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Rules when writing texts - part 1
Rules when writing texts - part 2

Note:

The texts can be copied or projected onto the panel using a beamer.

Base position and space bar

Please follow this procedure:

Your base position is on these keys (asdf jkl;).

Place thumbs on the space bar.

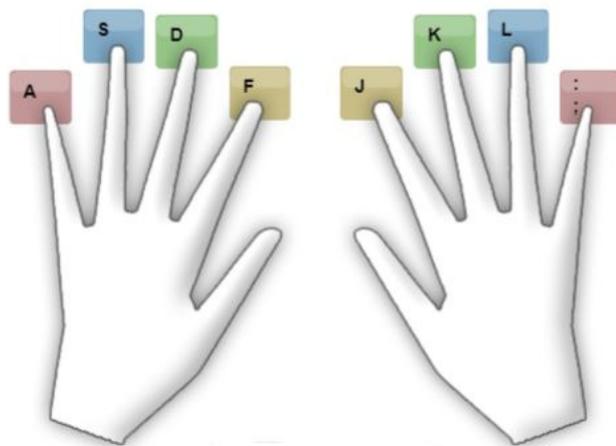
By pressing the space bar a space is produced.

Example 1: If a space is required after the letter a, use the thumb of your right hand to press the space bar.

Example 2: If a space is required after the letter l, use the thumb of your left hand to press the space bar.

Line break:

The Enter key is pressed with the small finger of the right hand.



TEXTS

Base row without g and h

Chapter 1: Base row (asdf jkl;)

ad all
as all;
as as; ad ad; sad sad; all all; fall fall; asks asks;

all asks; all asks; all asks; all asks; all asks; all asks;
dallas alaska dallas alaska dallas alaska dallas alaska
sad fall asks sad fall asks sad fall asks sad fall asks sad

as; ad; sad; as; ad; sad; as; ad; sad; as; ad; sad;
all; fall; asks; dallas; alaska; all; fall; asks; dallas; alaska;
dallas dallas; alaska alaska; dallas alaska dallas; alaska;

Base row with g and h

Chapter 2: Base row (asdfg hjkl;)

sad sad glad glad has has half half sad sad glad glad has has
glad; glad; half; half; hall; hall; flag; flag; slash; slash;

sass; lag; flash; sass; lag; flash; sass; lag; flash;
slash; glass; hall; slash; glass; hall; slash; glass; hall;

has alaska flash flag has alaska flash flag has alaska flash flag
slash; hall; has; alaska; glad; slash; hall; has; alaska; glad;

sass; lag; flash; slash; glass; sass; lag; flash; slash; glass; flag;
flash; hall; slash; has; alaska; glad; sass; sad; lag;

Upper case:

Chapter 3: Upper case - Base row

Alaska; Alaska; Dallas; Dallas; Alaska; Alaska; Dallas; Dallas;

All; All; Has; Has; Glad; Glad; All; All; Has; Has; Glad; Glad;

Sass; Sass; Lag; Lag; Hall; Hall; Sass; Sass; Lag; Lag; Hall; Hall;
Flash Flash Slash Slash Flag Flag Flash Flash Slash Slash Flag Flag

Hall; Flag; Lag; Hall; Flag; Lag; Hall; Flag; Lag; Hall; Flag; Lag;
All; Alaska; Dallas; All; Alaska; Dallas; All; Alaska; Dallas;

Hall; Flag; Lag; Alaska; Dallas; Hall; Flag; Lag; Alaska; Dallas;
All; Has; Glad; Flash; Slash; Sass; All; Has; Glad; Flash; Slash;

All; All; Has; All; Has; Glad; All; Has; Glad; Flash;
All; Has; Glad; Flash; Slash; All; Has; Glad; Flash; Slash;

Upper row and Base row:

Chapter 4: Upper row (e i)

abcdefghijklmnopq; abcdefghijklm; abcdefghijklm; abcdefghijklm;

aide die aide die side Desk side Desk dale disk; dale disk;
alike did alike did else fill else fill shed false shed false

aide die side Desk dale disk; alike did else fill shed false field
alike; ahead; aside; Fig; Fish; Field; aid Disk age fields ahead

Ask Ada Aged eagles die Sad Elsie falls Jill Hill is ill
Ada has half a glass He sees his dead fish He sees his dead fish

Giles likes his Alaska flag Ida flies as high as a hill
Ada is glad as aid is ahead Ada is glad as aid is ahead

