

# Bookmark these tips to improve your typing speed.

Besides tools, software, and typing exercises like 10-finger typing, don't forget to keep these tips in mind to improve your typing speed, at least doubling the average typing speed of a person (40 words/minute).

**Fast typing skills** not only save you time and allow you to convey your emotions and thoughts quickly and uninterrupted, especially if you're working in translation or editing, but they also significantly improve and enhance your work efficiency.

Let TipsMake guide you through these tips to improve your typing speed.

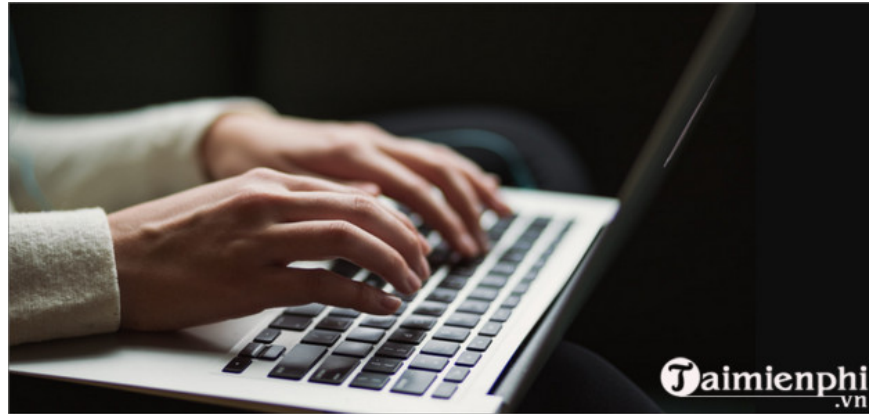


## How to improve your typing speed

### *1. What typing speed is considered "fast"?*

The metric used to determine a person's typing speed is **Words Per Minute**, or **WPM** (words per minute). On average, a person can type around 38 to 40 WPM, which is approximately 190 to 200 characters per minute.

Meanwhile, those considered "fast" and professional typists have an average typing speed of around 65 to 75 WPM. The world typing record is 216 WPM, set in 1946 on an IBM electronic typewriter.



## 2. *"Keep these tips in mind" to improve your typing speed.*

### 2.1. *Check your current typing speed.*

It will be very difficult to create a suitable training plan if you don't know your current typing ability level—whether it's average, low, or high, etc.

Therefore, the advice is to start by checking your current typing speed using free typing speed testing tools, such as **Typingtop.com** . Also, don't forget to record your results to build a practice plan and assess your progress each day.

### 2.2. *Don't place too much emphasis on achievement.*

Although the goal of typing practice is to improve typing speed, you need to understand that typing quickly is not as important as typing accurately. Your typing speed might increase to 100 words per minute, but if the characters are not entered correctly, everything is meaningless.

This means that in the initial stages of practice, you should practice "slow and steady" to ensure the accuracy of your writing.



### ***2.3. Practice typing with 10 fingers***

**The ten-finger typing rule** will greatly improve your typing speed. While typing, ensure your fingers are correctly positioned on the keyboard.

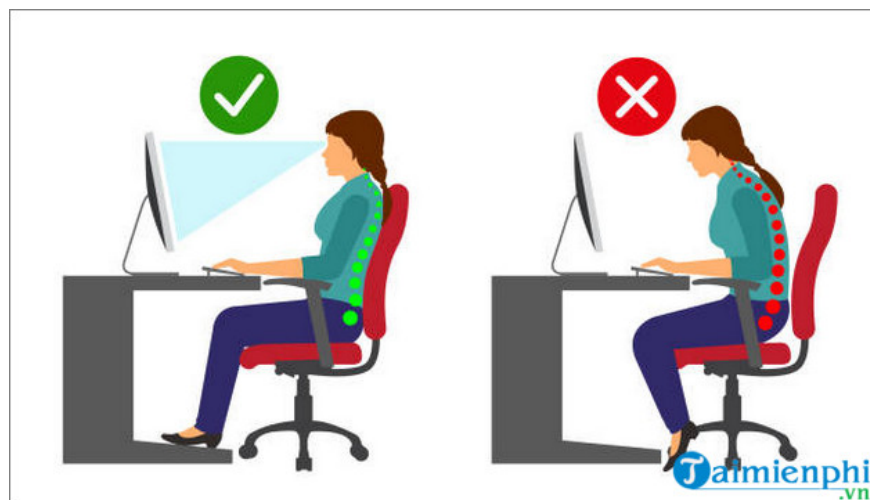
In addition, many people have a habit of using their thumb and index finger, as well as moving their wrists too much while typing. This not only reduces typing speed but also causes hand and finger pain and fatigue.

### ***2.4. Place your fingers correctly on the key row.***

If you notice, the F and J keys on all keyboards have raised lines. These are the home row keys. This is where your fingers rest when not typing. By placing your fingers on this row, you can memorize the positions of the surrounding keys, thereby increasing your typing speed.

### ***2.5. Sit in the correct posture.***

**Correct posture** will help you avoid neck and shoulder pain from sitting for too long in front of a computer. Many people have a habit of leaning back while typing. This unintentionally puts pressure on the neck and shoulders.



Furthermore, you should move your chair closer to your desk, keeping your back and neck straight for the best sitting posture. When sitting, you need to pay attention to:

- Sit up straight and relax your legs. You can use small stools to rest your feet on for added comfort. Avoid crossing your legs, as this posture not only hinders blood circulation but also causes back pain.
- Ensure the distance between your eyes and the computer screen is 45-75cm.
- Minimize wrist movement while typing.
- Bend your elbows at a right angle to create the most correct typing posture.

Besides posture, the arrangement of the desk, chair, computer, and keyboard also greatly affects typing speed. Make sure everything is placed at a suitable height, within easy reach of you.

### ***2.6. Avoid looking at the keyboard too much.***

This is a common mistake many people make while practicing typing. Staring at the keyboard prevents you from controlling the characters you're typing on the screen.

If you have a habit of frequently looking at your keyboard, you can gradually reduce it by using a piece of paper to cover it.

### ***2.7. Practice typing regularly.***

Initially, you might find it difficult because your fingers move slowly or you frequently make typing mistakes, but don't be discouraged. Try dedicating 10-15 minutes each day to practicing ten-finger typing, and your typing speed will definitely improve significantly.

Apps and games with intuitive and eye-catching interfaces will certainly inspire you to practice. Or have you ever heard of a "magic phrase" for those practicing typing? It's "the quick brown fox jumps over the lazy dog." This short phrase includes all the letters of the Latin alphabet, even the rarely used characters like "z" and "v." Through this phrase, you will gradually identify the position of the letters on the keyboard, thereby improving your typing speed.



### ***2.8. Take time to rest.***

Hard work is essential, but you should also give yourself breaks in between. Exercises like rotating your neck, shoulders, and back, as well as loosening your fingers and wrists, will help you feel more comfortable, thereby improving the effectiveness of your workout.

Improving your typing skills can benefit you in many ways, from giving you an advantage over other job applicants and saving you time writing memos or emails to providing you with a wider range of jobs such as transcription, detailed subtitling, and meeting notes. While practicing your typing, don't forget that you can use other time-saving tools to tackle some of these situations.

The benefits of fast typing in both work and study are undeniable. Therefore, you should try to hone this important soft skill starting today through the highly effective **10-finger typing games** or **software** that Thuthuat.taimienphi.vn has introduced. Hopefully, the above information has been helpful to you in your

practice. Good luck!

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