

K-4 Keyboarding Expectations

Grade	WPM	Skills/Concepts
K	None	<ul style="list-style-type: none"> • Introduction to keyboard and the way the letters are placed on keyboard • Letter recognition and knowledge of upper case and lower case • Exposure to shift key, enter key, backspace, and space bar • Application at the end of the year-typing simple sentences(3-4 words) that show spacing, knowledge of enter key, and some capitalization
1	None	<ul style="list-style-type: none"> • Continued foundational learning of keyboard • Continued practice with main keys on keyboard • Application showing consistent spacing, punctuation, and capitalization
2	None	<ul style="list-style-type: none"> • Introduction to finger placement expectations • Introduction to different rows on the keyboard • Much practice to allow memorization on keys on keyboard
3	15 WPM	<ul style="list-style-type: none"> • Continue practicing correct finger placement, teacher should expect this and correct any "pecking" • Continue gaining knowledge in rows of keyboard, begin to show some keys are memorized
4	20 WPM	<ul style="list-style-type: none"> • Continue practicing correct finger placement, teacher should expect this and correct any "pecking" • Continue gaining knowledge in rows of keyboard, begin to show some keys are memorized