



Unit 3.4 – Touch-typing

Year Group: 3
Number of Lessons: 4

Introduction

This unit of work uses 2Type and is designed to help the children learn the basics of quick and efficient typing.

Typing, as with handwriting, needs regular practice and although the unit will give the children a basic understanding, regular and consistent practice is needed over the next four years to ensure typing skills develop. As well as the activities suggested in these plans, there are numerous other activities for the children to access.

As with handwriting, some children will find learning to type easier than others. For this reason, you may need to adapt the pace of the lessons.

2Type is designed to be used with a keyboard.

Medium-term Plan

Lesson	Aims	Success Criteria
<u>1</u>	To discuss the need for correct posture when typing. To introduce typing terminology.	<ul style="list-style-type: none"> Children understand the names of the fingers. Children understand what is meant by 'top row', 'home row', 'bottom row' and 'space bar'.
<u>2</u>	To practise and improve typing skills.	<ul style="list-style-type: none"> Children can use two hands to type the letters on the keyboard.
<u>3</u>	To start typing words.	<ul style="list-style-type: none"> Children can type full words using the correct fingering.
<u>4</u>	To improve the speed and efficiency of typing skills.	<ul style="list-style-type: none"> Children can type a series of words with speed and accuracy.

Lesson 1

Aims

- To introduce typing terminology.
- To understand the correct way to sit at the keyboard.
- To type various letters using 2Type – Instruction level.

Success criteria

- Children understand the names of the fingers.
- Children understand what is meant by 'top row', 'home row', 'bottom row' and 'space bar'.

Resources

- 2Type (<https://www.purplemash.com/#app/games/2type>)
- [2Type Key Point posters from Appendix 1](#)
- [Lesson 1 – Worksheet 1](#)

Activities

1. Share the learning objectives and success criteria.
2. Explain that over the next few weeks the children will be learning basic skills to make them quicker and more efficient typists.
3. Before the lesson, show children the posture tips and introduction to typing in 2Type. See the end of this document for posters, that can be enlarged and displayed around the classroom, showing the key points.

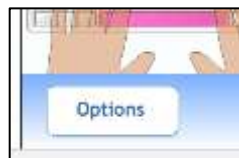


4. Over the course of the lesson the children will learn to type:
 - Bottom-row keys
 - Home-row keys
 - Top-row keys
 - Consonant keys
 - Vowel keys
 - Numbers (0–9).
5. For each of the activities, it is suggested that the children are instructed which activity to use and how long they are to spend. You will need to show the children how to choose the correct file and set the timer. It is suggested that the children work for two minutes on each activity and repeat each activity three times. **Stress to the children that they need to make sure they use the correct finger, as indicated on the screen.**

How to choose the correct file and set the timer:



a. Select Instruction Keys



b. Click options



c. Choose correct activity.
The timer should already be set for two minutes.

6. As the children work through the activities, they can record their scores on the worksheet. This will give you evidence about how well they have done.
7. At the end of the lesson, bring the class together. How many children found their score increased on their second go? What did they find difficult?
8. Encourage the children to log on to Purple Mash at home and practise the work from today. The more they practise, the more quickly they will become proficient.

Lesson 2

Aims

- To practise and improve typing skills.

Success criteria

- Children can use two hands to type the letters on the keyboard.

Resources

- 2Type.

Activities

1. Share the learning objectives and success criteria. Recap the learning from the last lesson.
2. If appropriate, ask how many children used 2Type at home to practise their typing skills.
3. Remind the children of the correct way to sit and which fingers should be used on each key.
4. Have the children sit at the keyboard and practise the work from the last session. They should spend two or three minutes going over the six exercises:
 - Bottom-row keys
 - Home-row keys
 - Top-row keys
 - Consonant keys
 - Vowel keys
 - Numbers (0–9).
5. The next activity consolidates all of the above activities. Ask the children to load up the file Instruction Keys – All Keys (A–Z) and set the timer for three minutes.
6. Repeat the activity. What was the highest score? How many children improved on their first score?
7. For the rest of the lesson, the children can practise their skills using 2Type – Falling Letters. Initially, the children can set the speed to Slow and then speed it up in subsequent games. It is recommended the children spend three minutes on the exercise and then repeat.

Lesson 3

Aims

- To start typing words.

Success criteria

- Children can type full words using the correct fingering.

