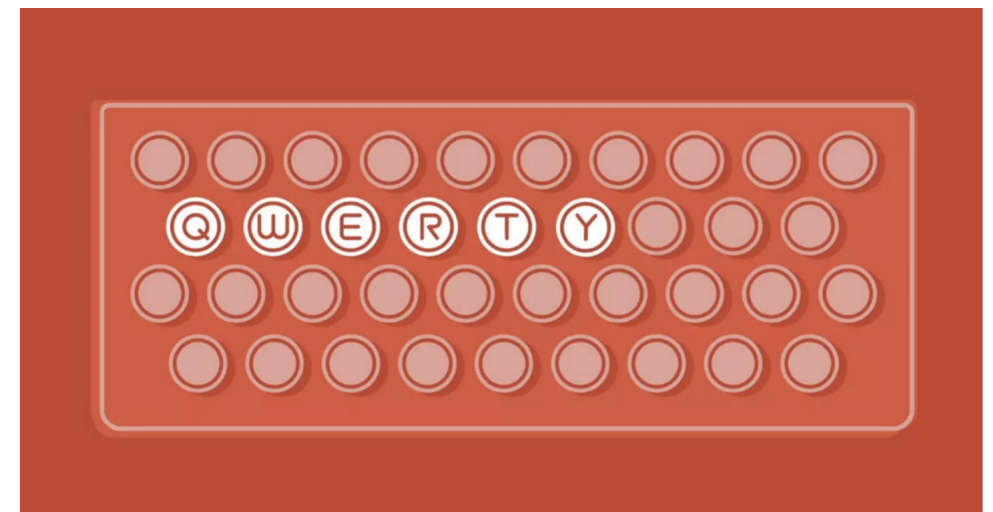
This video demonstrates how touch typing can help students focus on the substance of their homework rather than the action of typing itself. This helps students be more thoughtful and more creative



### 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 #93

### One Small Space, One Giant Tab

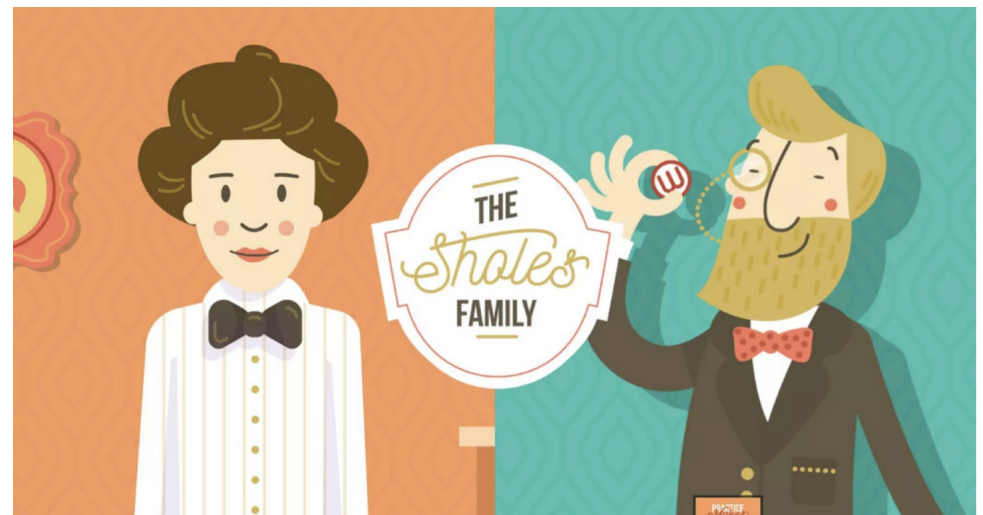
This video demonstrates what the tab button does and how it's different from the space key.

Spaces between words, aren't the only spaces we see when reading. Have you ever noticed a big space before the first word in a paragraph? We call this big space an **INDENT**. Just as spaces help our eyes see where each word begins, indents tell readers where each new paragraph begins.

## Lesson #179

### 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 #181

### 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

4th 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 4th Grade Typing course is aligned with fourth grade content standards. Please see our [4th Grade Standards document](#) for more details.