



**DISTRICT OF COLUMBIA
PUBLIC SCHOOLS**

Office of the Chief Academic Officer
DCPS TANF Programs
Categorical Programs & Development
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28 October 1998

Almena King Raven, President
Almena Keyboard Training Systems, Inc.
28581 Breckenridge Drive
Laguna Niguel, CA 92671

Dear Ms. Raven:

I am delighted to let you know how well the students of the District of Columbia Public Schools are doing with the Almena Method. As you know, we used the new CD-ROM product this summer, and many of the students, third through eighth grade, performed extremely well using it.

Of course, we have been using the product for teen mothers and adults in our Welfare to Work programs for many years, with gratifying results. We are able to move this population to 50 wpm within a month's time with the proper time on task. This is, of course, much faster than can be expected with any approach other than your own.

The need for students at all ages to type proficiently has increased dramatically in the nineties—every learner is expected to use the computer and the keyboard is still the main device needed to provide input into it. Your system, simple but marvelously effective, is still the only one which really teaches the learner how to type.

We are close to a District-wide implementation and I hope within the next two years to be able to say that all students in DCPS can type 50 wpm. Thanks for the help you will be providing to help us meet that goal.

Sincerely,

A handwritten signature in black ink that reads "Howard M. Brown". The signature is fluid and cursive, with a long horizontal line extending to the right.

Howard M. Brown
Coordinator
District of Columbia Public Schools
Temporary Assistance for Needy Families Programs