Resources

- 2Type.

Activities

1. Share the learning objectives and success criteria. Recap the learning from the last lesson.
2. Explain that this week the children will be moving on from typing letters to typing full words.
3. For this lesson the children will use Teaching Keys:



4. The children work through the different lessons and phrases. The amount of time they spend on this can be adjusted, depending on the length of the lesson. The activities are selected by clicking the options button and selecting the relevant file. The activities are:

- Exercise 1 - Lesson
- Exercise 1 - Phrase
- Exercise 2 - Phrase
- Exercise 3 - Lesson
- Exercise 3 - Phrase

Lesson 4

Aims

- To improve the speed and efficiency of typing skills.

Success criteria

- Children can type a series of words with speed and accuracy.

Resources

- 2Type.

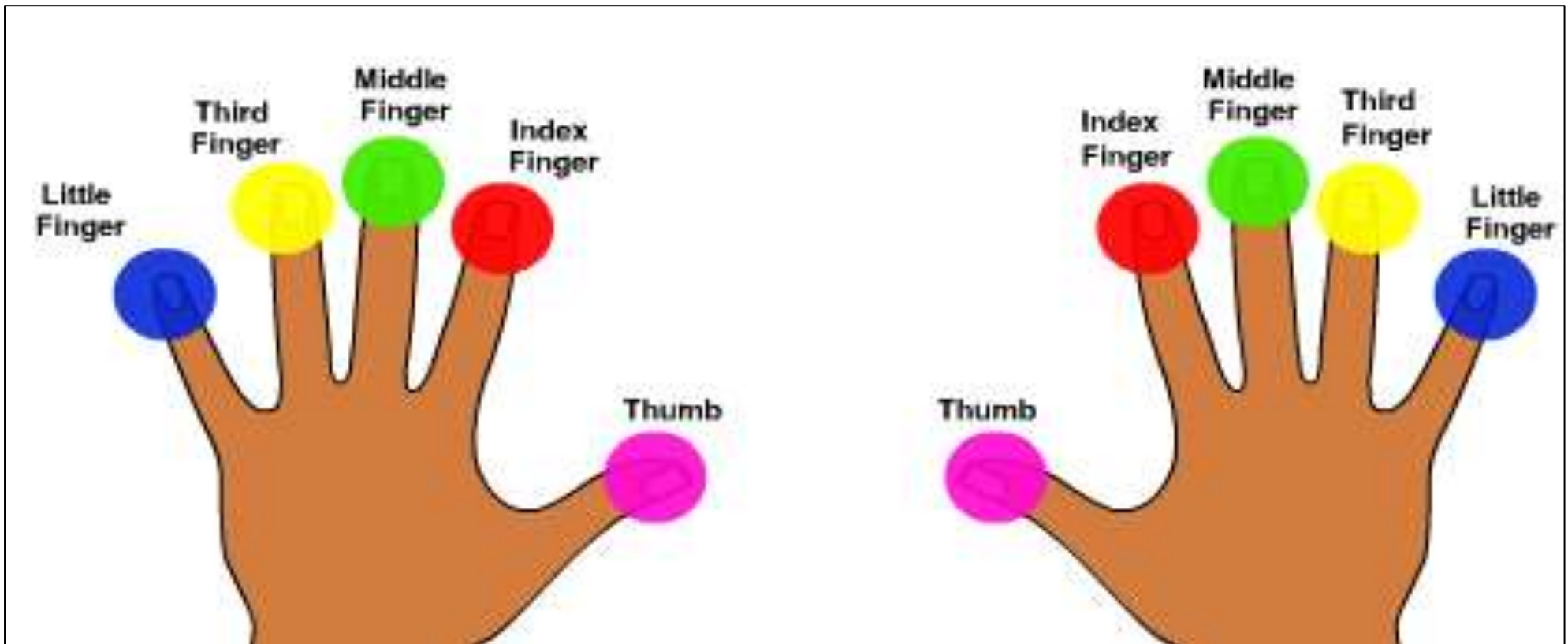
Activities

1. Share the learning objectives and success criteria. Recap the learning from the last lesson.
2. Explain that this week the children will be trying to type words with greater skill and accuracy.
3. For this lesson the children will use Falling Words:



4. The children work through the different lessons and phrases. The amount of time they spend on this can be adjusted, depending on the length of the lesson. The activities are:
 - Exercise 1 – Lesson
 - Exercise 1 – Phrase
 - Exercise 2 – Phrase
 - Exercise 3 – Lesson
 - Exercise 3 – Phrase
5. As an extension task, the children can move on to 2Pop and Typing Practice. Regular practice is needed to improve the speed and efficiency of typing.