Chapter 5: Upper row (er ui)

abcdefghijklmnopqr; abcdefghijklrsu; abcdefghijklrsu;

Sir air Sir air Israel ear Israel ear sure fare sure fare
red dark red dark red dark red dark red dark red dark red dark

Sir air Israel Sir air Israel Sir air Israel Sir air Israel
ear sure fare ear sure fare ear sure fare ear sure fare

red dark fire free clerk rules Laser usual Russia Alfred usual;
release assured release; assured; users arise refuse sellers fueled

A fair fare is rare; A fair deal is a relief;
A far laser radar leads her; Rural Israel suffered areal fires;

Russias leader refused rifle deals; Issues released earlier sell easier;
Kids are dressed easier as salaries rise;

Chapter 6: Upper row (ert yui)

abcdefghijklmnoprstuy; abcdefghijklrstuy; abcdefghijklrstuy;

Yesterday Thursday Yesterday Thursday Yesterday Thursday
Friday Saturday Friday Saturday Friday Saturday Friday Saturday

at art key
day eye say day eye say day eye say day eye say day eye say

Yesterday Thursday Friday Saturday at art key day the eye say this that;
they death dirty their safety try yes; father Desert details daughter

Their tears tasted like salt; Mary yielded this great fruit trade;
That tea tastes like reality; Tuesday is usually a dull day;
Health surely is a great gift; The test sheet is still there;

Three great guests had a rest; These theatre seats are all free;
The staff tested the kids yesterday;
They fear that street art is a fraud;

They sell these suits at the yard sale;

Turkish users study their daily affairs;

Chapter 7: Upper row (wert yuio)

abcdefghijklmnopqrstuwy;abcdefghijklmnopqrstuwy;abcdefghijklmnopqrstuwy;

shoe goal road hotel house water oil low was slow wait walk
shoe do go two how out also lose show wait do household show
hotel two flower food horse other order flower household

Rose stole the old owl; His wife liked real wildlife;
The floor was full of flowers; Rough waters flooded those roads;
Sue showed a lot of effort at work; They fought the shortages last year;

Those routes show the way to our roots;
A low lorry loaded with goats was lost;
Oswald followed the others with horror;

The worldwide weather worries the workers;
Ruth studied law while she was on holiday;
Walter asked whether the weather was worse;

Wilfred waited for his horse to go for a short ride;
The soldiers short of water walked towards the woods;
Their wages soared through a worldwide wholesale of swords;

Chapter 8: Upper row (qwertyuiop)

abcdefghijklmnopqrstuwy;abcdefghijklmnopqrstuwy;abcdefghijklmnopqrstuwy;

professor protesters earthquake speaker require repeat surprise
priest speedy quietly shopper qualify reporter shop swap drop post soup
pope apple power equal queue spider praise Philip quarter adapter request

Philip supported rapid sports;
The pope opposed the requests;
Philippa qualified for the post;

A speedy spider spoilt the soup;
The swap shop offered a lot of toys;
Poor people queued up quietly at the opera;

The reporters quit after repeated protests;
The speaker required support for the troops;
The appropriate adapter was the path to power;

The shoppers required a good share of the surplus;
The priorities of the protesters were rapid repairs;
It was a great surprise to qualify for Philadelphia;

Protesters fought for equal rights with great pride;
The earthquake destroyed a quarter of their properties;
The priest praised the professor for his literary pursuits;

Lower row plus Base row and Upper row:

Chapter 9: Lower row (b n)

abdefghijklmnopqrstuvwxyz; abdefghijklmnopqrstuvwxyz;

on an in; new big born Alan agenda answer attend abroad Brighton
building download song both barrel entire annual additional

Brian built big buildings in Bulgaria;
Daily dealing was definitely dangerous;
Adoption allowed Adrian annual benefits;

Industrial areas suffer intense instability;
Daniel attended a distant British destination;
Both questions and answers gained no attention;

Young John downloaded thousands of stunning songs;
English is an essential language in the entire world;
To buy these brand new barrels was a wonderful bargain;

There is no difference between a new edition and an old one;
Good knowledge of our own language strengthens our identity;
Dennis denied his friend a distinguished dinner at a newly opened
restaurant;

Chapter 10: Lower row (vb nm)

abdefghijklmnopqrstuvwxyz; abdefghijklmnopqrstuvwxyz;

version promise meeting Vietnam movement vegetable village agreement
ambassador Birmingham entertainment most must meal love vote album

