

Ways to increase your writing speed

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Introduction This essay demonstrates how to increase your writing speed. It explains simple principles that will shave minutes off of each paragraph. Over time, this will help you to increase your writing speed without you even noticing. It helps to shave time off of your writing sessions so that you gradually start finishing sooner. The amount of wasted time it saves you is what makes these techniques increase your typing speed.

Learn how to touch type Where people go wrong is to think that their current way of typing is the fastest. They think that they are too set in their ways to learn touch-typing, even though touch-typing is so different to their current method that no bad habits need be broken. People think that they have become fast at their current method and so would be taking a step backwards if they learnt a new method, but the fastest typists in the world have all used touch-typing. Nobody has even gotten to thirty words per minute without it. **Delete using the CTRL button** A common mistake is tapping the delete or the backspace button in order to delete a few letters in a word.

The best thing you can do is to press and hold the CTRL button and delete the whole word. Doing this and then typing out the whole word again is a lot quicker than tapping the backspace or delete button. It may sound counter intuitive, but the time spent using the backspace button is always time wasted. The only times it is permissible is if you have to press the backspace once in order to delete something such as a stray “ s”. There may also be an argument for pressing the backspace button if the word you have just written is a very big one or is one that is hard to retype because it has capital letters or numbers in it.

A combination of this technique and the one below should increase your typing speed by quite a bit. Fix easy spelling mistakes after you have finished writing. If you have spelling mistakes such as words where the “ i” and “ e” are mixed up, then leave them in the text. The same goes for if you put a letter in the wrong place or for if you have created a spelling mistake that the spellchecker can easily find. Make sure that the red squiggly line is under the word and then come back to it when you run a spell check later. Not only will this save you from a lot of going back and retyping words, but it will also make you a more considerate proofreader and will help you to catch typos and mistakes that are not underlined by the red squiggly line.

Conclusion The techniques that were exposed are all there to help you avoid common time wasting techniques. Instead of giving a technique that increases writing speed, it gives you ways of lowering your wasted time. This is what lowers the amount of time you spend writing, which consequently increases your writing speed. A good analogy would involve a car. Instead of putting a new engine in the car to make it go faster, these techniques lower the weight of the car by taking the junk out of the car boot.