Home-Row and Reach-Key Typing Drills: Planning a Printable Practice Sheet

Original tasks 1, 2 / complete keys

Task 1

Write a home-row-only drill line using the left-hand anchors A S D F and the right-hand anchors J K L semicolon. Keep it to eight characters or fewer.

Answer: Example: “asdf jkl” (8 characters including the space) or “sad lad” (7 characters including the space). Any line using only A, S, D, F, J, K, L, and semicolon is acceptable if it is eight characters or fewer including spaces and is repeatable. Note: “asdf jkl;” is 9 characters including the space, so it exceeds the eight-character limit and is not acceptable for this task.

Reason: The task restricts keys to the home-row anchors, so the line must not include any key outside the home-row anchor set.

Check: Check each character against the allowed set {a,s,d,f,j,k,l,;}, counting the space as a character. Confirm the total is eight or fewer including spaces and that the line is short enough to repeat without looking down.

Task 2

On a QWERTY keyboard, create one practice line that starts with the exact sequence "asdf jkl;" and adds exactly one lowercase g. The g must be immediately followed by lowercase f. Use only the home-row characters a, s, d, f, j, k, l, semicolon, spaces, and that one g. Give one valid example.

Answer: One valid example is: asdf jkl; gf

Reason: The line begins with the unchanged sequence asdf jkl;. The suffix adds one g immediately followed by f, so this exercise returns to the F home-row key directly after reaching G. Other lines satisfying every stated condition are also valid.

Check: Check that the line starts with asdf jkl;, contains exactly one g, and that the next character after g is f. Check that every character is in the permitted set. Spaces count as characters but this task sets no total-length requirement.

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Original tasks 3, 4 / complete keys

Task 3

Design a 30-second timed-line record for the line “jkl; jkl;” with 18 correct characters and 1 error. List the fields you would fill in the progress row.

Answer: Fields: date, drill line “jkl; jkl;”, interval 30 seconds, correct characters 18, errors 1, note (for example, “semicolon reach slow”). Check: 18 correct + 1 error = 19 characters accounted for; the line “jkl; jkl;” has 9 characters, so the learner typed it about twice in 30 seconds. Record only the counts actually observed.

Reason: The record separates accuracy from speed and states the interval so the entry is reproducible.

Check: Verify that correct characters and errors are separate fields, the interval is stated, and no pre-filled benchmark is present.

Task 4

Create a rubric for a hand-drawn diagram of home-row finger placement. Do not claim an exact anatomical answer.

Answer: Rubric criteria: labels the eight home-row keys (A, S, D, F, J, K, L, semicolon); shows one finger per anchor key; indicates left and right hands; uses a consistent orientation; includes a note that keyboard layouts vary. Multiple valid drawings can meet these criteria. Convention: draw the keyboard as a top-down rectangle with the home row as a horizontal band; any orientation is acceptable if labeled.

Reason: Art has multiple valid outcomes, so the rubric judges specific observable features rather than a single correct image.

Check: Check that each criterion is observable on the drawing and that the rubric does not assert clinical anatomy or a universal keyboard standard.

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Source rubric / reflection

- [ ] Home-row drill lines use only the anchor keys and are short enough to repeat without looking down.
- [ ] Each reach-key line introduces one new key and returns to the home-row anchor after each reach.
- [ ] Timed lines state a fixed interval and separate correct characters from errors.
- [ ] The progress row has blank entry fields with columns for date, line, interval, correct characters, errors, and note.
- [ ] All margins, spacing, and hole positions are labeled as hypothetical examples, not universal requirements.
- [ ] The sheet excludes general writing areas and line-spacing practice.
- [ ] A separate answer key shows intended drill lines and sample entries, not claimed test results.

Reflection: What did you check, what did you change, and what will you try next?