

Name _____

Dear Incoming Sixth Grade Students and Parents,

Over the course of the middle school program, students will perform a vast amount of writing and research. As such, it is necessary for incoming sixth grade students to be keyboard proficient. With this in mind, we ask that students practice and improve their typing skills this summer. Students will be required to use a keyboard daily, therefore, students have the option of purchasing their own keyboard (compatible with the iPad). Please follow the instructions below in order to access a free typing website. On the first day of school, students **MUST** bring a print out of their words per minute results to their Language and Literature teacher. Students must score **30** words per minute or higher in order to receive credit. This will also prepare students with iPad use which will be central to instruction beginning in the 2018-2019 school year. Thank you and we are looking forward to a wonderful school year!

-El Segundo Middle School 6th Grade Team

Directions:

1. We recommend practicing using <https://www.typing.com/>
2. Students should start at the beginning level to learn home keys and progress through the advanced level focusing on **proper finger placement**. Click on "Typing Lessons" to begin practice.

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Learn & Teach Typing, Free

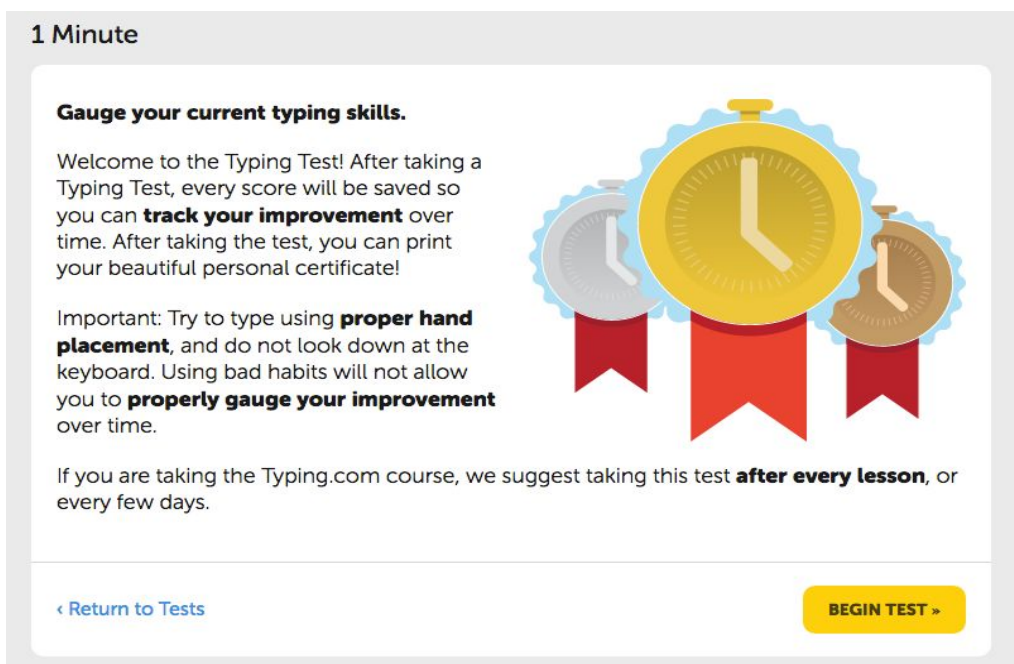
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3. **REQUIRED:** Once students have had sufficient practice on <https://www.typing.com/> (at least a total of 10 hours= 30 min daily for about two -three weeks), students must take a timed test on the same website and print out their results. Results are to be turned in to their Language and Literature teacher on the first day of school in August.
- a. Go to same website and click on “Typing Test”
 - b. Click on “Take 1:00 Test”
 - c. Carefully read the instructions and then click “Begin Test”



- d. Start typing
- e. Print results page

