

Introduction

The relevance of teaching good handwriting is sometimes questioned in the modern age where the word processor is a valued tool. But good teaching of handwriting is just as important in these days of advanced technology as it has ever been. The need to create things of beauty will

It is not necessary to judge whether the word processor or handwriting has the greatest value, because they should exist side by side, in harmony each being used appropriately.

If the programme of daily handwriting lessons in this booklet are followed systematically, letters will soon be well formed, joined and of the correct size. Each lesson is intended to last only fifteen to twenty minutes. *Doing a little and doing it often is the key.* There are many important jigsaw pieces to fit in place, such as good quality writing tools and correct body posture, but within a school, uniformity of approach to teaching handwriting and the need for teachers to have high expectations of themselves and their pupils are vital.

When taught effectively, handwriting is where children will see the biggest change and fastest improvement in their work; progress they are able to see, feel and enjoy. Good teaching of handwriting reaps rewards in a very short time span. It gives children something immediate. Self esteem and motivation levels rise, influencing children's attitudes to learning in other subjects. It also plays a part in their personal development because care, pride, concentration and perseverance are required qualities.

Good handwriting needs self discipline, skill and quality teacher input. Good handwriting gives the reader a favourable impression of the work in front of them before they read the first three words. Children must be taught to present their work in as careful and attractive a manner as possible.

The Handwriting Style

The handwriting style used in this booklet is based on a semi- cursive style—similar to that of the Nelson Handwriting scheme, with a few minor adjustments.

It is simplistic, but very clear, and it does not have the 'loops' or 'lead ins' which are features of more complex handwriting styles.

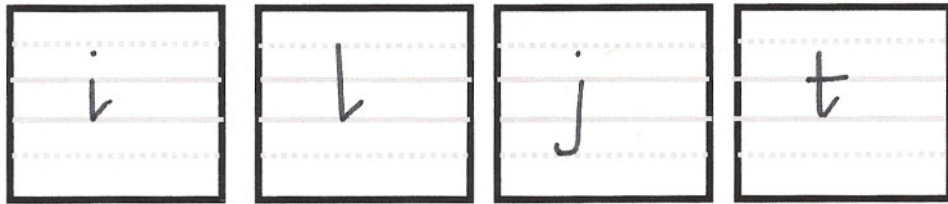
The style is relatively simple to teach and relatively simple to learn. However, like all handwriting styles, it is only as good as the way that it is taught. It is vital that teacher modelling is good, teaching language is appropriate and teachers have a clear understanding of how to structure a handwriting lesson and have effective strategies to use. These are of greater importance than the actual handwriting style itself.

Lower Case Letter Formation

Family 1.

i l j t

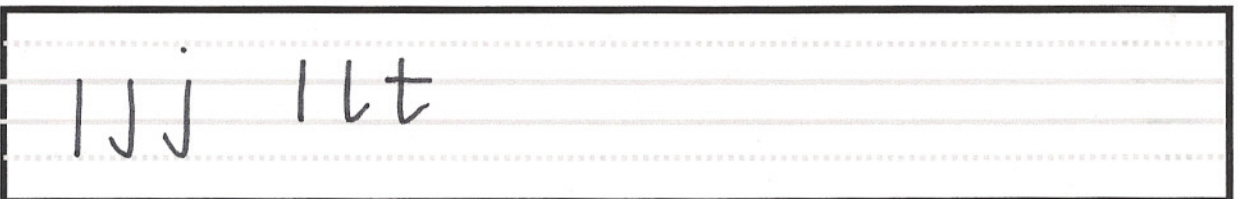
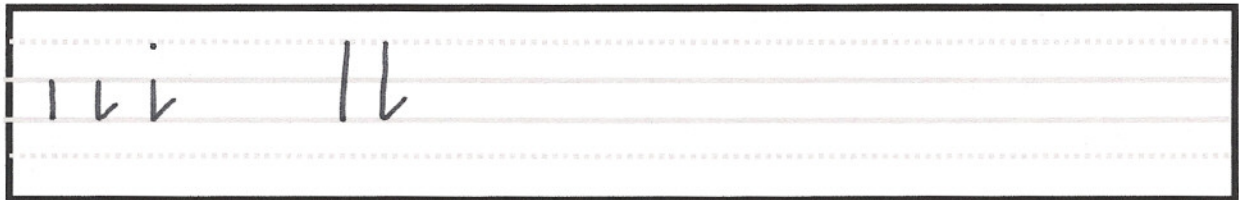
letters based on a single vertical line



The letters *i* and *j* begin at the top solid line. The letter *l* begins at the top broken line. The tail on the *j* goes down to the bottom broken line and ends with a gentle curve. The *i* and *l* touch the bottom solid line, before lifting diagonally to the right. This is the connection to the following letter.

