

Keyboarding Technique*

Name _____

Date _____

Criteria	Commendable	Acceptable	Unacceptable
Body Position	Feet flat on floor; sitting erect in chair; body in line with keyboard; arms relaxed against sides 😊😊😊	Occasional improper placement of feet or legs; does not always sit erect in chair; body aligned with keyboard; arms somewhat comfortable near side 😊😊	Feet or legs crossed or wrapped around chair legs; body slumped in chair; body not aligned with keyboard; arms raised at sides of body 😞
Wrist Position	Wrists properly elevated 😊😊😊	Wrists occasionally slump; 😊😊	Wrists rest on desk or keyboard; 😞
Finger Position	Fingers properly curved; fingers on home row keys when not striking keys 😊😊😊	Fingers raised but not curved; hands on home row when not striking keys 😊😊	Fingers flat; fingers not on proper home row keys when not striking keys 😞
Eye-Head Position	Eyes consistently on copy; strikes keys without looking at hands 😊😊😊	Eyes on copy most of the time; locates and looks away 😊😊	Consistently looks at hands; head moves back and forth from copy to keyboard to screen or paper 😞
Keystroking Technique	Fingers stroke keys with minimum hand and arm movement; correct fingers used for each key 😊😊😊	Fingers stroke keys with some hesitation; hands move for longer reaches; minor deviations from proper fingering 😊😊	Fingers pound keyboard; hands roam the keyboard; inconsistent use of fingers to strike keys 😞
Spacebar	Uses right thumb 😊😊😊		Uses left thumb 😞
Shifting	Use proper alternate hand for shift key 😊😊😊		Uses the same hand as letter for shifting 😞
Return/Enter	Always uses right little finger 😊😊😊	Occasionally uses incorrect finger 😊😊	Always uses another finger 😞

*Used by Columbus elementary teachers