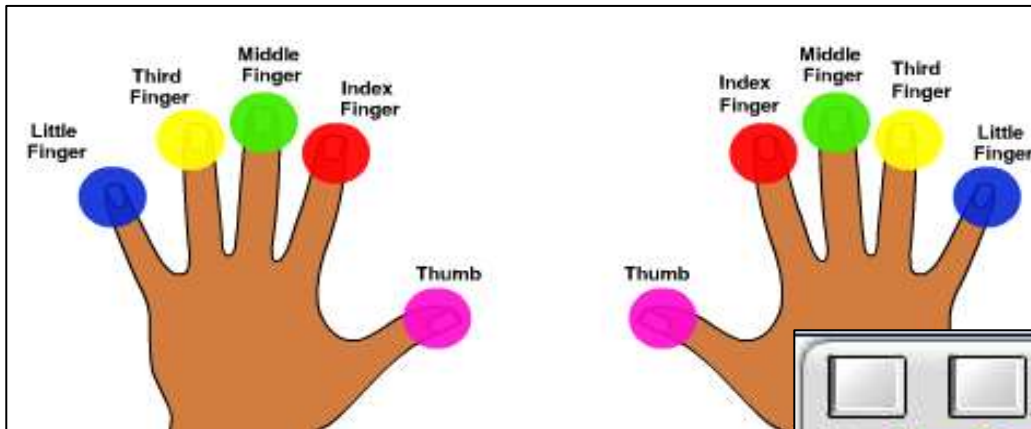
FINGERS AND THEIR NAMES



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FINGERS AND THE KEYBOARD



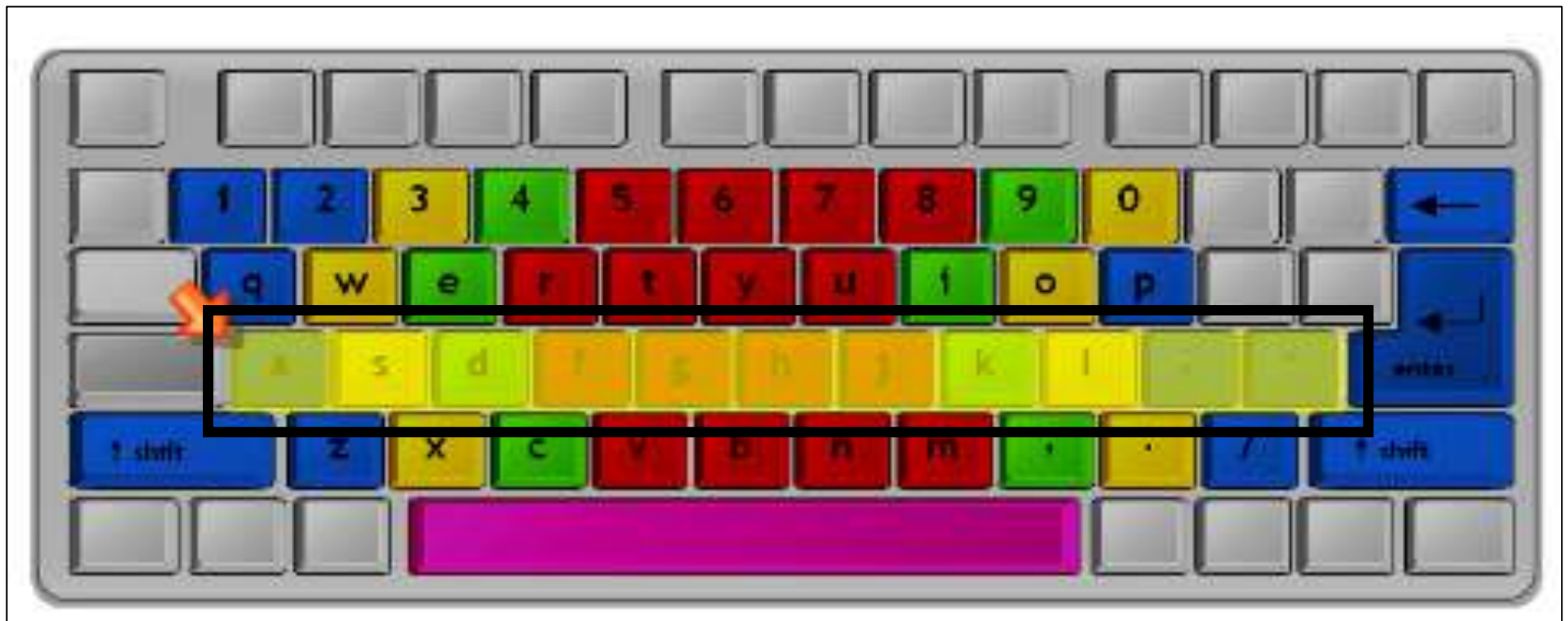
Look at the colours so you can work out which finger to use when you type a key



