

# A Note to Parents, Caregivers, Teachers or Tutors

Handwriting remains an essential tool in written communication despite the rapid growth of technology. To be effective, handwriting needs to be legible and fluent. The writer needs to achieve this without strain and with sufficient speed for practical purposes.

This book is aimed at assisting students to develop a legible, fluent and rapid handwriting style and is particularly suitable for senior primary pupils who have been having difficulty with their handwriting.

*The four main purposes of exercises are to help children to:*

*develop manipulative skill and control,  
learn to copy simple shapes,  
practise movements on which letters are based,  
develop visual discrimination.*

*'Teaching Handwriting' Department of Education*

- The first pages (4–16) in this book are revision of basic script in both lower and upper case letters. Every endeavour should be made to see that students are using efficient movements for which guidelines are given on each page.
- The next pages (18–23) provide guidelines about ligatures. Some students will have learnt to add 'flicks' to their basic script while others linked letters without an intermediate step. Some students may not be linking at year 7 while others may have been capable of joining letters from junior class levels. This section teaches 'flicks' because a large number of teachers have found this method does assist students although it is not considered necessary in the Department of Education Teaching Handwriting document.
- The last pages (24–37) build up from linking some easily joined letters to more complex speed exercises.

There is opportunity for students to evaluate their work at the end of each section.

Stickers are provided to reward hard work, persistence or a high level of achievement.

## To The Student

From a very early stage in your schooling, you needed to present your work in a variety of forms. This probably included book work, display work, charts, projects, drafts and notes as there are many reasons for written work.

With all that writing, it is easy to see why developing a handwriting style that is quick and easy for you as well as being easy for your readers to read is very important.

If you have had trouble with handwriting in the past, you owe it to yourself to do something about improving. Start right from the basic script if necessary, and work hard to follow the movements suggested because they have been developed to provide well shaped letters and a quick style. Bad habits are hard to break so be patient. Practise and practise some more. It will get easier. The aim is not to do beautiful handwriting only when doing handwriting exercises, but to have a neat, legible style that is quick and comfortable for you to use **all the time**.

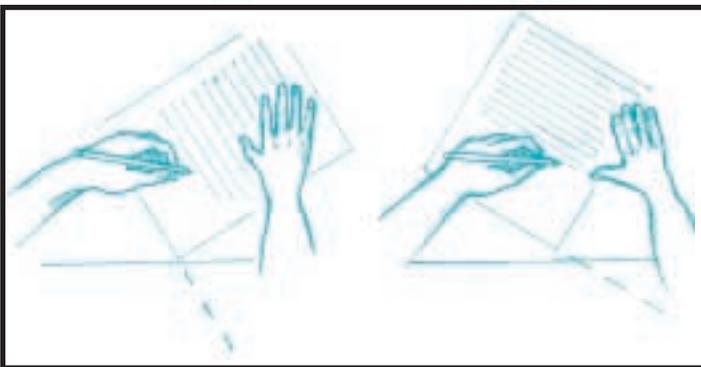
At the end of each section of handwriting there is a self-evaluation page. When you have completed the task on that page, look critically at your work.

- Does it have consistent shape, size, slope and spacing between letters?
- Is there an even spacing between words?
- Are your letters correctly formed?
- If you are linking, have you used appropriate ligatures?

On the pencil chart colour in the rating you would give yourself.

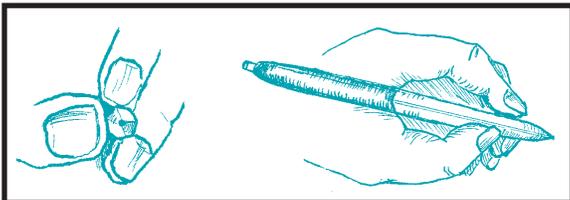
### If You Are Left Handed

You will need to turn your paper the opposite way to a right handed writer.



### Check

Are you holding your pen or pencil correctly?



Look over the page to check the correct sitting position.

