Printable Steno Keyboard Layout Cutout Sheet: Paper Practice Board

Original tasks 1, 2 / independent work

Task 1

A planned sheet has three vowel keys in a row. Each key is a hypothetical 18 mm wide with 3 mm gaps. Calculate the total width from the left edge of the first key to the right edge of the third key.

Task 2

A learner labels a key with a handwritten letter. The baseline is at 0 mm and the midline is at 4 mm. The letter's x-height reaches 4 mm, its ascender reaches 7 mm, and its descender reaches -2 mm. State whether the label follows the stated convention and why.

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Original tasks 3, 4 / independent work

Task 3

A base outline shows four asterisk key positions. A learner places cut keys and finds the second key overlaps the third by 2 mm. The planned gap is 2 mm. Describe one adjustment that keeps the layout consistent.

Task 4

A planned sheet lists hypothetical dimensions in millimetres: key width 22 mm, gap 2 mm, number bar height 10 mm. A learner converts only the key width to inches and leaves the other values in millimetres. State the problem and give a fix.