

## Type to Learn<sup>®</sup> 4: Agents of Information



Centuries ago, a secret society called the Agents of Information was created to protect accurate information for all generations to come. Now, many centuries later, even with new technology, our world is in danger of a total communication breakdown!

You have been selected to be trained as a new agent. Every agent must master the critical, lifelong skill of keyboarding. Without our group of fast and accurate typing agents, the flow of information would come to a disastrous halt!

We're the Agents in Charge. Here is your communicator to use throughout your training. The medallion is a symbol of our society and of your progress. Your starting rank is Recruit. Good luck!

As students progress through the lessons and pass the formative assessments, they earn new ranks in the society: The Agents of Information.

### Society Ranks (Grades K-2 / 3-12):

Beginner / Recruit  
Helper / Trainee  
Assistant  
Leader / Technician  
Specialist  
Expert  
Master Agent

## Proper Keyboarding Technique

- Use two hands to type.
- Your right hand goes on the right side of the keyboard, and your left hand goes on the left side.
- Put your right hand on J K L and ; and your left hand on F D S and A. This is the Home Row.
- The bumps on the J and F keys should be under your index fingers.
- Curve your fingers.
- Keep your wrists straight, not bent down.
- Sit up straight!
- Put your feet flat on the floor.
- Look straight ahead at the screen.
- When you type, hit each key with a quick, strong tap.
- Keep your fingers close to the keyboard.
- Have fun!

# Standards Alignments

*Type to Learn 4: Agents of Information* aligns with Keyboarding and Technology standards in all 50 states, the District of Columbia, and Ontario, Canada. *Type to Learn 4* also meets the ISTE 2007 National Educational Technology Standards for Students (NETS-S):

2007 Standards:

## 1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.

## 6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.

NETS for Students 2007 Profiles:

### Grades PK–2 (Ages 4–8)

The following experiences with technology and digital resources are examples of learning activities in which students might engage during PK-Grade 2 (Ages 4-8):

1. Illustrate and communicate original ideas and stories using digital tools and media-rich resources. (1,2)
7. Demonstrate safe and cooperative use of technology. (5)
8. Independently apply digital tools and resources to address a variety of tasks and problems. (4,6)
9. Communicate about technology using developmentally appropriate and accurate terminology. (6)
10. Demonstrate the ability to navigate in virtual environments such as electronic books, simulation software, and Web sites. (6)

### Grades 3–5 (Ages 8–11)

The following experiences with technology and digital resources are examples of learning activities in which students might engage during Grades 3-5 (Ages 8-11):

8. Practice injury prevention by applying a variety of ergonomic strategies when using technology. (5)

## Lesson Scope and Sequence

*Type to Learn 4: Agents of Information* covers not only letter and number keys but all symbols, the numeric keypad, the arrow keys, and several keyboard commands:

Diagnostic Pre-Test	
Lesson A	Keyboarding awareness – lowercase alphabet
Lesson B	Keyboarding awareness – numbers, capital letters, punctuation
Lesson 1	J F Space Bar
Lesson 2	U R
Lesson 3	K D
Assessment 1	
Lesson 4	I E
Lesson 5	H G
Assessment 2	
Lesson 6	L S Right Shift
Lesson 7	Quick-Blends and Quick-Words
Lesson 8	O W Left Shift
Lesson 9	; A Enter/Return
Assessment 3	
Lesson 10	P Q Backspace/Delete
Lesson 11	Quick-Blends and Quick-Words
Lesson 12	Y T Tab
Lesson 13	Arrow Keys
Lesson 14	B N
Lesson 15	Quick-Blends and Quick-Words
Assessment 4	
Lesson 16	M V
Lesson 17	, C
Lesson 18	Quick-Blends and Quick-Words
Lesson 19	. X
Lesson 20	/ Z ?
Assessment 5	
Lesson 21	ctrl-C, ctrl-V, ctrl-S (cmd-C, cmd-V, cmd-S)
Lesson 22	ctrl-X, ctrl-Z (cmd-X, cmd-Z)
Lesson 23	: ' "
Lesson 24	6 7 ^ &
Lesson 25	5 4 % \$
Lesson 26	8 3 * #
Lesson 27	9 2 ( @
Lesson 28	0 1 ) !
Lesson 29	Numeric Keypad 4 5 6 7 8 9 Enter
Lesson 30	Numeric Keypad 1 2 3 0 . + - * /
Lesson 31	< > [ ] { }
Lesson 32	- = _ +
Assessment 6	
Lesson 33	Passages
Lesson 34	Original Writing

## Quick-Blends and Quick-Words

It is important that keyboarding instruction explicitly teach frequently used letter combinations and words, which we call Quick-Blends and Quick-Words. For example, the letters “th” make a Quick-Blend that should be thought of and typed as a unit, rather than as two single letters. Typing these Quick-Blends and Quick-Words fluidly, as a unit, develops greater keyboarding speed and efficiency.

The following are the Quick-Blends and Quick-Words taught in *Type to Learn 4*:

For grades K-2 vocabulary:






Lesson	Letters	Quick-Blends	Quick-Words
4	I, E	er, de, ed, re	if
5	H, G		her, he
6	L, S	es, is	his, is
8	O, W		do, of, or, we, for
9	; A	ad, ag, al, as	all, are, had, has, was
10	P, Q	ap, ip	up
12	Y, T	ay, at, th, ly, ey	the, you, that, they, this, with
14	B, N	en, un	an, be, by, in, on, no, and, but, end, not
16	M, V	em, im	am, him, have, from, my
17	C	ic, ch, ck	

For grades 3-12 vocabulary:

Lesson	Letters	Quick-Blends	Quick-Words
4	I, E	er, de, ed, re	if
5	H, G		her, he
6	L, S	es, is, dis, ell, ful, ill, less	his, is
8	O, W	ous, eous, fore, ious	do, of, or, we, for
9	; A	ad, ag, al, as, ail, ial	all, are, had, has, was
10	P, Q	ap, ip, pre	up
12	Y, T	ay, at, ey, th, ly, est, ity	the, you, that, they, this, with
14	B, N	en, un, ank, ing, ion, non, sub, able, anti, ible, ness, tion	an, be, by, in, on, no, and, but, end, not
16	M, V	em, im, ive, mid, mis, ment	am, him, have, from, my
17	C	ic, ck, ch, ick, ack	

## Activities per Lesson

Every lesson has 5 practice activities corresponding to the keys learned in that lesson. Each activity focuses on a specific keyboarding skill:

	Activity	Skill	Description
	Big Ideas	Left hand – Right hand Coordination	Students type what they see in thought bubbles to save ideas from being lost forever. Thought bubbles are typed by the right hand or the left hand, exclusively.
	Dig This	Accuracy & Smooth Typing Cadence	Students type accurately to carefully break the ice or stone and uncover what’s underneath. An optional metronome beat helps them type in a smooth cadence.
	Drone Control	Speed	Students type commands to pilot an unmanned drone vehicle and deliver important information.
	Message Master	Accuracy, Dictation, & Original Writing	Students send important messages by typing text, dictation, and original writing prompts.
	Reconnect	Shift Keys	Students use the Shift keys to type lines of secret code, including capital letters, symbols, and punctuation, and rebuild infrastructure in the process.