

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?



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

When students...

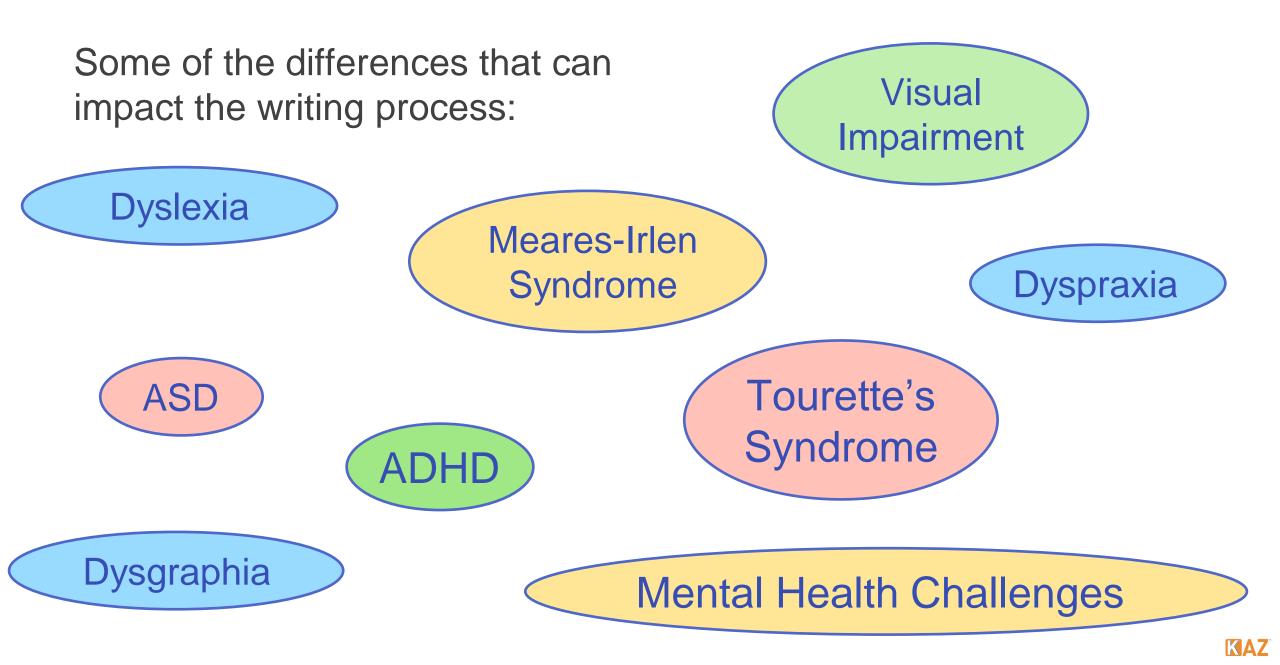
Type with just two or a few fingers
Dictate when using a scribe or
Speak when using speech recognition software...

...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



# 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.

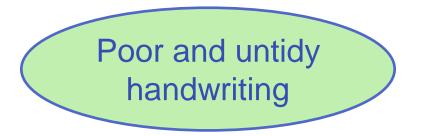


### How KAZ can help

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



(Causing embarrassment, frustration and anxiety).



(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.



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.

### 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.

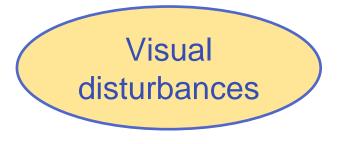
Preferences include:

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

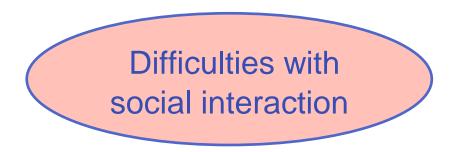
Teaching typing skills can help reduce physical pressure, cramp and pain in the hands and wrists, as lightly tapping keys on a keyboard can prove much easier than gripping and manipulating a pen or pencil.

 With practice and repetition, typing can enhance/develop fine motor skills, hand-eye coordination and physical dexterity.

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.



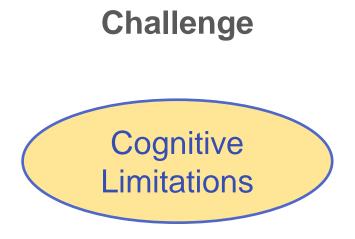
Students with mental illness or on the autistic spectrum can find social interaction extremely challenging. The whole concept can cause anxiety, negative self-talk and can lead to depression.

#### 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.



### 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'.



### **Security**

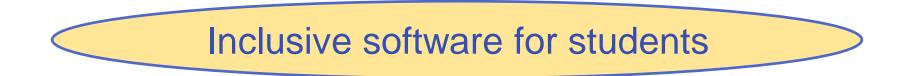
KAZ Type take student safety seriously. They are members of ico.org.uk and adhere to their strict rules and regulations.

Oulike 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.

O All our courses are secure with our SSL.





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