



Sub-conscious touch typing skills can help challenges that impact the writing process

A helpful guide for recommending
KAZ's specialised touch typing software

Why is learning to touch type so important?



Essential life skill



Levels the playing field



Increases productivity



Used in exams

Most importantly, typing can help address many of the challenges students face

A person wearing a white dress shirt and a patterned tie is shown from the chest down, typing on a white computer keyboard. The person's hands are positioned over the keyboard, with fingers resting on the keys. The background is dark and out of focus.

When students...

- Type with just two or a few fingers
- Dictate when using a scribe or
- Speak when using speech recognition software...

...they use their **conscious** mind

However, when they touch type with all their fingers and thumbs, the skill is automatised and moves to their **subconscious**, leaving their conscious mind free to think and concentrate on:

- planning
- composing
- processing
- proof reading
- editing

Increasing **productivity** & **workflow**

Some of the differences that can impact the writing process:

Dyslexia

Visual
Impairment

Meares-Irlen
Syndrome

Dyspraxia

ASD

Tourette's
Syndrome

ADHD

Dysgraphia

Mental Health Challenges

Challenge

Slow/short
working memory

How KAZ can help

- Working at a computer allows students to work in a non-linear fashion, where they can process their thoughts first and structure them later. This can help relieve anxiety.
- The KAZ course is presented in a structured and light hearted manner and has been designed **NOT** to overload the working memory.
- The program is broken down into short modules, to hold focus and concentration. It allows students to work at their own pace and in a non-linear fashion.
- Students can return to any module at any time to refresh, or simply refresh on KAZ's 'Muscle Memory Challenge' module, especially designed so that students with a short working memory can refresh without having to go through the whole course again.

Challenge

Slow work rate

How KAZ can help

- Quick and accurate typing can reduce the amount of time spent on a piece of work and often increases the amount of work produced.
- Additionally, when used in exams, if students can type efficiently and subconsciously, their 'conscious' mind can concentrate on:
 - The question at hand
 - Creative writing
 - Type quickly enough to finish their paper

Challenge

Poor and untidy
handwriting

(Causing embarrassment, frustration and anxiety).

Perfectionism

(Due to obsessive compulsive behavior - can also lead to frustration and anxiety).

How KAZ can help

- Teaching typing skills eliminates the need for neat or perfect handwriting, as it automatises the translation of thoughts and ideas into written language.
- The need for accurate letter formation and spacing words on a page is eliminated.
- Errors can easily be edited, without messy crossings out, resulting in neat and presentable work - automatically boosting confidence and self-esteem.

Challenge

Difficulty with
spelling

Students with differences such as dyslexia usually downgrade their vocabulary to play safe, using words they know they can spell correctly.

How KAZ can help

- With KAZ's Accelerated Learning teaching method, students are encouraged to type and re-type words. With this repetition, vocabulary gets ingrained into 'muscle memory'. Spellings simply become a series of finger movements and patterns on a keyboard. This dramatically reducing the likelihood of transposing and misspelling words.
- The method also trains students to recognise words by sight, saving the decoding process which often causes problems when reading.

Challenge

Visual
disturbances

How KAZ can help

○ Before they start the course, KAZ's specialised 'preference screen' helps address visual disturbances by offering the student a selection of preferences to choose from.

Preferences include:

- Dyslexia friendly type faces
- Selection of font colour and size
- Specialised filter screens that minimize blurring and steady letter movement
- Customised feature for students already diagnosed with Meares-Irlen Syndrome and have an RGB reference

Once chosen, preferences are 'saved' and applied throughout the course – tailor making it to each student for optimum visibility comfort.

Challenge

Poor coordination,
fine/gross motor skills
& physical dexterity

(Can make writing tiresome and even painful)

How KAZ can help

- Teaching typing skills can help reduce physical pressure, cramp and pain in the hands and wrists, as lightly tapping keys on a keyboard can prove much easier than gripping and manipulating a pen or pencil.
- With practice and repetition, typing can enhance/develop fine motor skills, hand-eye coordination and physical dexterity.

Challenge

Difficulties with
verbal / non-verbal
communication

How KAZ can help

- Teaching typing skills offers students an alternate form of communication. Their new found ability to communicate can help build self-confidence and improve morale.

Challenge

Difficulties with social interaction

Students with mental illness or on the autistic spectrum can find social interaction extremely challenging. The whole concept can cause anxiety, negative self-talk and can lead to depression.

How KAZ can help

- Teaching typing skills enables students to communicate with their fellow students and tutors without the need for social interaction on challenging days.
- They can submit work online.
- They are also reassured by the fact that computers do not have faces or emotions.

Challenge

Cognitive
Limitations

How KAZ can help

- KAZ's multi-sensory 'Accelerated Learning' teaching method, enables students to learn using more than one sense (sight, sound and touch). With this method, information is more likely to be remembered and retained. Students can hone in on their most comfortable and preferred style of learning (visual, auditory or tactile pathways).
- If the teaching method closely matches the student's preferred way of learning, learning becomes more natural, making learning easier and in turn faster – 'Accelerated Learning'.



Student Safety

Security

- KAZ Type take student safety seriously. They are members of ico.org.uk and adhere to their strict rules and regulations.
- Unlike free software, their course does not contain any distractions, pop-ups or solicitation by email or otherwise.
- All student data is protected and never shared. Please view our [Privacy/Data Policy](#) on our website.
- All our courses are secure with our SSL.



Inclusive software for students

sheraleen@kaz-type.com