



CHIJ Our Lady of the Nativity

1257 Upper Serangoon Road Singapore 534793

• Tel: 6385 2455 • Fax: 6385 2012 • Email: chijoln@moe.edu.sg

21 May 2018

Ref: 2018OLN_0204

Dear Parents / Guardian

TOUCH TYPING SKILL PROGRAMME (PRIMARY 2)

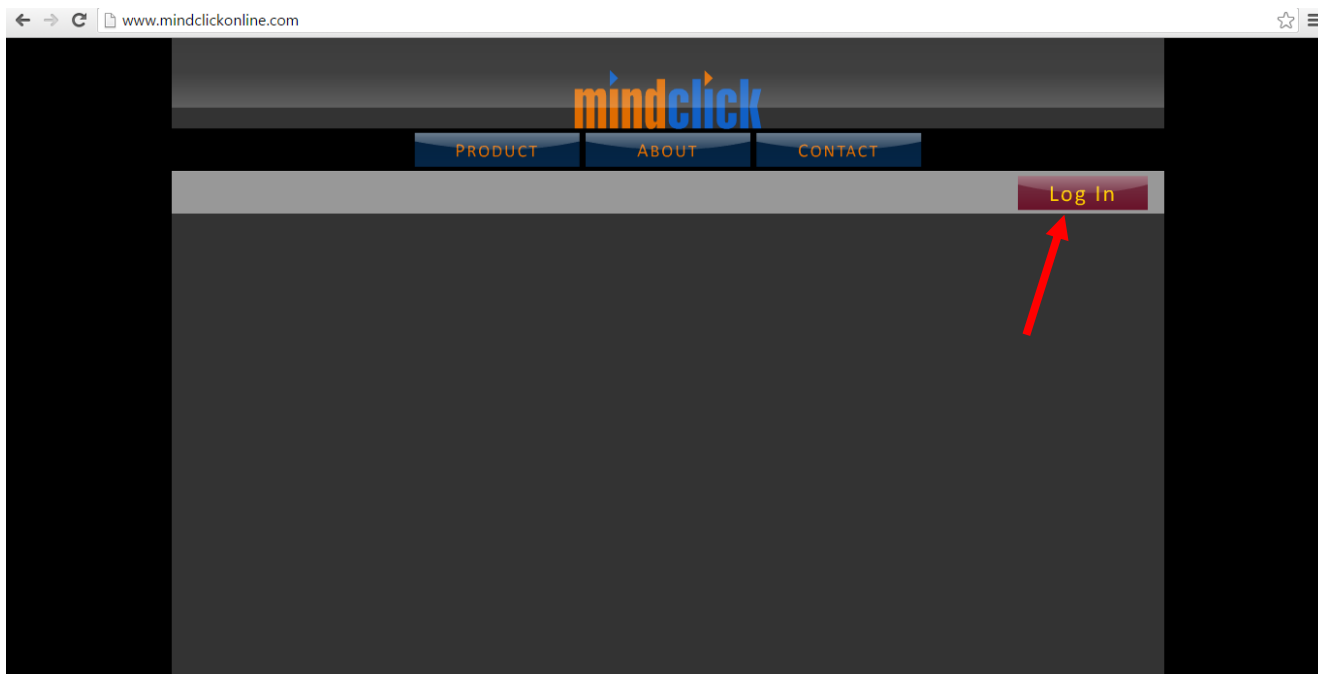
1. To help our girls better manage the increasing integration of technology into the curriculum, the school is providing our Primary 2 pupils with the **option** of a web-based Touch Typing Skill programme. The objective of this programme is to help our girls acquire speed, accuracy and other touch typing skills.
2. The programme comprises the following sections:
 - a. My Word (customised words to touch type)
 - b. Touch Typing Techniques (Lesson 1)
 - c. Touch Typing Exercises for letters A – Z (Lesson 2- 10)
 - d. Speed and Accuracy Typing (presented in 3 levels)
3. Pupils should use either a desktop or a laptop for the programme. A schedule of the lessons as well as a pictorial for your girl to track her progress, is attached for your reference. There are no charges to the programme.
4. The log in details for the programme are as follows:
 - URL: <http://www.mindclickonline.com>
 - Login ID:
 - Password:Please see screenshots on the reverse of this letter for additional details.
5. Should you have queries, please contact Mdm Raniah via email at raniah_mohd_noor@moe.edu.sg. Alternatively, you could leave her a message at 6385-2455.
6. Please note **that is an optional programme**, and you can choose as to whether you would like your daughter / ward to embark on it. However, we would strongly encourage your child/ward to participate in it as we feel it would help her be better able to input her thoughts and ideas into the devices used in class.

