

**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 qqq aaa qqq

::: ppp ::: ppp

quick quick quick

help help help

pep pup pip pap pop

pock pick peck puck pack

phone telephone photo photograph

telegraph autograph paragraph

geography

cellophane alphabet

Please play the piano.

Play a peaceful piece.

I'll eat a piece of pie.

Peace is the opposite of war.

He slept peacefully under his quilt.

Pete's trophy was a cup.

P.E. is physical education.

Alaska has frequent slight earthquakes.

quick quickly

Quick thinkers stay out of quicksand.

Four quarts are in a gallon.

Four quarter notes equal a half note.

quarterback headquarters

quit quite quiet

Quitters call it quits.

You are quite right.

Shhh. Please be quiet in the library.

This food is high quality.

Squirrels squeak.

A square has four equal sides.

The equator cuts the Earth in half.

acquire inquire require

pint pt. quart qt.