The women voted for the volunteers;
What matters most is good management;
Vivien loves to live in vivid Vienna;

The view of this village is very moving;
Vietnam veterans visited various villages;
Volumes of visionary versions were limited;

Our administration adjusted to the agreement;
Prominent people promised a number of reforms;
Almost all ambassadors managed to visit Birmingham;

This new album is almost among the most famous ones;
Fresh vegetables are a valuable variety in our meals;
Various versions of this video were voted number one;

The new movement must remain the same as the old one;
Making a living from entertainment is almost impossible;
The meeting of all our members ended with a memorable meal;

Chapter 11: Lower row (cvb nm,<)

abcdefghijklmnopqrstuvwxy;,< abcdefghijklmnopqrstuvwxy;,<

distance difficult necessary conclusion curriculum
current contain, practice consider critical Colorado

They all scream for ice cream;
Colorado is considered a cold place;
Accountants care about fair prices of cars;

Fierce fighting enforced a quick evacuation;
Clever cats can catch more mice in the cellar;
Many famous celebrities gathered at the palace;

The course of the space capsule seemed critical;
Certain cereals go well with a cold cup of coffee;
A modern curriculum contains no contrary concepts;

Commuters sometimes work a long distance from home;
Men, accused of several crimes, are remanded in custody;
Mighty mammals in the ice age had difficult circumstances;

Clement calculates the cost of his current telephone calls;
Kissing in public is accepted as a common custom in our country;
We have reached the conclusion that no more practice is necessary;

Chapter 12: Lower row (xcvb nm,<.>)

abcdefghijklmnopqrstuvwxy;,<.> abcdefghijklmnopqrstuvwxy;,<.>

exceptional expressionist extraordinary six fix wax next exact
extremely expensive experience exhibition expectation extend

The expat was extremely expensive.
We will extend our exclusive premises.
Their success exceeded all expectations.

This exceptional sight fixed his attention.
My dad examined the clock and could fix it again.
His term in office as president expires next year.

Six bad boys from Texas were expelled from school.
Extraordinary weather conditions exhausted everyone.
We expect to get the exact fixtures of our club next week.

Of all the existing galaxies ours is the best explored one.
An extra layer of wax makes wax paper extremely water proof.
One should not get too excited when encountering foxes in the wild.

An exhibition of expressionist art explains emotional experience.
Not even excellent experts could explain exactly why there was an
explosion.
Experienced experts of archaeology excavated this exceptional ancient
city.

Chapter 13: Lower row (zxcvb nm,<.>/?)

abcdefghijklmnopqrstuvwxyz;,<.>/? abcdefghijklmnopqrstuvwxyz;,<.>/?

he/she/it does, he/she/it is doing, he/she/it has done,
zoo? zest? zone? jazz? zoom? zeal? zebra? seize? zenith?

Has the thief been seized?
Martinez is at the zenith of his career.
Are smokeless zones common in your country?
Expats have exclusive access to luxury goods.

Could you pass me that lemon squeezer, please?
Was the organization of the jazz concert successful?
Can all these devices be utilized to a useful purpose?

Did you squeeze your fingers when Zoe slammed the door?
The drunken man zigzagged through the zoological gardens.
Dozens of pedestrians were waiting at the zebra crossing.

Did you realize there are dozens of young zebras at the zoo?
Do all students wish to specialize after their first degree?
The captain emphasized the need to stabilize the ship at once.

Elizabeth worked with great zeal for the new organization in Zurich.
The possibility of not being recognized added zest to the adventure.

Symbol ' " [] { }:

Chapter 14: Symbol ' " [] { }

abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
; , . > / ? ' " [] { }

"you" "has" "wife" "man" "boy"
I'm I'll it's don't man's we're you're hasn't
wife's today's shouldn't day: work: Earth: energy:

[work] [venture] [isolation] [character] [definition]
{office} {trailer} {picture} {building} {emergency}

"We couldn't find the meaning of it."
"Haven't we met at Sue's?" she asked me.
Let's go to St. Paul's for tomorrow's service.

What he called his 'home' looked like a cave.
He said, "I'll get up at seven o'clock tomorrow."
"Who's there?" "Don't panic, can't you see?" "It's me."

"This," said Paul, "is the house where my dad's father was born."
The wish for a room of one's own can't be fulfilled for everyone.