Thank you & God bless

Christina Teo (Ms)
Principal

Accessing The Touch Typing Programme

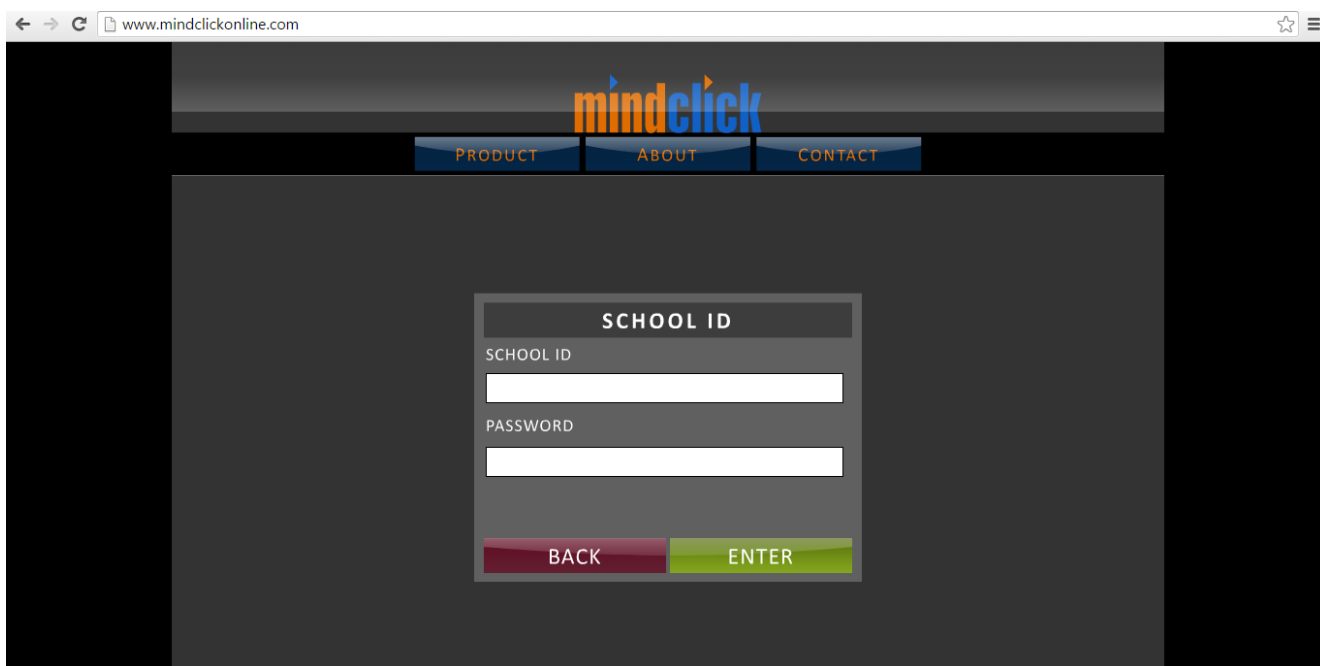
- 1) Access the website via URL: www.mindclickonline.com
- 2) Click 'Log In'



- 3) Key in Login ID and Password

Login ID:

Password:



Touch Typing 2018
Primary 2

Lesson No.	Activity
1	How to log into MindClick www.mindclickonline.com Login ID: <input style="width: 100px; height: 15px;" type="text"/> Password: <input style="width: 100px; height: 15px;" type="password"/> Touch Typing Technique
2	Typing sequence (a, f, t)
3	Typing sequence (s, c, d)
4	Typing sequence (i, k, j)
5	Typing sequence (h, o, e, comma)
	Speed and Accuracy Typing (Level 1)
6	Typing sequence (p, n, r)
7	Typing sequence (g, l, full stop, b)
8	Typing sequence (u, w, m, Shift Key)
9	Typing sequence (v, q, x)
	Speed and Accuracy Typing (Level 2)
10	Typing sequence (y and z)
	Speed and Accuracy Typing (Level 3)

Name: _____ () Class: P 2 _____

My Touch Typing Plan

Record your touch typing progress by writing down the start and end date of each lesson. Then, colour the boxes once you have completed each lesson!

Lesson 1 Touch Typing Technique Started on: _____ Ended on: _____	Lesson 2 Letters: a, f, t Started on: _____ Ended on: _____	Lesson 3 Letters: s, c, d Started on: _____ Ended on: _____	Lesson 4 Letters: i, k, j Started on: _____ Ended on: _____	Speed and Accurate Typing (Level 1) Started on: _____ Ended on: _____	Lesson 5 Letters: h, o, e, comma Started on: _____ Ended on: _____
Lesson 6 Letters: p, n, r Started on: _____ Ended on: _____	Lesson 7 Letters: g, j, full stop, b Started on: _____ Ended on: _____	Lesson 8 Letters: u, w, m, Shift Key Started on: _____ Ended on: _____	Lesson 9 Letters: v, q, x Started on: _____ Ended on: _____	Speed and Accurate Typing (Level 2) Started on: _____ Ended on: _____	
Lesson 10 Letters: y and z Started on: _____ Ended on: _____	Speed and Accurate Typing (Level 3) Started on: _____ Ended on: _____				



- I try my best to type all the words accurately.
- I sit up straight, have both feet on the floor and my arms and wrists are straight.
- I remember to put my fingers on the home row key.
- I try my best not to look at the keyboard.