The *t* is smaller than the *l* but taller than the *i*

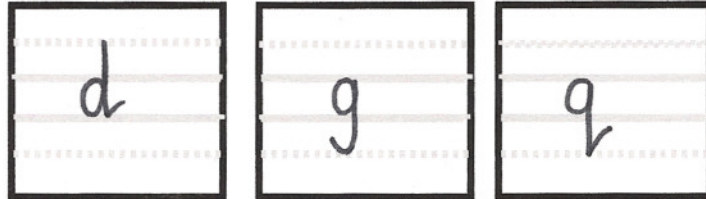
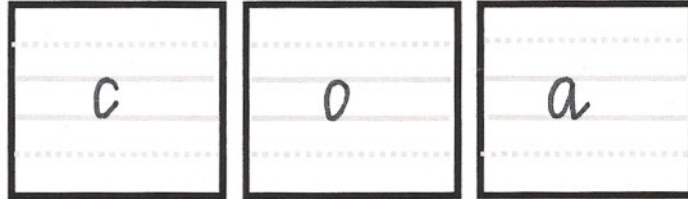
The *t* is a "three quarter sized" letter and begins just above the top solid line. It is crossed on the top solid line, with more of the cross to the right of the down stroke. Like the *i* and *l* it's joining line lifts diagonally in a North Easterly direction.



c o a d g q e

Lower Case Letter Formation Family 2.

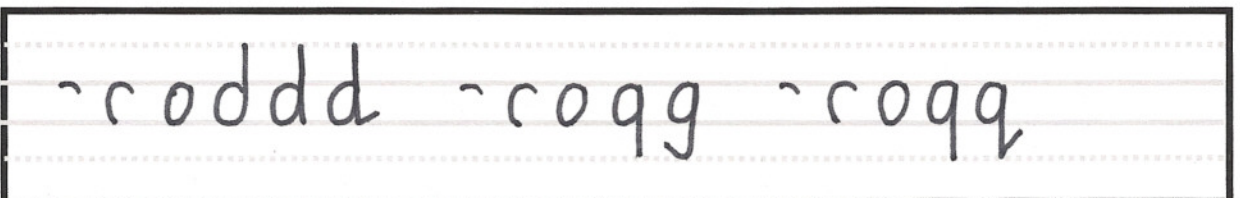
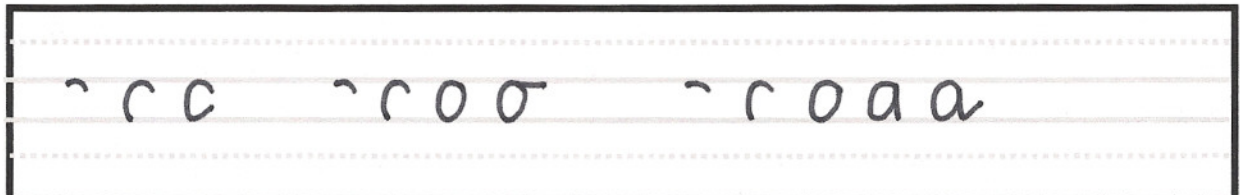
c o a d g q e letters based on a c shape



These letters are oval rather than circular.

The letters begin with a "coat hanger" shape.

Begin just below the top solid line. The first movement of the writing tool is up to the line, then over and down. On reaching the bottom solid line, it is necessary to go diagonally upwards and across to the right, in order to make an oval shape.

