

MTMM – EVALUATION

Alphabetic Lessons 1-19 (20 Lessons)

As you work on each lesson, use **proper technique and posture** and remember you are **MEMORIZING** the keys to become a ‘touch’ typist. Call out each letter and space to yourself as you key - this will help with the memorization.

1. Check your lesson report when it is complete. All sections should have a checkmark and the **Build Skill** section lines will also be on the lesson printout. The first of each set of lines is the correct copy to be keyed. **The second line of each set is what you have keyed.** Compare the two lines to find errors.
2. You may **re-do the Build Skill section** of the lesson to reduce the number of errors. You do not want to move to the next lesson if you are still struggling with the new keys from the previous lesson. (The fewer errors, the better your mark.)
 - a. **Print your lesson report.**
 - b. **Then CIRCLE the errors on your printout.**
3. **When you have five lessons printed and errors circled, staple these together in order and pass in:**
 - a. Group 1 - lessons 1, R1, 2, 3, 4
 - b. Group 2 - lessons 5, 6, 7, 8, 9
 - c. Group 3 - lessons 10, 11, 12, 13, 14
 - d. Group 4 - lessons 15, 16, 17, 18, 19
4. Each set of five lessons will be marked as follows:

TOTAL number of errors FOR FIVE LESSONS	mark out of 20
6 errors	20
7 errors	19
8 errors	18
9 errors	17
10 errors	16
11 errors	15
12 errors	14
13 errors	13
14 errors	12
15 errors	11
16 errors	10
more than 16 errors	redo Build Skill sections until number of errors is reduced to 16 or less