

DigiTech Scheme of Work

Unit 3.4 –

Touch Typing



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Introduction

This unit of work uses [2Type](#) which can be found within the Tools area of Purple Mash and is designed to help the children learn the basics of quick and efficient typing.

Typing, as with handwriting, needs regular practice and although the unit will give the children a basic understanding regular and consistent practice is needed over the next 4 years to ensure typing skills develop. As well as the activities suggested in these plans there are numerous other activities for the children to access

As with handwriting, some children will find learning to type easier than others. For this reason, you may need to adapt the pace of the lessons.

2Type is designed to be used with a keyboard. The new version on 2Type will also work on mobile devices.

Medium Term Plan

Lesson	Title	Success Criteria
<u>1</u>	Home, Top and Bottom Row Keys	<ul style="list-style-type: none">• Children understand the names of the fingers.• Children understand what is meant by the home, bottom, and top rows.• Children have developed the ability to touch type the home, bottom, and top rows.
<u>2</u>	Home, Top and Bottom Row Keys (Consolidation)	<ul style="list-style-type: none">• Children can use two hands to type the letters on the keyboard.
<u>3</u>	Left Keys	<ul style="list-style-type: none">• Children can touch type using the left hand.
<u>4</u>	Right Keys	<ul style="list-style-type: none">• Children can touch type using the right hand.

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Lesson 1 – Home, Top and Bottom Row Keys



Home, Top and Bottom
Row Keys

Aims

- To introduce typing terminology.
- To understand the correct way to sit at the keyboard.
- To learn how to use the home, top and bottom row keys.

Success Criteria

- Children understand the names of the fingers.
- Children understand what is meant by the home, bottom, and top rows.
- Children have developed the ability to touch type the home, bottom, and top rows.

Resources

Unless otherwise stated, all resources can be found on the [main 2Type page](#). From here, click on the icon to set a resource as a 2do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you do not lose this page.

- [2Type](#) which can be found within the Tools area of Purple Mash
- [2Type key point posters from Appendix 1](#)
- Lesson 1 – Worksheet found at the end of this plan and in the [main 2Type page](#) – Printed out in advance, one per child.
- Data Dashboard – You will be able to access children's scores after completing the activities by clicking on the Data tab on Purple Mash, then clicking on Scores, then 2Type.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Touch Typing - Posture	Using slide 4 to introduce the unit and share the video to ensure children are beginning with the correct posture.

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Introduction to Typing	Using slides 5, 6, 7, 8, 9 , watch the video 'Introduction to Typing'. Pause the video as you watch so the children can identify their fingers and the different keys on the keyboard. At the end of the unit planning (appendix 1) the key points have been made into posters that can be enlarged and displayed around the classroom.
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Finding the Activities	Use slide 10 to show children how to access the typing activities they will be doing today. Timings for each activity all have a default but can be changed. It is important a child uses the same timings to ensure accuracy of keeping scores. The children will work through the various activities home row , bottom row , and top row keys. Each of the activities is designed to be worked through a few times to develop skills. It is advised to split the lesson into 3 x 20-minute sections.
Activity 1: Typing Activities	Using slide 11 , demonstrate the three different activities under each section. Give each child a worksheet to record their scores. You might wish to demonstrate Home Row Keys first and give children time to complete it, before demonstrating Bottom Row Keys – and so on.
Review	At the end of the session, discuss the questions on slide 12 . You may want to encourage the children to log onto Purple Mash at home and practice the work from today. You may want to set a 2do. The more they practice then the quicker they will become.
Review Success Criteria	Review the success criteria on slide 13 . Children could rate how well they achieved this using a show of hands.



Lesson 2 - Home, Top and Bottom Row Keys (Consolidation)



Home, Top and Bottom
Row Keys

Aim

- To practice and improve typing for home, bottom, and top rows.

Success Criteria

- Children can use two hands to type the letters on the keyboard.

Resources

Unless otherwise stated, all resources can be found on the [main 2Type page](#). From here, click on the icon to set a resource as a 2Do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you do not lose this page.