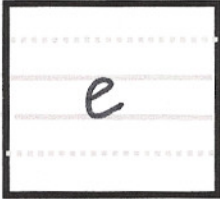


c o a d g q e

Lower Case Letter Formation

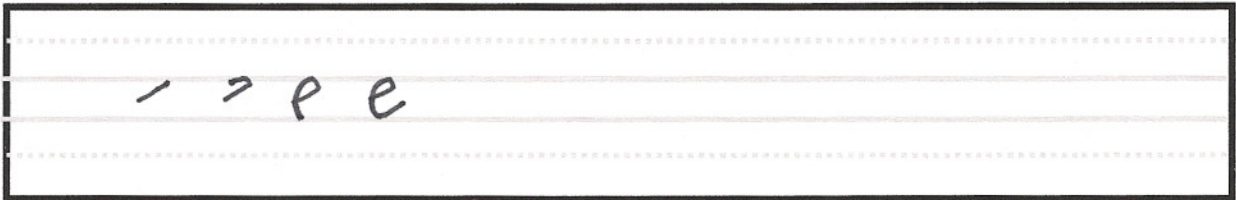
Family 2.

c o a d g q e letters based on a c shape



Letter

Begin at the mid-point between the two solid lines and move upwards to the right, at an angle of 45 degrees.

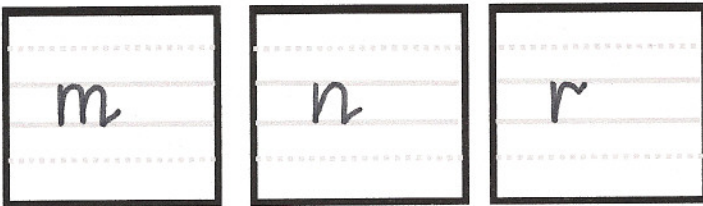


m n r h b k p

Lower Case Letter Formation

Family 3.

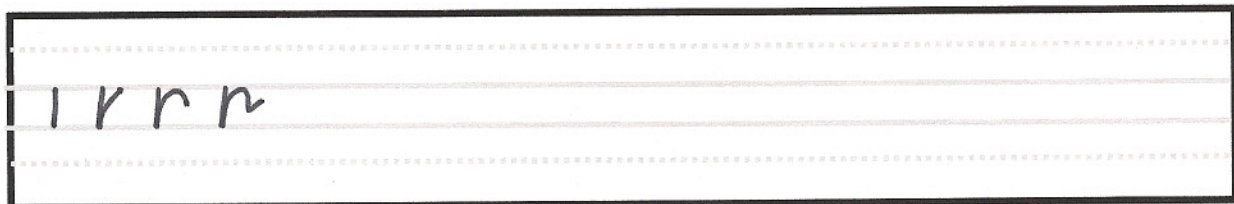
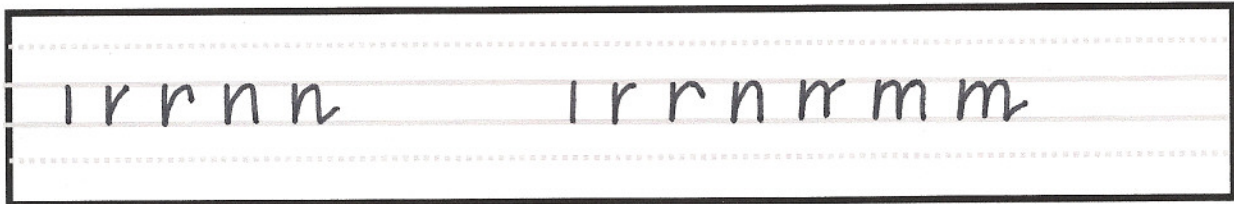
m n r h b k p letters that have a vertical down stroke followed by a diagonal movement to the right.



These letters begin with a vertical down stroke, followed by a vertical up stroke, then have a diagonal movement to the right, which begins mid-way between the two solid lines.

The letters **m** **n** and **r** reach the top solid line.

m and **n** should have narrow "bridges".



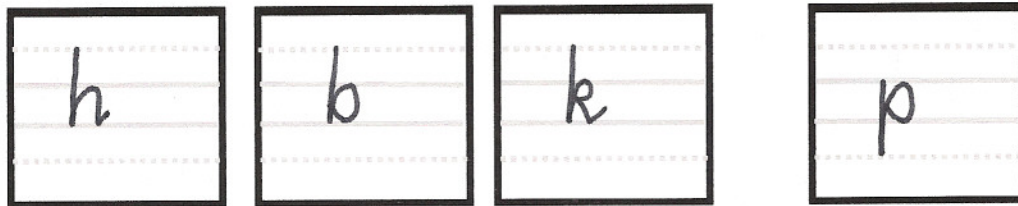
m n r h b k p

Lower Case Letter Formation

Family 3.

