

Handwriting guidelines

Rationale

Encouraging learners to use cursive script (joined-up letters) from the beginning helps the flow of words, as the hand movements reinforce spelling patterns and learning. It also helps learners regulate the size and positioning of letters.

Aim: To improve learners' handwriting

Can be used: at any point in the course

Activity: Individual work

Focus: Letter formation

Materials: One copy of Worksheets 1.1 and 1.2 per learner

Estimated time: 15–20 minutes

Worksheets 1.1 and 1.2

The handwriting guidelines can be used at any stage for any learners who find handwriting difficult. Learners can be given specific texts or sentences to copy, or can work independently to improve their letters. The guidelines can also be used under plain paper as standard guidelines.

- 1 Give any learners who need handwriting support a copy of Worksheets 1.1 and 1.2.
- 2 Ask them to concentrate on letters that go above and below the thick black lines (lines 2 and 3), and make sure that they do not cross lines 1 and 4. Tell them to look at the examples for reference.

Extension

Learners can use coloured pens to create similar guidelines in their own notebooks. Using the guidelines 'little and often', either in class or as part of homework, is the most effective method to improve handwriting.

Worksheet 1.1 Handwriting guidelines

1
2 ABCDEFGHIJKLM
3



1
2 NOPQRSTUVWXYZ
3



1
2 abcdefghijklmnopqr
3



1
2 stuvwxyz
3



1
2 My name is Anna.
3



1
2 I come from Poland.
3



Worksheet 1.2 Handwriting guidelines

When you write, make sure:

- all your letters are on line 3.
- letters b d f h k l t go above line 2.
- letters g j p q y go below line 3.
- letters a c e i m n o r s u v w x z touch lines 2 and 3.
- capital letters A B C D E F G H I J K L M N O P Q R S T U V W X Y Z touch line 1.

1 - - - - -

2 _____

3 _____

4 - - - - -

1 - - - - -

2 _____

3 _____

4 - - - - -

1 - - - - -

2 _____

3 _____

4 - - - - -

1 - - - - -

2 _____

3 _____

4 - - - - -

1 - - - - -

2 _____

3 _____

4 - - - - -