- [2Type](#) which can be found within the Tools area of Purple Mash
- Lesson 2 – Worksheet – found at the end of this plan and in the [main 2Type page](#) Printed out in advance, one per child.
- Data Dashboard – You will be able to access children's scores after completing the activities by clicking on the Data tab on Purple Mash, then clicking on Scores, then 2Type.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Touch Typing	Using slide 4 to recap last week's learning. If appropriate, ask how many children used 2Type at home to practice their typing skills.
Activity 1: Typing Activities Recap	Using slide 5 , allow children some time to recap the activities from last week. You may need to remind the children how to access the activities through Tools – 2Type – Home, Top and Bottom Row Keys.
Activity 2: Mixed Keys	Use slides 6 and 7 to introduce the main activity where children will be completing consolidation activities for the Home, Top and Bottom Keys.
Review	At the end of the session, discuss the questions on slide 8 .
Review Success Criteria	Review the success criteria on slide 9 . Children could rate how well they achieved this using a show of hands.

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Lesson 3 – Left Keys

Aim

- To practice the keys typed with the left hand.



Success Criteria

- Children can touch type using their left hand.

Resources

Unless otherwise stated, all resources can be found on the [main 2Type page](#). From here, click on the icon to set a resource as a 2do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you do not lose this page.

- [2Type](#) which can be found within the Tools area of Purple Mash.
- Lesson 3 – Worksheet – found at the end of this plan and in the [main 2Type page](#). Printed out in advance, one per child.
- Data Dashboard – You will be able to access children's scores after completing the activities by clicking on the Data tab on Purple Mash, then clicking on Scores, then 2Type.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Touch Typing	Using slide 4 to recap last week's learning. Recap posture and finger position by watching the videos.
Typing Words with the Left Hand	Using slide 5 , ask children to identify their left hands and the names of the fingers.
Activity 1: Left Keys	Use slides 6 and 7 to introduce the main activity where children will be completing activities which focus on typing with their left hand.
Activity 2: Extension	Use slide 8 to introduce an optional extension activity.
Review Success Criteria	Review the success criteria on slide 9 . Children could rate how well they achieved this using a show of hands.

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Lesson 4 – Right Keys

Aim

- To practice the keys typed with the right hand.

Success Criteria

- Children can touch type using their right hand.

Resources

Unless otherwise stated, all resources can be found on the [main 2Type page](#). From here, click on the icon to set a resource as a 2do for your class. Use the links below to preview the resources; right-click on the link and 'open in new tab' so you do not lose this page.

- [2Type](#) which can be found within the Tools area of Purple Mash.
- Lesson 4 – Worksheet - found at the end of this plan and in the [main 2Type page](#) Printed out in advance, one per child.
- Data Dashboard – You will be able to access children's scores after completing the activities by clicking on the Data tab on Purple Mash, then clicking on Scores, then 2Type.

