Keyboard skills

Some students become fast typists once they have regular access to a keyboard, but if there are spatial awareness or other dyspraxic difficulties, it is essential for the student to use a keyboard training program. All students will get going faster and become more comfortable about using a keyboard if they spend some intensive time mastering keyboard skills. This is an activity that should be undertaken for short, daily sessions, and so is ideal for doing at home or in lunchtime or homework club sessions.

Useful computer programs for developing typing skills are:

● First Keys 3 – useful for students with low reading skills
● Kaz – a 'quick-fix' sentence approach which is effective for some
● Nessy Fingers – uses a game format and is suitable for students aged 7–12

Developing touch typing is purely a matter of practice – preferably daily – so there is little point in undertaking it unless the student is prepared to devote the necessary time. It is often a good idea to do this at home during a school holiday, and if more than one member of the family can be involved, so much the better. A reward system for achievement might be adopted.