

# Keyboarding Technique Evaluation

Name: \_\_\_\_\_

Period: \_\_\_\_\_

Computer Number: \_\_\_\_\_

Points	Eyes	Wrists/ Kbd Position	Fingers	Sitting
25	Eyes on the screen or copy	Keyboard at table edge & wrists straight	Correct reach to the keys	Sitting up straight; feet flat on floor
15	Looking at fingers or monitor occasionally	Keyboard pushed back and/or wrists bent	Fingers not curved over the keys	Does not sit correctly
0	Unsure of key locations – looks at fingers most of the time	-----	Uses incorrect reach or wrong fingers	-----

## Unsatisfactory Work Habits (-10 points for each item circled)

- ✓ Talks or disturbs other students
- ✓ Quits typing before completing assignment
- ✓ Does not pay attention to directions
- ✓ Demonstrates a lack of effort