Top row:

Chapter 15: Top row (symbol - _ = +)

abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
; , . > / ? ' " [] { } - _ = +

ex-boyfriend, eighty-five, seventy-four, twenty-seven,
re-use, ex-smoker, first-class, job-seeker, fast-growing,
one-third, three-quarter, penny-pincher, state-of-the-art,

Vienna - Linz - Salzburg; New York City - Boston - Portland;
do-ing, cav-ing, mak-ing, fall-ing, winn-ing, hav-ing, laugh-ing,
www.edu_line.com; www.high_tech.com; a + b = c; x + y = z;

My state-of-the-art TV-set cost me a fortune.
Only one-third of young people are non-drinkers.
One-third of ex-smokers are glad they gave up smoking.

The penny-pincher's pocket-sized wallet seemed to be full.
Eighty-five per cent of readers prefer non-fiction to fiction.
Only seventy-four out of eighty-five bottles could be re-used.

Most of the job-seekers could not comply with our requirements.
Our Vienna - Linz - Salzburg sightseeing-tour was a great success.
Her ex-boyfriend lives only three-quarters of a mile from her new home.

Please visit www.edu_line.com to find out more about our fast-growing business.

Chapter 16_1: Top row (digits 1 2 symbol ! @)

abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
; , . > / ? ' " [] { } - _ = + 1 2 ! @

aq1a aq1a aq1a aq1a aq!a aq!a aq!a aq!a
aq2a aq2a aq2a aq2a aq@a aq@a aq@a aq@a

1aq1 1aq1 1aq1 1aq1 !aq! !aq! !aq! !aq!
2aq2 2aq2 2aq2 2aq2 @aq@ @aq@ @aq@ @aq@

a1a2 a1a2 a1a2 a1a2 a!a@ a!a@ a!a@ a!a@
!a@! !a@! !a@! !a@! 21a1 21a1 21a1 21a1

Help! What a day! Here they are! What a pretty girl!
12 inches is equivalent to 1 foot.

Pack them in dozens, in groups of 12!
Her new email address is mary12@gmail.com.

1 + 1 = 2; 1 + 1 = 2; 1 + 1 = 2; 1 + 1 = 2;

Chapter 16_2: Top row [digits 3 0 symbol #)]

abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
; , . > / ? ' " [] { } - _ = + 1 2 ! @ 3 # 0)

sw3s sw3s sw3s sw3s sw#s sw#s sw#s sw#s
lo0l lo0l lo0l lo0l lo)l lo)l lo)l lo)l

3sw3 3sw3 3sw3 3sw3 0lo0 0lo0 0lo0 0lo0
#sw# #sw# #sw# #sw#)lo))lo))lo))lo)

s3l0 s3l0 s3l0 s3l0 s#l) s#l) s#l) s#l)
#s)l #s)l #s)l #s)l 3s0l 3s0l 3s0l 3s0l

Light travels at 300,000 meters per second.

The following issues were discussed:

- 1) Evaluation of texts (1-13)
- 2) Number of teachers (30)
- 3) Support for new members (12)

Approximately 300 (three-hundred) people were present.

Chapter 17_1: Top row (digits 4 5 symbol \$ %)

abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
; , . > / ? ' " [] { } - _ = + 1 2 ! @ 3 # 0) 4 \$ 5 %

de4d de4d de4d de4d de\$d de\$d de\$d de\$d
fr5f fr5f fr5f fr5f fr%f fr%f fr%f fr%f

4de4 4de4 4de4 4de4 5fr5 5fr5 5fr5 5fr5
\$de\$ \$de\$ \$de\$ \$de\$ %fr% %fr% %fr% %fr%

d4f5 d4f5 d4f5 d4f5 d\$f% d\$f% d\$f% d\$f%
\$d%f \$d%f \$d%f \$d%f 4d5f 4d5f 4d5f 4d5f

The tourist changed \$ 1,450.

Prices have risen by up to 45 %.

Our stay in the US cost us \$ 2,450.

The customers were granted a 5 % discount.

The score after 45 minutes was a goalless draw (0:0).

Paul Auster's latest book '4 3 2 1' has just been released.

