



Unit 3.4 – Touch-typing



Year Group: 3
Number of
Lessons: 4



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Introduction

This unit of work uses 2Type 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.

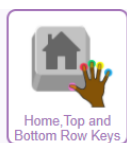
2Type is designed to be used with a keyboard. The new version on 2Type will also work on mobile devices.

Medium Term Plan

Lesson	Aims	Success Criteria
1	<ul style="list-style-type: none"> To introduce typing terminology. Understand the correct way to sit at the keyboard. To learn how to use the home, top and bottom row keys. 	<ul style="list-style-type: none"> To understand the names of the fingers. To understand what is meant by – home, bottom, and top rows. Developed ability to touch type the home, bottom, and top rows.
2	<ul style="list-style-type: none"> To practice and improve typing for home, bottom and top rows. 	<ul style="list-style-type: none"> I can use two hands to type the letters on the keyboard
3	<ul style="list-style-type: none"> To practice the keys typed with the left hand. 	<ul style="list-style-type: none"> I can touch type using my left hand
4	<ul style="list-style-type: none"> To practice the keys typed with the right hand. 	<ul style="list-style-type: none"> I can touch type using my right hand



Lesson 1



Aims

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

Success criteria

- To understand the names of the fingers.
- To understand what is meant by – home, bottom, and top rows.
- Developed ability to touch type the home, bottom, and top rows.

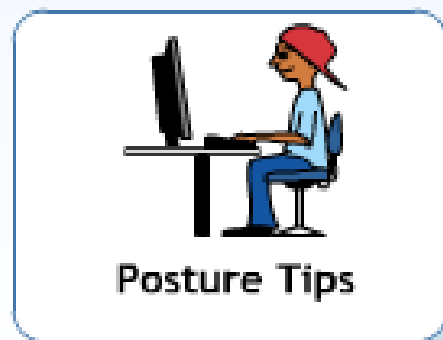
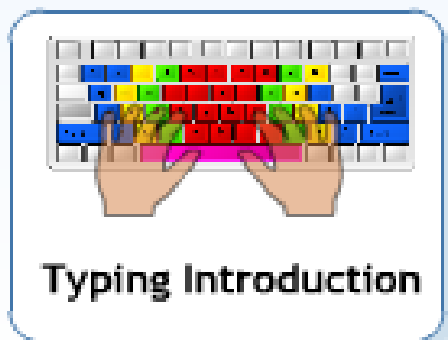
Resources

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 don't lose this page.

- 2Type (<https://www.purplemash.com/#tab/2type2>)
- [2Type key point posters from Appendix 1](#)
- [Lesson 1 – Worksheet 1](#)

Activities

1. Share the learning objectives and success criteria
2. Explain that over the next few weeks the children will be learning basic skills to make them quicker and more efficient typists.
3. Before the lesson, show children the posture tips and introduction to typing in 2Type. These can be found on the 2Type home screen. 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.





4. Over the course of the lesson the children will learn to type
 - Home row keys
 - Bottom row keys
 - Top row keys
5. You will need to show the children how to choose the correct file.
6. Timings for each activity all have a default but can be changed. It's important a child uses the same timings to ensure accuracy of keeping scores.
7. Stress to the children that they need to make sure they use the correct finger as indicated at the bottom of the screen.
8. 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.

