

BOOK REVIEW

Pack, Alice C. and Robert O. Joy. *Learning to Type in English as a Second Language*.
University Press of America, Washington, D.C., 1976. Price \$7.50

An excellent programmed text for intermediate ESL students which can be used for individual or class instruction.

Many photographic illustrations demonstrate typing posture and procedures for both electric and manual machines.

All of the typing exercises (this book has enough exercises to teach typing skills) focus on English grammar and sentence patterns. These include verb forms—regular and irregular, passive and question forms, modals, word modifiers and qualifiers, negatives and negative prefixes, question tags (and their appropriate answers), and multiple adjective and clause modifiers tags (and their appropriate answers), noun appositives, multiple adjective and clause modifiers, and expletives as dummy subjects

in addition to the following six basic English sentence patterns:

a subject and an intransitive verb
a subject, transitive verb, and direct object
a subject, transitive verb, indirect object, and direct object
the verb be with an adjective, noun, or locative
a subject, transitive verb, noun object, and adjective or noun complement

Words and expressions used for typing exercises throughout the text are taken from the fifteen thousand most-used words in business communication.

James R. Bradshaw, Ed.D.