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HOME-ROW KEYS



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TOP-ROW KEYS



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BOTTOM-ROW KEYS



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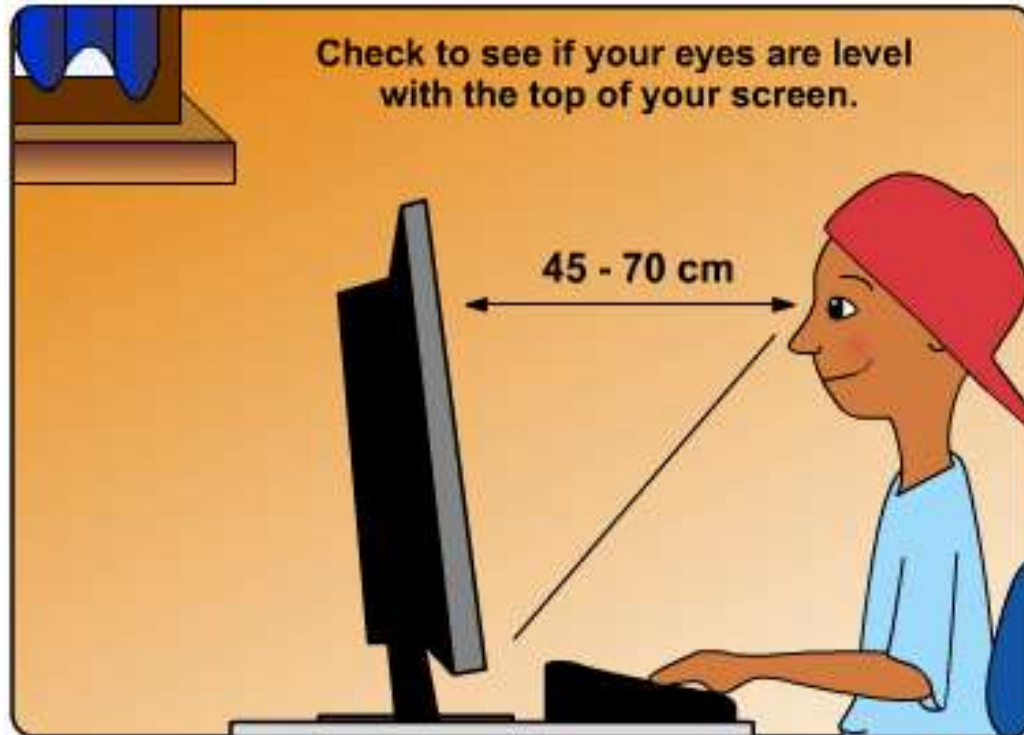
SPACE BAR – USE YOUR THUMBS



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CORRECT POSTURE



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Name _____ Date _____

ACTIVITY 1	Bottom-row keys	
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1 ST TRY	2 ND TRY	3 RD TRY

ACTIVITY 2	Home-row keys	
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1 ST TRY	2 ND TRY	3 RD TRY

ACTIVITY 3	Top-row keys	
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1 ST TRY	2 ND TRY	3 RD TRY

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ACTIVITY 4	Consonant keys	
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1 ST TRY	2 ND TRY	3 RD TRY

ACTIVITY 5	Vowel keys	
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1 ST TRY	2 ND TRY	3 RD TRY

ACTIVITY 6	Number (0–9) keys	
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1 ST TRY	2 ND TRY	3 RD TRY

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Which activities do I need to practise?