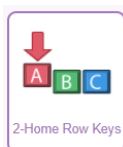
HOME ROW KEYS

1 – Home Row Keys



https://www.purplemash.com/#app/tools/2type0_HomeRowKeys

2 – Home Row Keys



https://www.purplemash.com/#app/tools/2type0_Exercise1Lesson

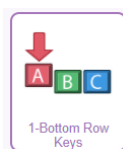
3 – Home Row Keys



https://www.purplemash.com/#app/tools/2type3_Exercise1Lesson

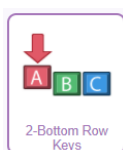
BOTTOM ROW KEYS

1 – Bottom Row Keys



https://www.purplemash.com/#app/tools/2type0_BottomRowKey

2 – Bottom Row Keys



https://www.purplemash.com/#app/tools/2type0_2BottomRowKey



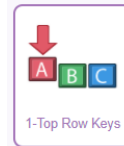
3 – Bottom Row
Keys



https://www.purplemash.com/#app/tools/2type3_Bottomrowkeys

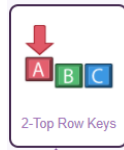
TOP ROW KEYS

1 – Top Row Keys



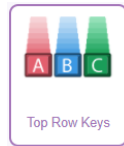
https://www.purplemash.com/#app/tools/2type0_TopRowKeys

2 – Top Row Keys



https://www.purplemash.com/#app/tools/2type0_2TopRowKeys

3 – Top Row Keys



https://www.purplemash.com/#app/tools/2type3_Toprowkeys

9. As the children work through the activities, they can record their scores on the [worksheet](#). This will give you evidence about how well the children have done.
10. At the end of the lesson bring the class together. How many children found their score increased on their second go? What did they find difficult?
11. 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.



Lesson 2



Aims

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

Success criteria

- I 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 don't lose this page.

- 2Type (<https://www.purplemash.com/#tab/2type2>)
- [Lesson 2 – Worksheet 1](#)

Activities

- Share the learning objectives and success criteria. Recap the learning from the last lesson.
- If appropriate ask how many children used 2Type at home to practice their typing skills.
- Remind the children the correct way to sit and which fingers should be used on each key. The animation at the bottom of each activity will help them
- Practice the introduction activities from last lesson. This will remind the children what fingers to use on which key.

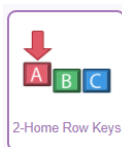
HOME ROW KEYS

1 – Home Row Keys



https://www.purplemash.com/#app/tools/2type0_TopRowKeys

2 – Home Row Keys

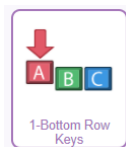


https://www.purplemash.com/#app/tools/2type0_Exercise1Lesson



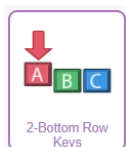
BOTTOM ROW KEYS

1 – Bottom Row Keys



https://www.purplemash.com/#app/tools/2type0_BottomRowKey

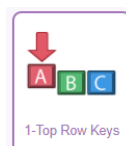
2 – Bottom Row Keys



https://www.purplemash.com/#app/tools/2type0_2BottomRowKey

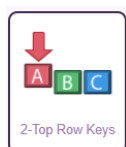
TOP ROW KEYS

1 – Top Row Keys



https://www.purplemash.com/#app/tools/2type0_TopRowKeys

2 – Top Row Keys



https://www.purplemash.com/#app/tools/2type0_2TopRowKeys

5. For this lesson, the children will consolidate the skills from the last lesson. Ask the children to work through the following activities and then record their scores on the [worksheet](#).

MIXED KEYS

1 – Home and Top Keys



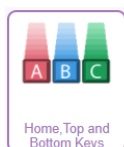
https://www.purplemash.com/#app/tools/2type3_Exercise3Letters

2 – Home and Bottom Keys



https://www.purplemash.com/#app/tools/2type3_home_and_bottom_keys

3 – Home, Top and Bottom Keys



https://www.purplemash.com/#app/tools/2type3_home_top_bottom_keys



Lesson 3



Aims

- To practice the keys typed with the left hand

Success criteria

- I can touch type using my 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 don't lose this page.