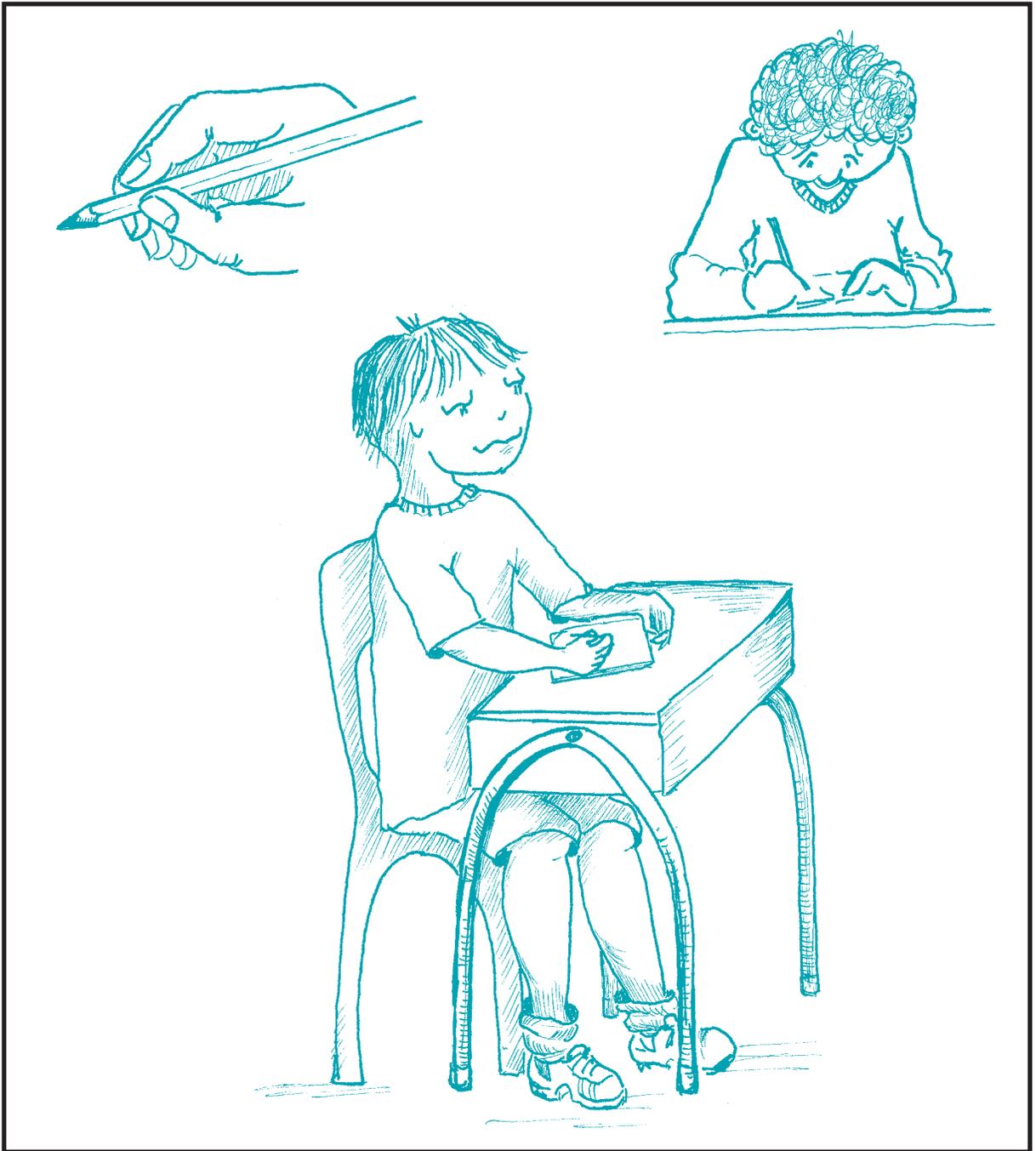
## Before you Start

**Check** – are you holding your pen or pencil correctly?

**Check** – are you sitting comfortably?

**Check** – are you sitting up straight with your feet flat on the floor?

**Check** – are your eyes directly over your work?



## Revision

## Getting it Right with Lower Case Letters

Letters fall into several different families of shapes. Look at this 'family' (o, e, c) and how each letter is formed. Try hard to follow the guidelines and correct any writing problems you may have. Finish off each line.



The dot means  
start here



Each letter's exercise starts the same way, three times round in a clean oval shape.

o o o

o o o

o o o

too hot

hot too

o o

o o o (e in o)

e e e

toe tea

tea toe

o o

o o c

c c o

c c c

ace cot

cot ace

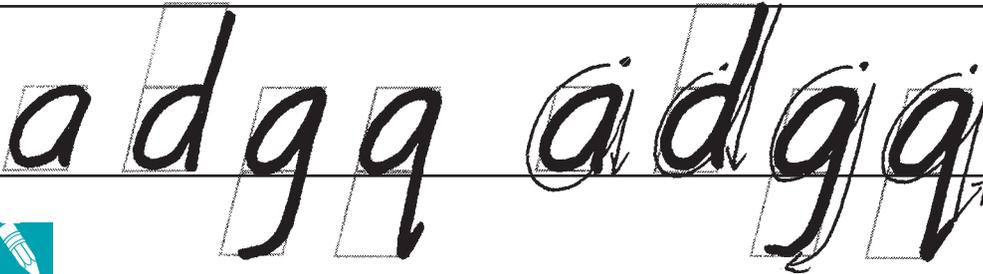
cool

cat

ate

too

Here is another 'family' of letters. Look at how each letter is formed. Try hard to follow the guidelines and correct any writing problems you may currently have. Complete each line following the model given.



Three times round, up, down. Next line bring the 'up, down' closer.

a a a

a a a

a a a

a a a

act act

and and

d d d

d d d

d d d

dad dad

g g g

g g g

g g g

dog dog

q q q

q q q

q q q

aqua aqua

quack