Activities

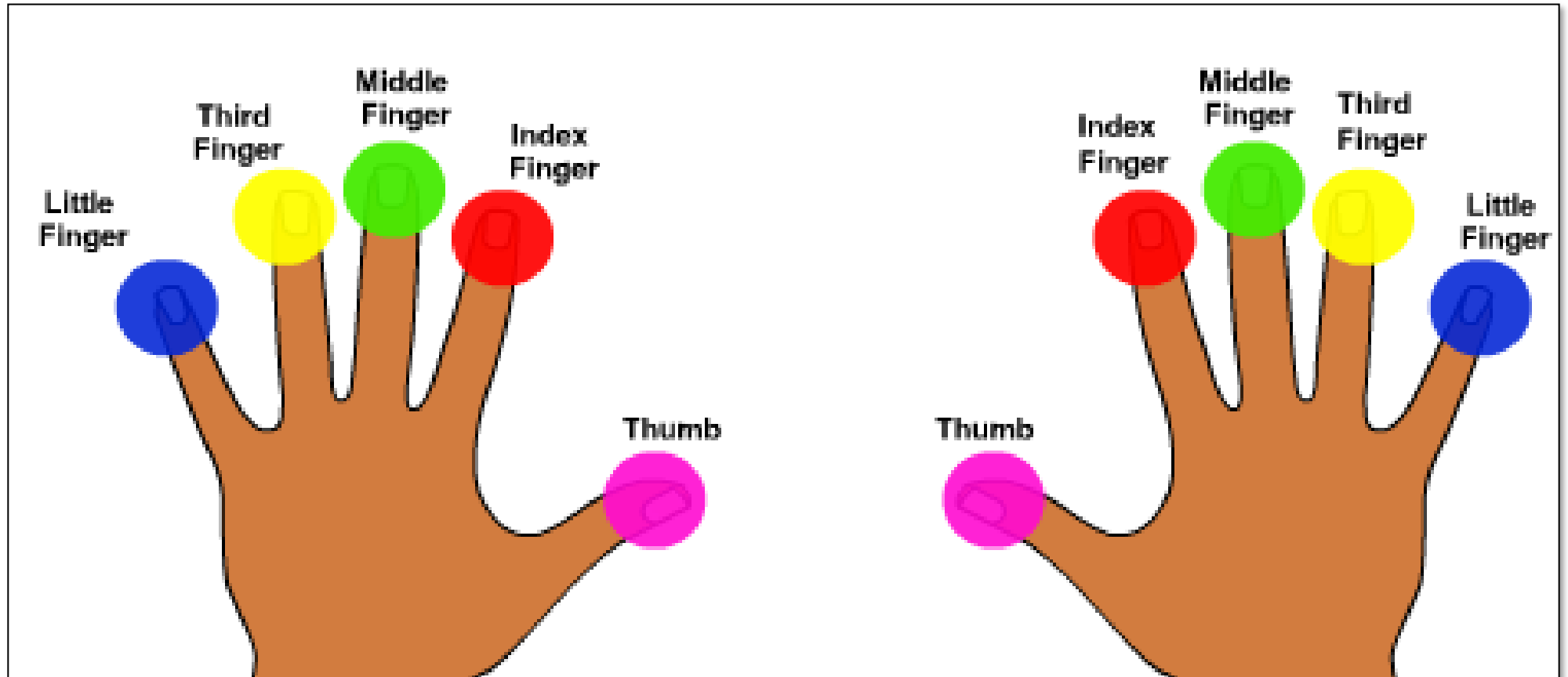
Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Touch Typing	Using slide 4 to recap last week's learning. Recap posture and finger position by watching the videos.
Typing Words with the Right Hand	Using slide 5 , ask children to identify their right hands and the names of the fingers.
Activity 1: Right Keys	Use slides 6 and 7 to introduce the main activity where children will be completing activities which focus on typing with their right hand.
Activity 2: Extension	Use slide 8 to introduce an optional extension activity.
Review Success Criteria	Review the success criteria on slide 9 . Children could rate how well they achieved this using a show of hands.

