

Keyboarding Technique Evaluation

Name: _____
 Period: _____ Computer Number: _____

Points	Eyes	Wrists/ Kbd Position	Fingers	Sitting
25	Eyes on the screen or copy	Keyboard at table edge & wrists straight	Correct reach to the keys	Sitting up straight; feet flat on floor
15	Looking at fingers or monitor occasionally	Keyboard pushed back and/or wrists bent	Fingers not curved over the keys	Does not sit correctly
0	Unsure of key locations – looks at fingers most of the time	-----	Uses incorrect reach or wrong fingers	-----

Unsatisfactory Work Habits (-10 points for each item circled)
<ul style="list-style-type: none"> ✓ Talks or disturbs other students ✓ Quits typing before completing assignment ✓ Does not pay attention to directions ✓ Demonstrates a lack of effort

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