

Keyboarding Technique Observation Sheet

Student: _____ Date: _____

<i>Technique Observed</i>	<i>Points Possible</i>	<i>Points Awarded</i>
Keeps feet on floor for proper body balance.	10	
Keeps wrists low and relaxed, off the keyboard and desk.	10	
Keeps fingers curved upright in proper position.	10	
Strikes each key with the proper finger.	20	
Does not pause before or after striking space bar.	10	
Keeps eyes on copy (or screen) during keying.	20	
Reaches enter key with little finger and does not pause at ends of lines.	10	
Makes quick, snappy keystrokes.	10	
Comments:		
Total Score	100	