

Keyboarding Technique Evaluation

Technique Category	4—Often	3—Often	2—Often	1—Often
Feet flat on floor				
Wrists even				
Sits up straight				
Fingers curved				
Folms off keyboard				
Eyes on copy				
Proper use of Enter				
Proper use of Shift				
Proper use of Backspace				
Correct Fingers				
Quiet Hands				
Attitude—Time				

5—Always

4—Most of the time

3—Sometimes

2—Seldom

1—Never