- 2Type (<https://www.purplemash.com/#tab/2type2>)
- [Lesson 3 – Worksheet 1](#)

Activities

- Share the learning objectives and success criteria. Recap the learning from the last lesson.
- Explain that this week the children will be moving on from typing letters to typing 'words' with their left hand.
- Remind the children the correct way to sit and which fingers should be used on each key. The animation at the bottom of each activity will help them.
- Ask the children to work through the teaching activities for the left hand

LEFT LITTLE FINGER

Left little finger



https://www.purplemash.com/#app/tools/2type0_LeftLittleFinger

Left little finger words



https://www.purplemash.com/#app/tools/2type0_LeftLittleFingerWords



LEFT THIRD FINGER

Left third finger



https://www.purplemash.com/#app/tools/2type0_LeftThirdFinger

Left third finger words



https://www.purplemash.com/#app/tools/2type0_LeftThirdFingerWords

LEFT MIDDLE FINGER

Left middle finger



https://www.purplemash.com/#app/tools/2type0_LeftMiddleFinger

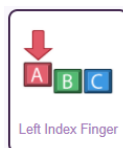
Left middle finger words



https://www.purplemash.com/#app/tools/2type0_LeftMiddleFingerWords

LEFT INDEX FINGER

Left index finger



https://www.purplemash.com/#app/tools/2type0_LeftIndexFinger

Left index finger words



https://www.purplemash.com/#app/tools/2type0_LeftIndexFingerWords

5. If time allows then the children can consolidate the work learnt in the lesson by completing the activity –

Left hand keys - https://www.purplemash.com/#app/tools/2type3_Lefthandkeys



Lesson 4



Aims

- To practice the keys typed with the right hand

Success criteria

- I can touch type using my right hand

Resources

- 2Type (<https://www.purplemash.com/#tab/2type2>)
- Lesson 4 – Worksheet 1

Activities

- Share the learning objectives and success criteria. Recap the learning from the last lesson.
- Explain that this week the children will be moving on using their right hand to type not just letters but 'words'.
- Remind the children the correct way to sit and which fingers should be used on each key. The animation at the bottom of each activity will help them.
- Ask the children to work through the teaching activities for the right hand.