m n r h b k p

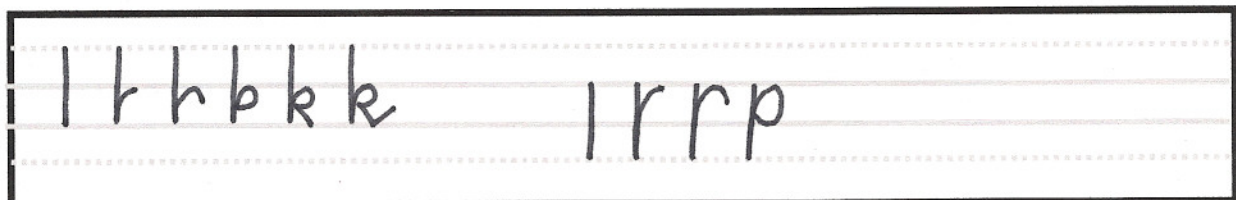
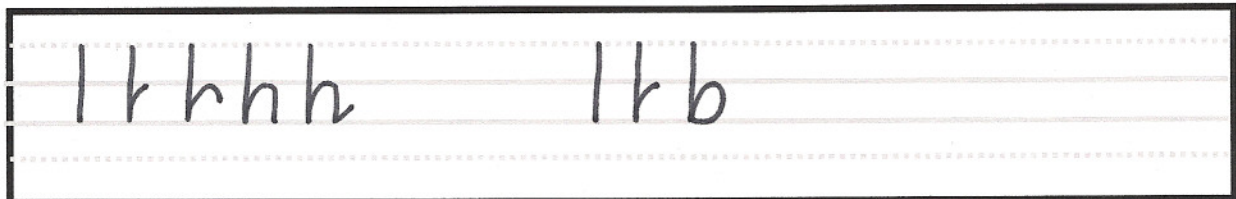
letters that have a vertical down stroke followed by a diagonal movement to the right.



These letters have a vertical down stroke, followed by a vertical up stroke, then have a diagonal movement to the right, which begins mid-way between the two solid lines.

The letters *h*, *b* and *k* reach the top broken line.

The letter *p* reaches the top solid line and goes down to the bottom broken line



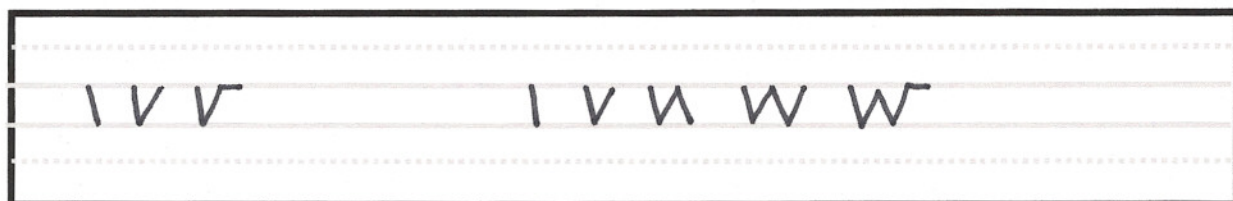
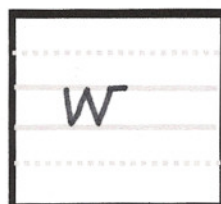
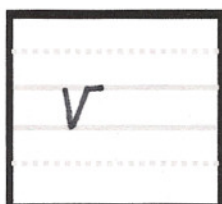
v w

u y

Lower Case Letter Formation

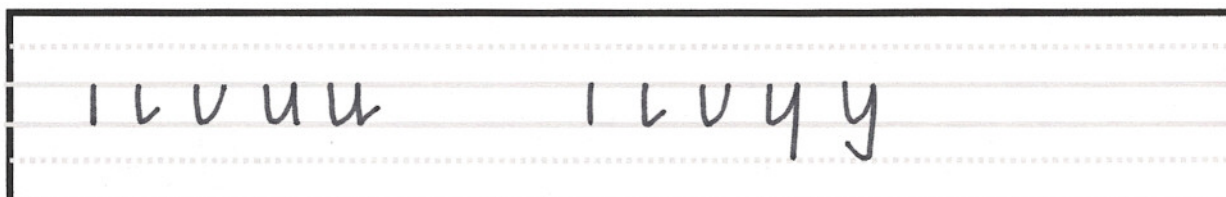
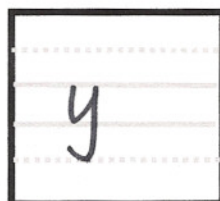
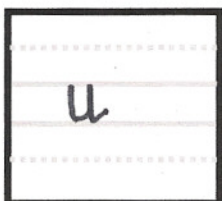
Family 4.

