

# Touch Typing 11 - 15 April 2011 Registration Form

*If downloading this from the internet, please print out, complete and return by post*

<b>Dates</b>	Monday 11 April – Friday 15 April 2011
<b>Venue</b>	<b>Helen Arkell Dyslexia Centre,</b> Arkell Lane, Frensham, Farnham Surrey, GU10 3BL tel: 01252 792400 email: courses@arkellcentre.org.uk
<b>Time</b>	1 hour slots – time to be advised
<b>Course Content</b>	On reverse of this form
<b>Cost</b>	£180 ( <i>Early Bird offer book by 11 March £130</i> )

Please attach a recent photo of child/student if possible

### Child/Student Details

### Children/Students Only

Surname		Forename	
Date of Birth	M/F	School	

### Parent/Guardian Details

### All registrations

Surname		Forename		Title
Home Address				
			Post Code	
☎ Home		☎ Work		
Mobile		☎ Email		

### In an Emergency

### All registrations

Contact Name	Telephone Number
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**The Centre can not take any responsibility for you child if he/she is on medication or has allergies or dietary restrictions**

Is there anything you feel it is important for the tutors to know to help them plan the most helpful programme for all the pupils. If on receipt of this information it appears that your child/student would not benefit from the group programme we will let you know as soon as possible and return your cheque. All information sent by you will remain confidential. Please affix an additional sheet of paper for any further information.

Signed	Print name	Date
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How did you hear about this course? (please be specific!)

<b>Have you</b>	<ul style="list-style-type: none"> <li>Attached a photograph if possible</li> <li>Enclosed a recent report if available</li> <li>Enclosed Cheque for relevant amount</li> </ul>	<i>for office use only</i>
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**Cancellation Policy:** the following terms apply to all registrations: included in the price is a booking fee of £30. This is not refundable unless the course is cancelled by the centre.

- no fee will be refunded if we receive less than one month's notice of cancellation
- 50% of the course fee, less the booking fee, will be refunded for cancellation made more than one month before the course date.
- Please note that course fees are non transferable.

# Touch Typing

## 11 - 15 April 2011

### Registration Form

#### Course content

**Dates:** Monday 11 April to Friday 15 April 2011  
**Time:** *Time slots allotted after booking*  
**Age:** 10+  
**Places:** 18 (3 groups of 6)  
**Fee:** £180 (Early Bird offer £130 book by 11 March)

- Introduction to touch typing for ages 10+
- **A 5 day course taught in 5 daily one-hour sessions**
- Learners taught position of letters on keyboard using multi-sensory techniques
- By end of week learners will have progressed to simple punctuation and number keys.
- Short homework tasks after each session to consolidate skills
- Sessions should be backed up by regular practice at home to promote automaticity
- Upon completion of the course, learners should have gained a good basic knowledge of keyboard and have a sound foundation on which to build speed and accuracy
- Our tutors also recommend the *Typing Instructor* CD-Rom to further skills, available from the HADC bookshop