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FINGERS AND THEIR NAMES

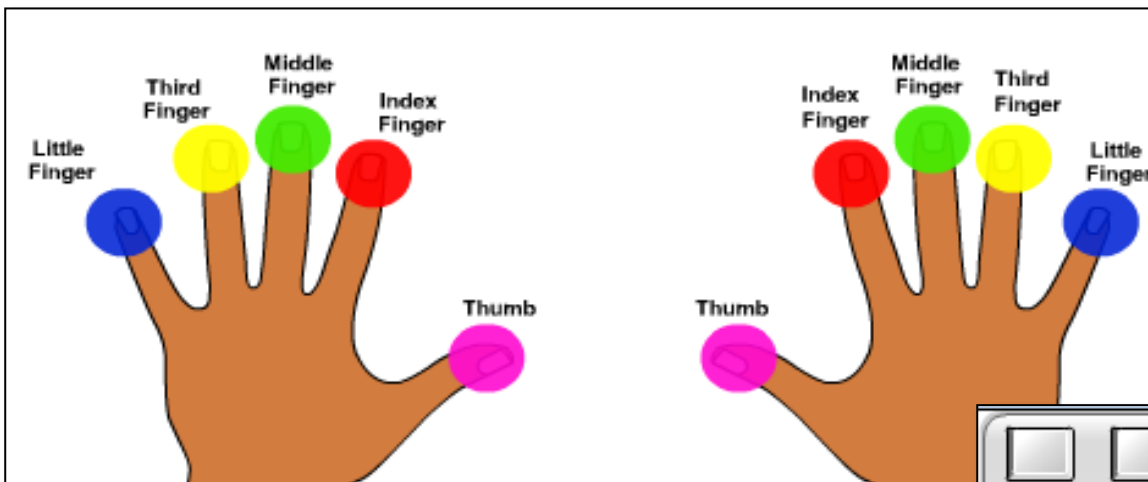


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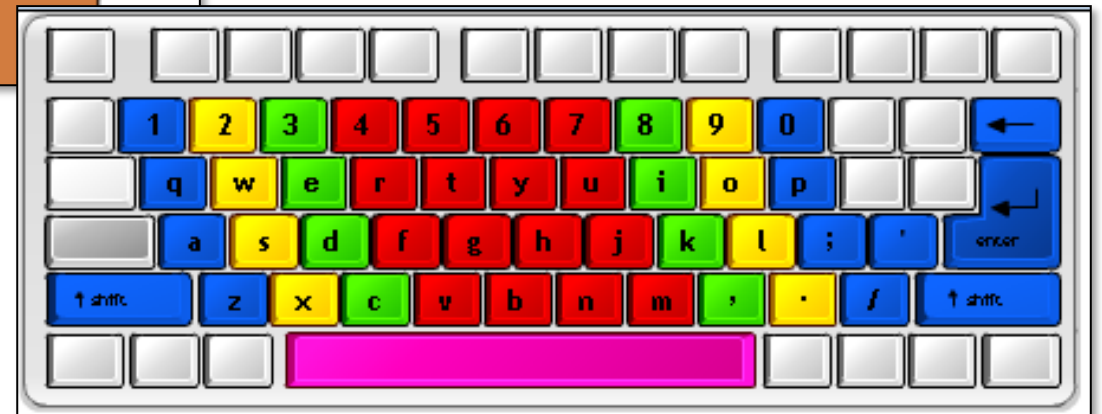
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FINGERS AND THE KEYBOARD