V W are placed together as a pair. Both start on the top solid line, have a diagonal downward stroke and have a joining mark that sits on the top solid line.



Family 5.

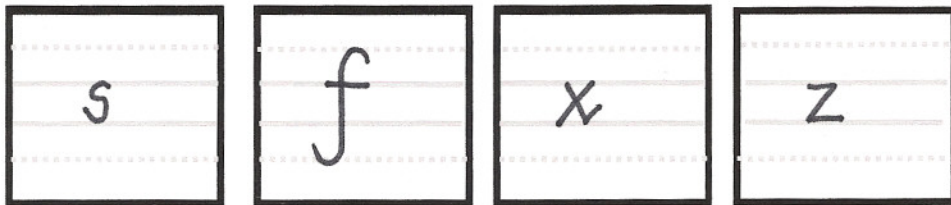
u y are placed together as a pair. Both start on the top solid line, begin with a downward stroke, curve back up to the top solid line and then down to the bottom solid line. The letter **y** is a tail letter that extends down to the bottom broken line and ends with a gentle curve.



Lower Case Letter Formation

Family 6.

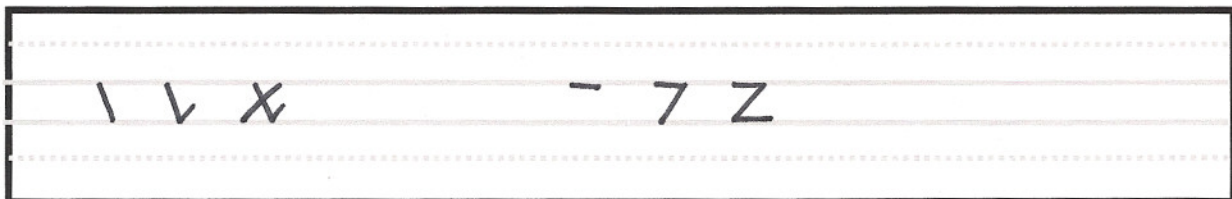
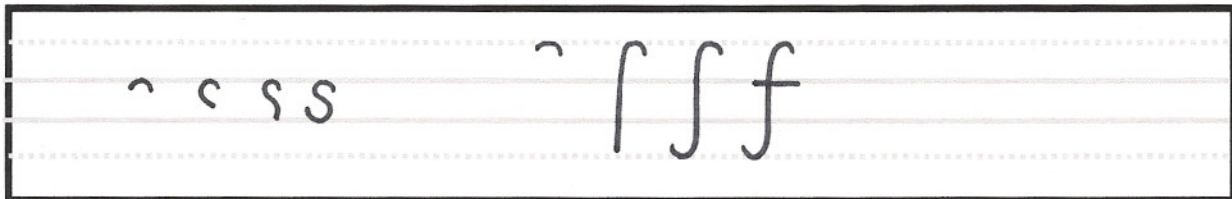
s f x z letters that are unique and individual and do not fit with any other letter groups.



The **s** and **f** both begin with an "up and over" movement, in the same way as the letters based on the **c** shape.

The **f** is crossed like the **t**. The **f** is both a tall and a tail letter.

The **s** **x** and **z** should be the same width at the top and bottom of the letter.



Upper Case Letter Formation

These should be taught as tall letters in size. They do not join on to the letter which follows.

I A A	I P B	I C C
I D	I L C E	I F F
I C C G G	I H H	I T I
I J J	I K K	I L
I M M	I N N	I O O

Upper Case Letter Formation

P

Q

R

S

T

U

V

W

X

Y

Z

Joining pairs of letters

Up, over, stop, reverse.