RIGHT LITTLE FINGER

Right little
finger



https://www.purplemash.com/#app/tools/2type0_RightLittleFinger

Right little
finger words



https://www.purplemash.com/#app/tools/2type0_RightLittleFingerWords



RIGHT THIRD FINGER

Right third finger



https://www.purplemash.com/#app/tools/2type0_RightThirdFinger

Right third finger words



https://www.purplemash.com/#app/tools/2type0_RightThirdFingerWords

RIGHT MIDDLE FINGER

Right middle finger



https://www.purplemash.com/#app/tools/2type0_RightMiddleFinger

Right middle finger words



https://www.purplemash.com/#app/tools/2type0_RightMiddleFingerWords

RIGHT INDEX FINGER

Right index finger



https://www.purplemash.com/#app/tools/2type0_RightIndexFinger

Right index finger words



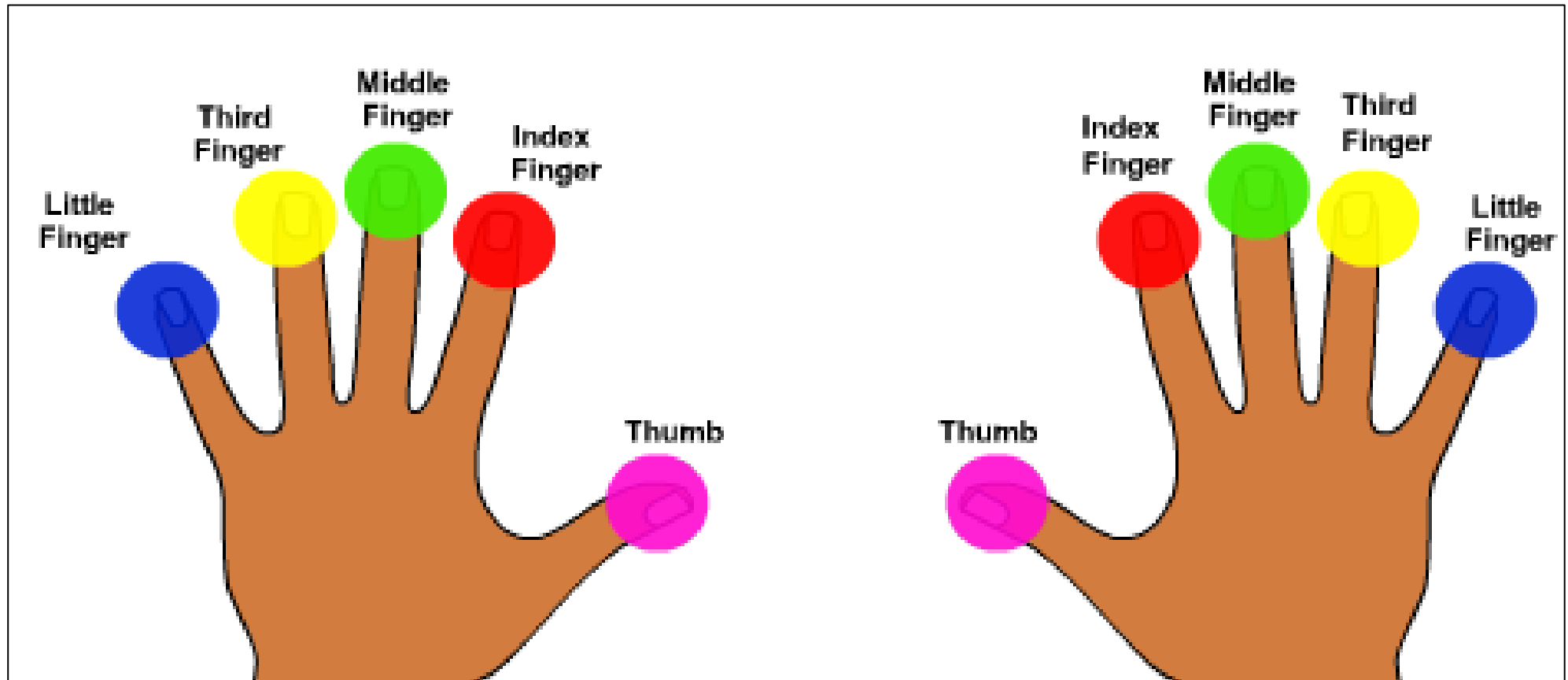
https://www.purplemash.com/#app/tools/2type0_RightIndexFingerWords

1. If time allows then the children can consolidate the work learnt in the lesson by completing the activity –

Right hand keys - https://www.purplemash.com/#app/tools/2type3_Righthandkeuswords