Chapter 17_2: Top row (digits 6 7 symbol ^ &)

abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
; , . > / ? ' " [] { } - _ = + 1 2 ! @ 3 # 0) 4 \$ 5 %

ft6f ft6f ft6f ft6f ft^f ft^f ft^f ft^f
ju7j ju7j ju7j ju7j ju&j ju&j ju&j ju&j

6ft6 6ft6 6ft6 6ft6 7ju7 7ju7 7ju7 7ju7
^ft^ ^ft^ ^ft^ ^ft^ &ju& &ju& &ju& &ju&

f6j7 f6j7 f6j7 f6j7 f^j& f^j& f^j& f^j&
ju&j ju&j ju&j ju&j 67fj 67fj 67fj 67fj

The average speed was 67 mph.
He drove a distance of 1,670 miles.

London to New York is 3,441 miles (5,506 km).
There is a speed limit of 60 miles per hour (60 mph).

Esher & Heron have opened a new branch in 67 High Street.
Scotland has an area of 30,405 square miles (76,235 sq km).

Chapter 18_1: Top row (digits 8 9 symbol *()

abcdefghijklmnopqrstuvwxyz abcdefghijklmnopqrstuvwxyz
; , . > / ? ' " [] { } - _ = + 1 2 ! @ 3 # 0) 4 \$ 5 % 8 * 9 (

ju8j ju8j ju8j ju8j ju*j ju*j ju*j ju*j
ki9k ki9k ki9k ki9k ki(k ki(k ki(k ki(k

8ju8 8ju8 8ju8 8ju8 9ki9 9ki9 9ki9 9ki9
ju *ju* *ju* *ju* (ki((ki((ki((ki(

j8k9 j8k9 j8k9 j8k9 j*k(j*k(j*k(j*k(
ki9k ki9k ki9k ki9k ju8j ju8j ju8j ju8j

1,000 metres is equivalent to 1,094 yards.
It took me 8 hours to get this job finished.

Forms 8a and 9a travelled to London (England).
The plane is flying at an altitude of 8,900 meters.

Mount Everest (29,028 ft) is the highest peak on earth.
 $(4a + 6b) - (3a - 2b) = 4a + 6b - 3a + 2b = a + 8b$

Chapter 18_2: Rules when writing texts

Punctuation , . ; : ? !

The above marks are set immediately after the preceding word, followed by a space.

Ladies and Gentlemen!

The weather forecast: morning fog and danger on icy roads.

I am looking forward to the holidays; we are going on a bike tour for several days.

Which football team will win the championship?

Before he went to New York, he had spent a year in Australia.

Parenthesis ()

Parenthesis and the corresponding wording are one unit. Space is only made before the left and after the right parenthesis.

The highest mountain in the United States is Denali (6190 m).

The graduation class is going for a school trip in Miami (Florida).

Quotation marks

Quotation marks are mostly used for direct speech as well as for accentuating and quoting of text passages. No space is to be made after the beginning and before the end of the quotation.

„I am going to do all the homework I have not done so far“, the student promised.

The delivery man told the client: „The parcel will be delivered tomorrow.“

The whole New York public liked the performance of "Midsummer Night's Dream".

The quotation "to be or not to be" is from Shakespeare's Hamlet.

Forward slash

The forward slash is mostly used to indicate „or“, to form abbreviations and to denote dates and fractions. Spaces before and after slashes should be avoided, only when breaking up lines of a poem, song or play space after a slash is acceptable.

The lawyer's office has been moved to Central Avenue 46/2/4.

In town the small car needs 7 1/100 km.

Paragraph §

This sign is only used in combination with numbers. It stands for a word, therefore there is a space before and after the symbol.

The so called principle of trust is in §7 of the traffic code.

§§ 13 to 19 deal with important principles of the rules of procedure.

Percent sign (%) and permil sign (‰)

The signs are only used in combination with numbers. There is a space between the sign and the number.

GB: per cent sign and per mil sign

According to the clerk the saving account's interest is 1,5 %.

The road gradient is 10 %.

The physics teacher used a solvent of 7 % for this experiment.

The salesman receives 5 ‰ of the sales price.

Ampersand &

The symbol & stands for „and“. It is mostly used for company names and in some cases as an abbreviation for and (B & B). Spaces are used before and after the symbol.

The company Spencer & Sons has declared bankruptcy.

The Miami company RAINER & Co. produces sports and casual wear.

Arithmetic operator

Spaces are used before and after the operator.

$12 + 8 = 20$ $25 - 8 = 17$ $24 \times 5 = 120$ $45 : 9 = 5$