The following are examples of joins which follow the 'up over stop reverse route.'

l lc la

c cc co

a ac

n nc ng

e ec eq

u uc us

Join across the top

The following are examples where letters join across on the top solid line.

f[→]i fi

o[→]n on

w[→]a wa

v[→]y vy

Down round and up joins

b a[↗]b ab

f i[↗]f if

h t[↗]h th

l i[↗]l il

i a[↗]i ai

k c[↗]k ck

Joining pairs of letters

These letters are joined from the preceding letter at the top solid line

m e↗m em

n k↗n kn

p i↗p ip

r a↗r ar

u b↗u bu

v i↗v iv

w t↗w tw

x e↗x ex

y k↗y ky

z u↗z uz

No Join

The letters below do not join on to the next letter:

g → gl go

j → ju ji

y → ye yo

Joining pairs of letters

With the letters **b p** and **s** a whole school decision is required. Are we going to join from these three letters to the next letter or is there going to be a break?

b

p

s

Option 1 :No Join

br bi be

pa pi pe

st se si

Option 2 :Joined letters

br bi be

pa pi pe

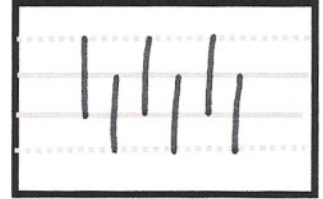
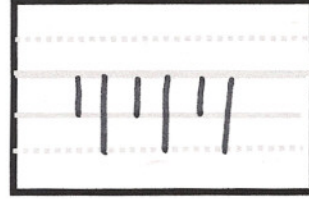
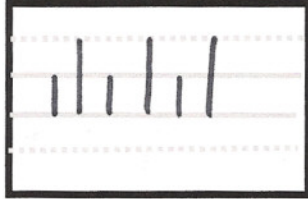
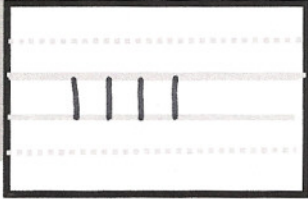
st se si

In the lessons on letter joins, there are examples for each letter on how to join from the preceding letter.

The joins include just two letters. Following the intensive programme of lessons, three letter joins could be practiced in a weekly handwriting lesson.

Key Stage 1

Programme of Lessons

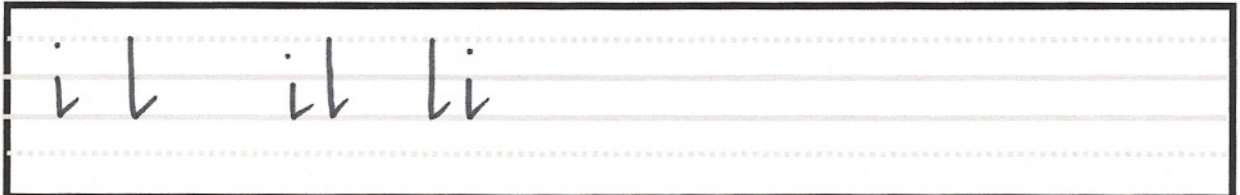


Warm Up

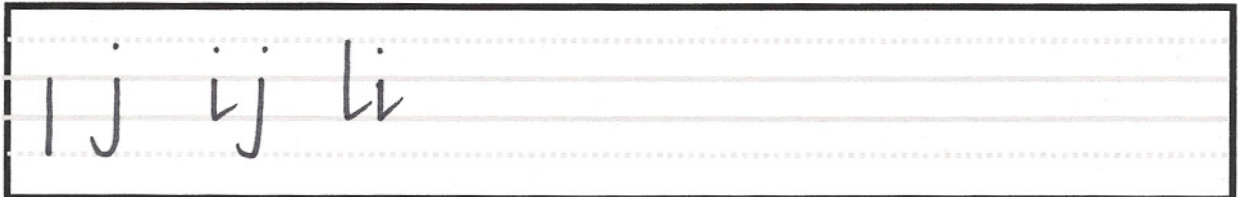
The above are line guide exercises to ensure children fully understand the correct size of small letters, tall letters and tail letters. They are exercises that can be used regularly as a warm up to a handwriting lesson. The three straight lines are referred to as short, tall and tail lines.

Lessons on Individual Letters.