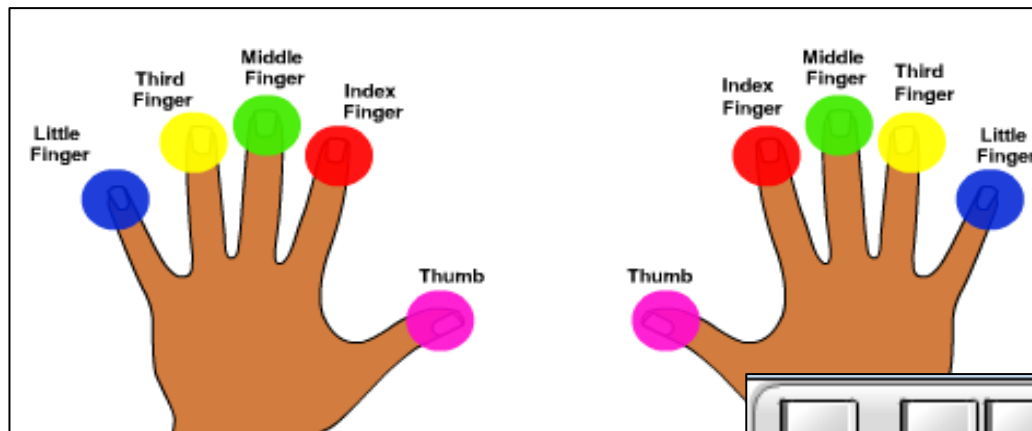


FINGERS AND THEIR NAMES





FINGERS AND THE KEYBOARD

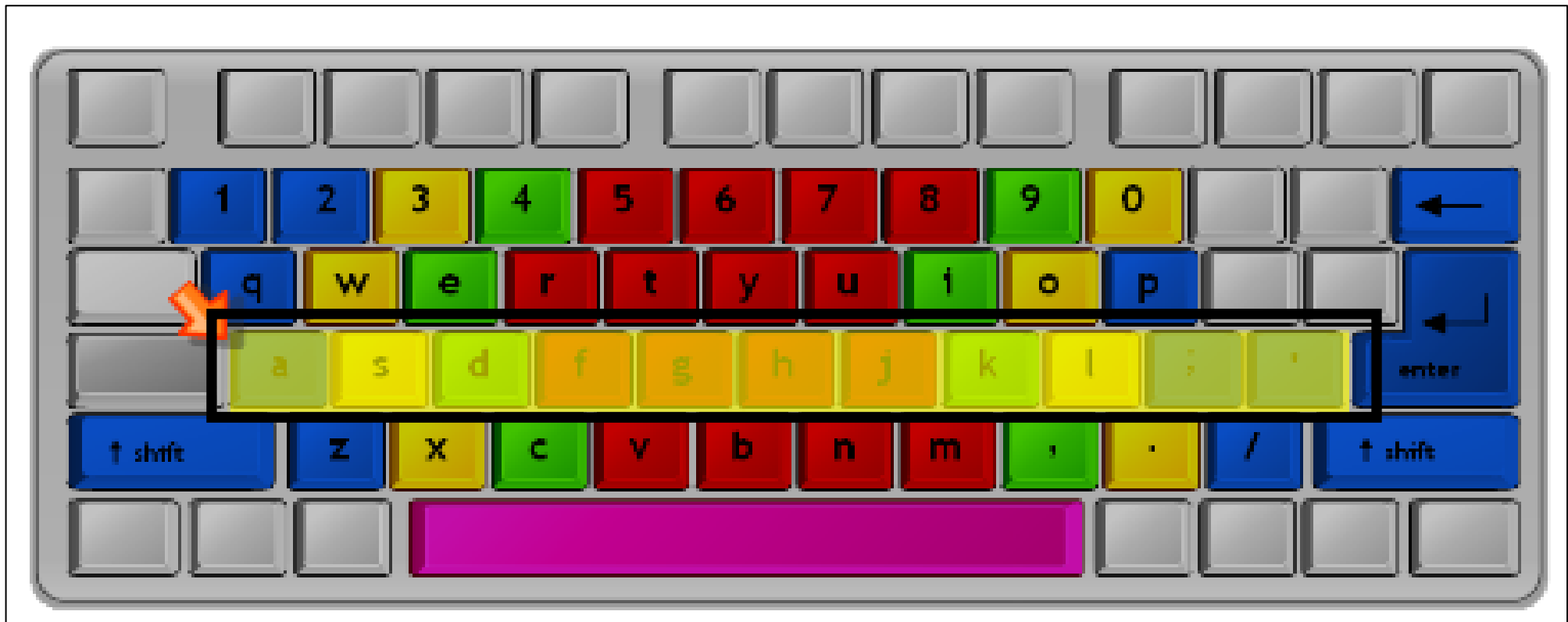


Look at the colours so you can work out which finger to use when you type a key





HOME ROW KEYS





TOP ROW KEYS





BOTTOM ROW KEYS



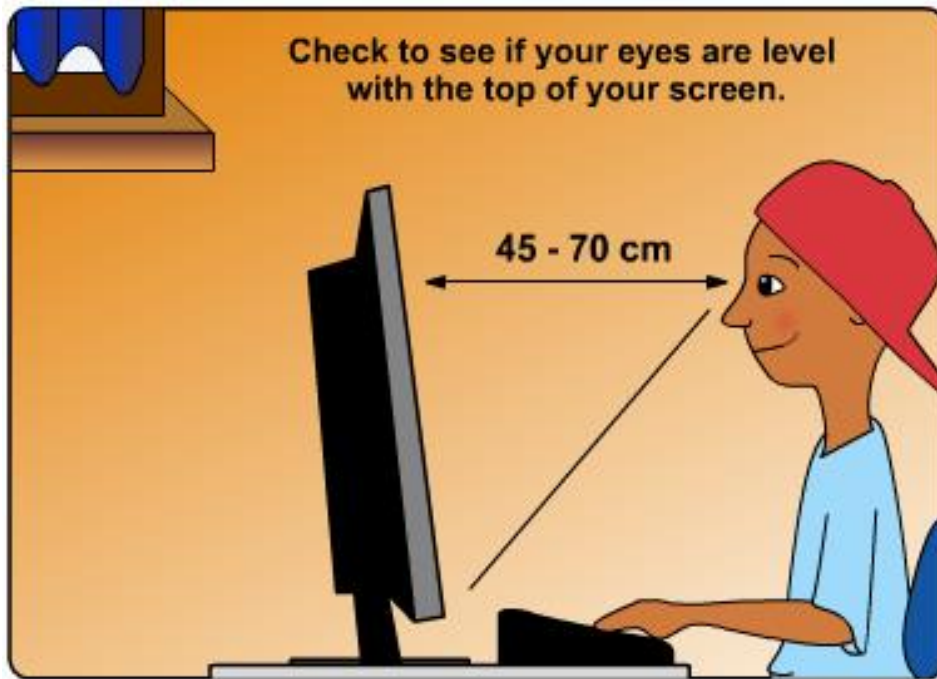


SPACE BAR – USE YOUR THUMBS





CORRECT POSTURE





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?



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 (game duration for each attempt is set to _____)		Left Little Finger Words (game duration for each attempt is set to _____)	
Attempt 1 (Score)		Attempt 1 (Score)	
Attempt 2 (Score)		Attempt 2 (Score)	

Left Third Finger (game duration for each attempt is set to _____)		Left Third Finger Words (game duration for each attempt is set to _____)	
Attempt 1 (Score)		Attempt 1 (Score)	
Attempt 2 (Score)		Attempt 2 (Score)	

Left Middle Finger (game duration for each attempt is set to _____)		Left Middle Finger Words (game duration for each attempt is set to _____)	
Attempt 1 (Score)		Attempt 1 (Score)	
Attempt 2 (Score)		Attempt 2 (Score)	

Left Index Finger (game duration for each attempt is set to _____)		Left Index Finger Words (game duration for each attempt is set to _____)	
