Book Reviews

Learning English Through Typewriting. Charles W. Gay, Robert B. Kaplan
and Ron D. Schoesler, English Language Services, Washington, D.C. 1969

This manual, a joint effort of ESL and business educators, fills a basic need in TESL texts. Teachers need no longer rely on their own instructions or non-native grade school typing texts.

Basic keyboard instruction is accomplished through the use of simple pen and ink line drawings with a minimum of printed instruction. Throughout the book instructions, practice, introduction of new letters and sentence patterns, and review are printed on the left page with arrows directed toward the correct typed responses on the opposite page.

Unit I introduces the student to both the keyboard and seven basic sentence patterns in English.

Unit II gives the student practice in question and passive transformations, further develops the basic sentence patterns with relative and subordinate clauses, appositives and modifiers, then expands the sentences with conjunctions and sentence connectors.

Unit III is concerned with the basic essentials for typing letters and manuscripts.

ESL teachers would probably like to work closely with the business teachers teaching this class, and might want to write additional pattern practice sentences for extra practice on units which individual students find difficult. (Hopefully the authors might develop a supplementary text for additional pattern practice.)

-- **Alice C. Pack**

CCH plans two courses using this material during the fall 1970-71 semester. One will be on a beginning English level and one on an intermediate-advanced level. Typing instructors and ELI personnel will coordinate the program.