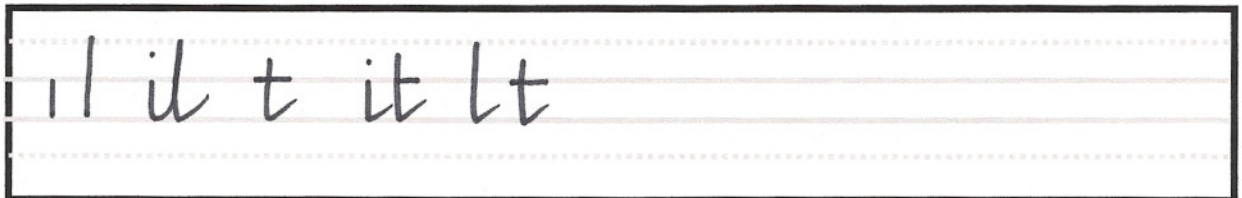
1



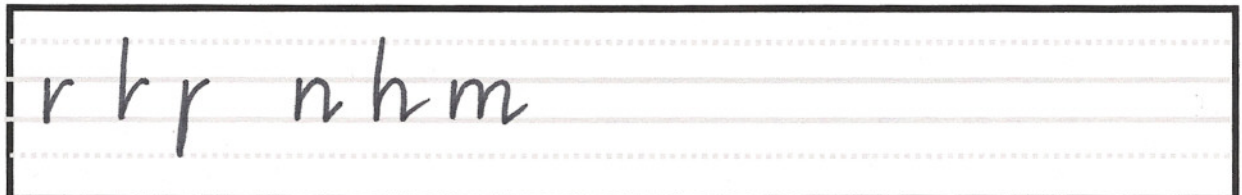
2



3



4



Lessons on Individual Letters. Contd.

5

b p k k

6

r r r

Re-inforcement of n h m

7

b p k r

Re-inforcement of

8

l v n w w w v w

9

vi vl wn wr

10

l u u l u y uy

11

c o o ou oy

Lessons on Individual Letters. Contd.

12

a d g q

13

· e e

14

Reinforcement of c family

15

ov ow on or

16

c cr ca e er eq

17

· s s ir is kr ks

18

· f f fi fr

Lessons on Individual Letters. Contd.

19

l v x e e ex a a ax

20

- 7 z i v iz a az

Upper Case Letters

1

I P B R D U

2

L E F M A

3

T I J H K N

4

C G O Q S

Upper Case Letters. Contd.

5

X V W Y Z

6

Re-Reinforcement of capital letters.

Suggested Lessons On Joining Letters

In the lessons on letter joins, there are examples for each letter, on how to join from the preceding letter. The joins include just two letters. After working through the intensive programme of lessons, three letter joins could be practiced in the weekly handwriting lesson.

1

al ab ia va

2

ib ob lp mp

3

ck cy nc oc

4

de dr da nd

Suggested Lessons On Joining Letters. Contd.

5 em ke ej oj

6 fo fa uf of

7 ng dg iq oq

8 ht ha wh th

9 ki mi cl wl

10 ky kn ok rk

11 wn an ny en

Suggested Lessons On Joining Letters. Contd.

12

qu nq us os

13

lt it lit cu up

14

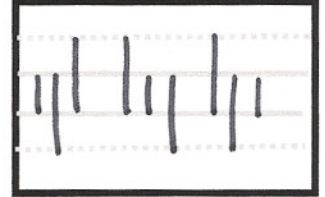
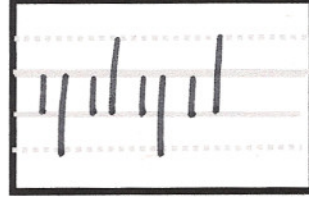
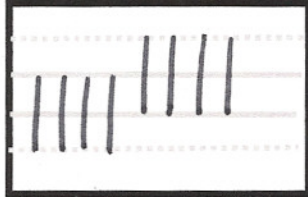
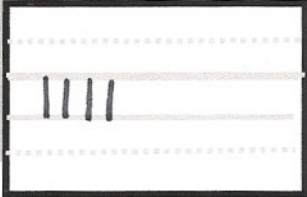
ev nw wo we