Attempt 1 (Score)		Attempt 1 (Score)	
Attempt 2 (Score)		Attempt 2 (Score)	



Name _____ Date _____

Right Little Finger (game duration for each attempt is set to _____)		Right Little Finger Words (game duration for each attempt is set to _____)	
Attempt 1 (Score)		Attempt 1 (Score)	
Attempt 2 (Score)		Attempt 2 (Score)	

Right Third Finger (game duration for each attempt is set to _____)		Right Third Finger Words (game duration for each attempt is set to _____)	
Attempt 1 (Score)		Attempt 1 (Score)	
Attempt 2 (Score)		Attempt 2 (Score)	

Right Middle Finger (game duration for each attempt is set to _____)		Right Middle Finger Words (game duration for each attempt is set to _____)	
Attempt 1 (Score)		Attempt 1 (Score)	
Attempt 2 (Score)		Attempt 2 (Score)	

Right Index Finger (game duration for each attempt is set to _____)		Right Index Finger Words (game duration for each attempt is set to _____)	
Attempt 1 (Score)		Attempt 1 (Score)	
Attempt 2 (Score)		Attempt 2 (Score)	



Assessment Guidance

The unit overview for year 1 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	
Expected	<p>Development of Skills from KS1- 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.</p> <p>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).</p>
Exceeding	