

Instructions: Open your home word processing program (Microsoft Word, Works, or WordPerfect). Key the following lines for 5 minutes each day. Hit Enter after each line. Print your work and hand it in for extra credit.

**BE SURE TO USE PROPER KEYBOARDING TECHNIQUE!!!
TRY YOUR BEST NOT LOOK DOWN AT THE KEYBOARD!!!
YOU CAN DO IT!!! :)**

aaa !!! aaa ;;; ??? ;;;

Join related ideas with a semicolon.

kkk ,, kkk ;;;

;;;;;

Punctuation? Yes!

Nosy ate too many; he felt sickly.

Ask with a question mark.

We called a doctor; she came quickly!

What will I ask? Ask when?

Who? What? Where?

Why? How?

Do you know the answer?

Did he tell you about it?

Could she let you know?

Should it happen?

Excite with an exclamation point!

You must hear this!

Come at once!

Stop in the name of the law!

Look out for the UFO!

It's the best news ever!

Separate with a comma.

new, exciting, and different

football, basketball, and baseball

American, European, and Japanese cars

squares, circles, and triangles

Ottawa, Ontario, CANADA

Washington, D.C., USA

London, England, UK

Nosy, my pet anteater, came to the picnic.

She didn't want hot dogs, olives, or cake.

She gobbled her feast, black and red ants.