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here came a moment when I realized that I was typing —without thinking that I was typing! From that instant on, my creativity soared like a condor, unchained from the burden of scratching, parrot-like, upon my papers. Pablo Crane





#### The Chalkboard

Before each lesson, Mavis details her teaching plan for you on the big chalkboard at the front of the classroom.

Each lesson you work on with Mavis addresses a particular typing problem (such as poor speed or dropped characters). You will see the problem Mavis has chosen to work on at the top of the chalkboard. Underneath that, Mavis writes her "remedy": the method that she has selected to help you improve. A longer explanation of her recommendation appears in the middle of the chalkboard (unless you have asked Mavis to provide only terse explanations of her remedies). Finally, each lesson focuses on different kinds of text to keep things interesting; you may find yourself reading the story of Daphne's camel, chuckling over a joke or riddle, or working with words containing your "problem"

Whenever the chalkboard appears with a suggestion from Mavis, you always have the choice of accepting her sage advice, or choosing an alternative. You may ask for another suggestion, create your own lesson plan, or spend some time simply typing on your own without Mavis looking over your shoulder.

If you accept Mavis' suggestion, you will find yourself in the Classroom, the Workshop, or at the Arcade. These are the places where you actually practice your typing under Mavis' watchful eye.

### About Mavis Beacon

earning to type with "Mavis Beacon Teaches Typing" is like having the world's most attentive and patient typing teacher constantly at your side. She'll be with you every step of the way, helping you through any difficulties you may have, as well as rewarding your many triumphs. She'll guide you carefully through every step of your learning process, creating lessons and drills tailored specifically to your individual needs.

Like any good teacher, Mavis understands that you don't learn best in the same classroom day after day. So, she has four learning centers in which you'll work. As you go through the program, you'll become familiar with them all. But for now, let's take a brief look at each one:

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