**Shift, Tab, and Punctuation Keys— Position Pointer Review**

**Teacher Notes:**

**Step 1:** Review the Top 6 countdown

**Top 6 countdown:**

#6 – Keyboard at edge of table

#5 – Good distance away from the desk

#4 – Good posture (note: sit upright in chair)

#3 – Middle fingers on hub keys D and K

#2 – Wrists off the keyboard

#1 – Ready, type

**Step 2:** Review the correct finger placement. Options would include showing finger graphic completed, or fill in the finger graphic via individual, partner, or large group sharing/discussion (blank finger graphic on page 2 if needed).

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**.**

**⇧Shift**

**Tab**

**⇧Shift**

**?**

**‘**

**“**

**Step 3:** Use the following review lines at your discretion—dictation, individual practice, or a combination of these are options.

**Shift, Tab, and Punctuation Keys— Keying Review**

**Question Mark:**

Who? What? When? Where? Why? How?

How much? When do we leave? Are we there yet?

**Left Hand Shift:**

Jack Olivia Haley Mike Kaylee Jessica Nolan Lisa

January March May June July October November

**Right Hand Shift:**

Trevor Amy Tammy Fred Elizabeth Chad Sherry

Tuesday Wednesday Thursday Friday Saturday Sunday

**Apostrophe and Comma:**

I’m, you’re, she’s, it’s, don’t, she’d, would’ve, let’s, who’s,

that’s, don’t, can’t, couldn’t, they’ll, wouldn’t, won’t

**Quotation Marks:**

“Wow” “Awesome” “What’s Up?” “Touchdown”

“I” “me” “mine” “Go Packers” “wake up”

**Period:**

Take a right turn.

Walk down the hall.

Don’t run.

Arrive on time.

**Tab (arrow symbol represents the Tab key):**

→Color →your choice

→Food→your choice

→Book→your choice

→Animal→your choice