15

vy zi ze iz

Key Stage 2

Programme of Lessons

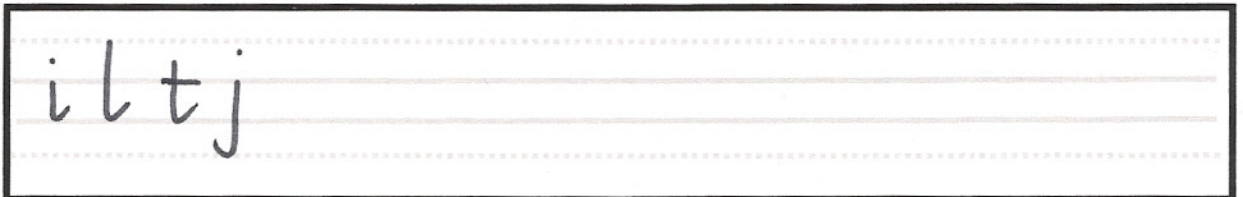


Warm Up

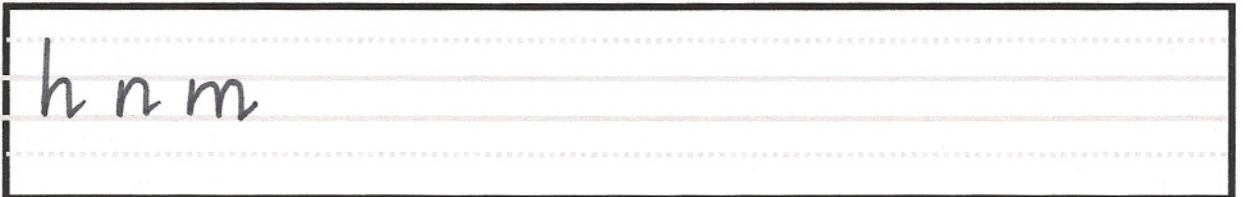
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Lessons on Individual Letters.

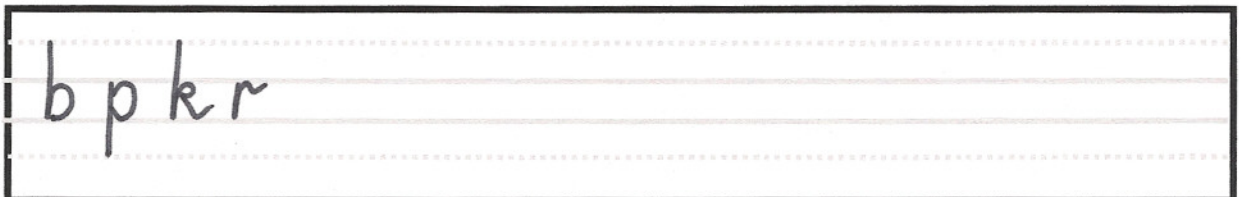
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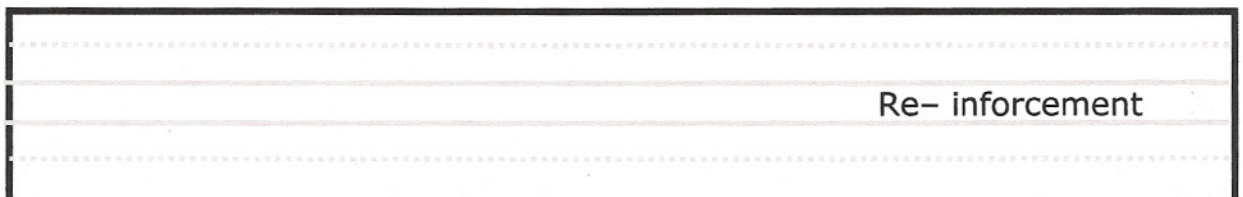
2



3



4



Lessons on Individual Letters. Contd.

5

r c o a d

6

g q - e l e

7

v w u y

8

s f x z

Re-inforcement

9

Re-inforcement

10

A B C D E F

11

G H I J K L

Lessons on Individual Letters. Contd.

12

M N O P Q R S

13

T U V W X Y Z

14

Reinforcement of capital letters

Suggested Lessons on Letter Joins

1

ac aw da oa ib ob

2

ck cy ec vc du dg

3

en ef me te fr fo

Lessons on Joining Letters. Contd.

4 if af ng og hs hu

5 lh ch ib ip ki vi

6 ej nj ky kl mk ok

7 ll lw cl al mb mp

8 om im mf ms ng nt

9 un wn or od vo ho

10 op rp qu nq oq rl

Lessons on Joining Letters. Contd.

11

ns vr tr vs fs ns

12

tl ty ut ot ug uz

13

du fu va ve ov iv

14

wg we ow ew ex ix

15

xh xe vy cy oz ez