

October 14, 2010

Dear Parents,

Why teach keyboarding? Because computing is a way of life today. The keyboard is the primary means of interfacing with a computer. Keyboarding is therefore an essential, 21<sup>st</sup> Century skill that students must develop in order to use computers effectively and efficiently.

Mastering keyboarding involves learning technique (physical positioning and movement), ergonomics (safe and comfortable keyboard interaction), and key location. Learning key location requires a sequential introduction of the keys along with a great deal of repetition and reinforcement to develop the kinesthetic memory traces leading to keyboarding automaticity.

I am asking that every student in grades 1 through 8 practice at least 10 minutes every night. On the school web page under the Off Site Link there is a site called Keyboard Practice. I would like the students to do a lesson each night, type their name in and print out a copy with the parents signature on it and return it Thursday morning.

The school is using a new program call Type To Learn 4. I will be able to manage the student's progress here at school. If you have a DVD drive at home you are welcome to sign out the new program to install at home then bring it back the next day. This is **OPTIONAL!**

**OPTIONAL!**



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Sign Out DVD of Type To Learn 4

Date\_\_\_\_\_

Parent Name\_\_\_\_\_

Please Print

Student Name\_\_\_\_\_ Grade\_\_\_\_\_

Please Print

