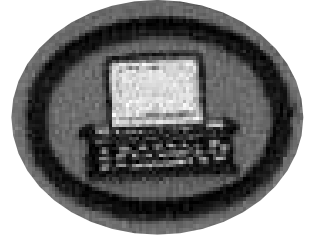


Typewriting



1. Show how to clean the type or element properly and change ribbon on a typewriter.
2. Know the difference between a fabric and a carbon ribbon.
3. Identify the following parts of the typewriter and know their function:

a. Frame	i. Paper release
b. Keyboard	j. Leverline-space lever
c. Space bar	k. Line-finder control
d. Backspace key	l. Paper centering scale
e. Shift keys and lock	m. Cardholder
f. Platen	n. Paper bail lever
g. Impression control	o. Pitch selection lever
h. Margin stops	p. Margin release
4. Know how to set tabs for tabulation. Properly type a tabulated page with at least four columns.
5. Show how to center information horizontally and vertically on paper.
6. Show how to construct block and indented style letters.
7. Operate a typewriter at a speed of forty words a minute on new material for five minutes with no more than five errors.

Skill Level 2

Original Honor 1929