



## **UNIT 6**

**Element 5 – Learning Outcome 3**

**TRANSCRIPT:**

**IMPLEMENT STRATEGIES FOR TRAINING  
AND ENHANCING CONCENTRATION – PART 2**



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## **1 Slides**

### **1 Slide 1**

LiveTextAccess. Training for real-time intralingual subtitles.

### **2 Slide 2**

Unit 6. Velotyping. Element 5. Factors for high performance.

### **3 Slide 3**

This video lecture explains implementing strategies for training and enhancing concentration.

### **4 Slide 4**

On completion of this training sequence, you will be able to implement strategies for training and enhancing concentration:

- The ideal typing posture.

### **5 Slide 5**

This is the agenda. We look at the ideal typing posture. In the end we will give a summary.

## 6 Slide 6

Ideal typing posture.

## 7 Slide 7

According to Cornwell University and the University of British Columbia, the ideal typing posture is such that the keyboard is below your elbow height when seated.

Your wrists should be straight. Here are the key steps to achieve the most ergonomic and comfortable typing position:

- The keyboard should be placed just below elbow level.
- The elbows should be in an open angle, between 90 and 110 degrees. This is relaxing your forearms and shoulders.
- The keyboard should be flat on the desk, or sloping gently away from you (negative tilt). You can also place the keyboard on your lap.
- Your wrists should be kept straight. Not flexed upwards or downwards.
- Keep both feet flat on the floor. Use a foot stool if needed.

## 8 Slide 8

When typing, how you sit dictates the posture of your hands and fingers. As such, it's critical to sit properly as well. According to Occupational Safety and Health Administration (OSHA), maintaining the right posture is important to maximize your productivity and mitigate the risk of work-related MSDs.

Sitting in the right posture also boosts your respiratory system. The American Council on Exercise explains that a poor posture compresses your thoracic region, thus preventing the diaphragm from opening up fully. The result? Low oxygen intake and decreased energy levels.

According to Medical News Today, the right sitting position entails:

Resting your back against the chair for maximum support. If the chair does not provide adequate support, consider using a lumbar pillow.

Resting your feet flat on the floor or on a footrest. The idea is to have your thighs parallel to the seat pan so that your legs form a 90-degree angle at your knees.

Looking straight ahead without leaning forward. According to WebMD, bending forward exerts too much pressure on your discs. To avoid this hunchback posture, you should position the top of your monitor so that it's level or slightly below your horizontal eye level.

Positioning your knees at the same level or slightly lower than your hips.

Relaxing your shoulders.

If you suffer from back pain, adjust the back of your office chair to between 110 and 130 degrees. This backrest angle helps relieve back and neck pressure.

## **9 Slide 9**

You may be typing in a poor posture and not even be aware of it. Here are 3 common scenarios.

When your keyboard is higher than your wrists, it requires you to hyper extend your wrists to press the keys.

You can fix this by lowering your seat and raise your wrists up, so your wrists and keyboard are on the same plane. Maintain a straight, neutral wrist as you type.

When your chair is too low or the keyboard is too close to your body, it results in closed elbows, shrugged shoulders and wrists flexion.

You can fix this by raising your seat height, so your elbows are at an open 90-110 degree angle and pull back your seat if necessary. Relax your shoulders and make sure they are externally rotated, forming an upside down "V" shape with the keyboard. Consider a split keyboard if needed to achieve that angle.

When the keyboard is too far away from you, it results in your arms hyper extending to reach it.

You can fix this by bringing the keyboard closer to you, so your elbows are at a maximum 110 degrees angle.

## **10 Slide 10**

Computer-related injuries are often caused by poor postures. Typical typing problems range from wrist strain and rounded shoulders to neck and shoulder pain.

When you suffer from wrist strain, then keep your wrists straight as you type. Perform simple hand exercises such as wrist flexion and extension periodically.

Although other factors can come into play, a combination of repetitive typing without resting and maintaining a flexed wrist as you type at your keyboard are the main culprits for wrist strain.

Wrist pain is the most common RSI pain point based on a recent survey by researchers.

The process of typing on a keyboard causes the tendons in your wrists to move back and forth. These tendons lie parallel to each other, so the back-and-forth movement creates friction, creating what is known as a microtrauma.

To prevent wrist strain, position your wrists in such a way that they're floating horizontally in the air as you type. Essentially, they shouldn't be flexed in either directions or resting on the desk as you type.

Simple wrist exercises can be beneficial for people suffering from wrist pain, according to doctors. Some of the best ones are:

#### Wrist Extensor and Flexor Stretches

The wrist extension and flexion stretches are so simple to do, yet are highly beneficial in rejuvenating your joints and increasing your wrist mobility after typing for a long time.

Hold arm outward with palm facing down.

Catch the fingers of the upward extended hand with your other hand.

Gently pull your fingers upwards until you feel a stretch on the underside of your wrist.

Hold for 5 seconds, then release.

Gently pull your fingers downwards until you feel a stretch on the front of your wrist.

Hold for 5 seconds, then repeat on the other hand.

## **11 Slide 11**

To avoid neck and shoulder pain, maintain a straight neck and avoid hunching as you type. Every hour, stretch your neck and upper body.

Most people don't realize just how much they may be straining their necks and shoulders when typing until they start feeling pain.

One of the reasons why you could be getting these pains and aches is because of your typing posture. If you place your keyboard too far away, you force your shoulders to rotate inwards to reach for the keyboard. If your monitor is too far away, you instinctively crane your neck forward to clearly see everything on the screen. These poor postures causes misalignment in your entire upper body, exerting excess strain on your neck, upper back and shoulders.

The solution is really two folds:

Always sit with your neck straight and shoulders back.

Every 30 minutes or so, stretch your upper body.

For many people who experience neck or shoulder pain, the first solution they think of is popping a couple of ibuprofen or other painkillers. Performing neck and shoulder stretch exercises is actually more effective at relieving pain than taking drugs.

## **12 Slide 12**

The neck relaxer is an exercise to release tension in your neck, plus rejuvenate blood flow to that area.

Sit upright with your feet planted on the floor.

Drop your head to the right slowly, trying to touch your ear to your right shoulder.

Hold the stretch for 5 seconds.

Return to the starting position, then repeat on other side.

Drop your chin down so it touches your chest.

Come back to neutral head position, then tilt backwards until you feel a stretch in the back of your neck.

Come back to neutral again, then rotate your head 360 degrees all around.

Return to the starting position.

## **13 Slide 13**

This is one of my all time favourite stretches. It helps break up tension in the neck, shoulders, and upper back all at once.

Raise one arm directly overhead and bend it at the elbow.

Catch the elbow with your opposite hand.

Pull the upright arm towards the opposite side and hold for 10 seconds.

Repeat on the other side.

## **14 Slide 14**

The summary.

## **15 Slide 15**

In this PowerPoint we gave tips on how to improve concentration at the work place.

And give advice on the ideal typing position.

Besides that we provided advice to improve concentration, exercises for wrists and shoulders and for breathing.

## **16 Voiceover**

LTA - LiveTextAccess. Universitat Autònoma de Barcelona. SDI - Internationale Hochschule. Scuola Superiore per Mediatori Linguistici. ZDFDigital. The European Federation of Hard of Hearing People - EFHOH. VELOTYPE. SUB-TI ACCESS. European Certification and Qualification Association - ECQA. Co-funded by the Erasmus+ Programme of the European Union.

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