Look at the colours so you can work out which finger to use when you type a key



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HOME ROW KEYS



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TOP ROW KEYS



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BOTTOM ROW KEYS



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SPACE BAR – USE YOUR THUMBS

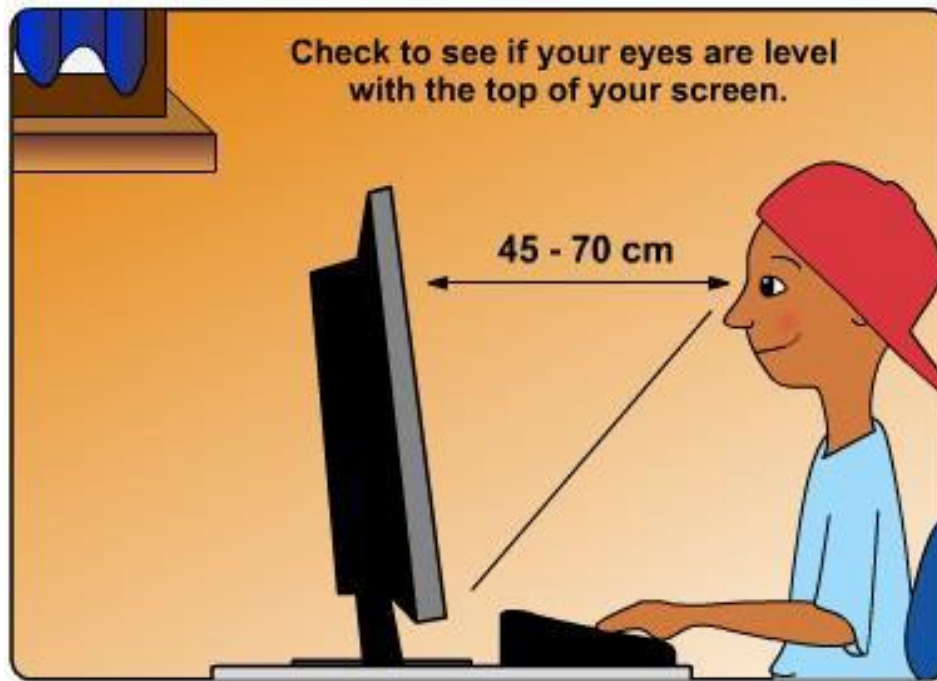


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CORRECT POSTURE



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Name _____ Date _____

Home Row Keys

(My game duration for each attempt is set to _____)

1 – Home Row Keys		2 – Home Row Keys		Home Row Keys
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Bottom Row Keys

(My game duration for each attempt is set to _____)

1 – Bottom Row Keys		2 – Bottom Row Keys		Bottom Row Keys
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Top Row Keys

(My game duration for each attempt is set to _____)

1 – Top Row Keys		2 – Top Row Keys		Top Row Keys
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Which activities do I need to practice?

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Name _____ Date _____

MIXED KEYS (My game duration for each attempt is set to _____)	Score	
1 – Home and Top Keys		
2 – Home and Bottom Keys		
3 – Home, Top and Bottom Keys		

Which activities do I need to practice?



Name _____ Date _____

Left Little Finger

(My game duration for each attempt is set to _____)

Left Little Finger 1		Left Little Finger 2		Left Little Finger Words
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Left Third Finger

(My game duration for each attempt is set to _____)

Left Third Finger 1		Left Third Finger 2		Left Third Finger Words
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Left Middle Finger

(My game duration for each attempt is set to _____)

Left Middle Finger 1		Left Middle Finger 2		Left Middle Finger Words
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Left Index Finger

(My game duration for each attempt is set to _____)

Left Index Finger 1		Left Index Finger 2		Left Index Finger Words
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

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Name _____ Date _____

Right Little Finger

(My game duration for each attempt is set to _____)

Right Little Finger 1		Right Little Finger 2		Right Little Finger Words
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Right Third Finger

(My game duration for each attempt is set to _____)

Right Third Finger 1		Right Third Finger 2		Right Third Finger Words
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Right Middle Finger

(My game duration for each attempt is set to _____)

Right Middle Finger 1		Right Middle Finger 2		Right Middle Finger Words
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

Right Index Finger

(My game duration for each attempt is set to _____)

Right Index Finger 1		Right Index Finger 2		Right Index Finger Words
Attempt 1		Attempt 1		Total Score =
Attempt 2		Attempt 2		

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Assessment Guidance

The unit overview for Year 3 contains details of national curricula mapped to the Purple Mash Units. The following information is an exemplar of what a child at an expected level would be able to demonstrate when completing this unit with additional exemplars to demonstrate how this would vary for a child with emerging or exceeding achievements.

Assessment Guidance	
Emerging	Children are developing their touch-typing skills and recognise the importance of positioning of their hands in relation to 'home, bottom and top row. They are beginning to use both hands when typing with improving typing accuracy and speed. Children can reflect on their progress and where they need to improve (Unit 3.4 All lessons).
Expected	Children have developed their touch-typing skills and understand how to touch type using the home, bottom and top row keys using both hands. Children can apply these skills to all units. Most children will be able to reflect upon how successful they have been with their typing skills and are able to compare their current progress against previous (Unit 3.4 All lessons).
Exceeding	Children type with accuracy and suitable pace, positioning their hands correctly in relation to the home, bottom and top row keys using both hands. They are able to reflect on their progress and are beginning to explore less familiar keys (Unit 3.4 All lessons).

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