

Shiloh Middle School
2303 Grantwood Dr.
Parma, OH 44134

Dear Parent/Guardian,

In the Intro to Computers class, your child will be learning the correct method of keyboarding. The students will be learning the proper fingering and correct posture. Proper keyboarding will be expected and reinforced in all computer use after students have mastered the initial keyboarding program and every student will use this skill throughout their lifetime.

Learning and utilizing the correct keyboarding technique is the most important thing any beginning typist can do. Speed and accuracy are all built around good technique. Please encourage your child to use the correct keyboarding technique whenever they type at home.

It would be most helpful if you could provide support for your child as they begin to learn to keyboard. If you have a computer at home, students should practice for about 15 minutes each day. This will help reinforce the skills they learn in class. If you have a keyboarding program, your child may practice with that software. If you don't have a keyboarding program, on my Web site (www.kirner.org) you will find some links to online typing lessons and games. Since the quality of these sites vary greatly and some require registration, please watch as your child works online to help safeguard your son or daughter.

This is an important time for your child to learn and improve his/her keyboarding skills. Your child has the opportunity to develop proper keyboarding habits that will last a lifetime and enhance their ability to use the computer.

Sincerely,

Mrs. Kirner