

CURSIVE HANDWRITING DRILLING

NAME _____ SCHOOL _____

DATE STARTED _____ DATE COMPLETED _____

PREREQUISITE: Introduction to Cursive Handwriting course or training in proper formation of cursive letters and letter combinations.

HOW TO DO THIS COURSE: Do the steps one at a time, in order. When you finish a step, put your initials and the date on the sign-off line on the right. A split line means to get a pass (and an initial) from another student (or your academic supervisor if it says that).

PURPOSE: Improve your cursive handwriting to the point that it is clear and easy to read.

ESTIMATED TIME: 8 hours.

MATERIALS NEEDED FOR THIS COURSE

Data Sheet (DS) #5116 Notes on Teaching Cursive Handwriting (stapled separately).

Study booklet, *Cursive Handwriting Drilling*, with this data sheet:
3976

Exam: 5305

Other materials:

Specially lined handwriting paper (with wider lines for younger students), regularly lined paper, pencil, watch with second hand or timer that records minutes and seconds.

NOTES TO ACADEMIC SUPERVISOR

1. This course may be done as many times as needed to help a student improve his handwriting.
2. Read DS #5116 Notes on Teaching Cursive Handwriting (stapled separately), and refer to DS #3976 Cursive Handwriting Samples in the study booklet while supervising this course.
3. This course is intended to be done in conjunction with other handwriting activities, such as essays, book reports, research papers, etc. You should compile in a folder samples of such written work done while the student is on this course, so that the ability of consistent legibility can be verified. The folder goes to the examiner when the course is completed.

A. CURSIVE HANDWRITING DRILLING

1. **PRACTICAL APPLICATION:** Write the two sentences below in cursive on the same type of paper you are using for handwriting drilling. Have another student time you so you know how long it took. Write on top of your paper how long it took you, and staple it to the back of this study guide.

Note for supervisor: No correction of the writing in this practical application should be done by the supervisor. However, if any particular letter formations are actually incorrect, the supervisor

should instruct the student in these, and ensure he practices them as part of his handwriting activities.

The quick brown fox jumped over the lazy white dog, who quit sleeping, joined the race, and caught a very amazing flower.

At Be Can Do Ever For Go He In Jam Kick Lost Mop New
Over Pond Quit Run See The Us View When X-ray You
Zoom.

2. DRILL: Practice copying pages 1 and 2 of Data Sheet #3976 Cursive Handwriting Samples until each time you do it your copy is easy to read. _____
3. DRILL: Practice copying page 3 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
4. DRILL: Practice copying page 4 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
5. DRILL: Practice copying page 5 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
6. DRILL: Practice copying page 6 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
7. DRILL: Practice copying page 7 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
8. DRILL: Practice copying page 8 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
9. DRILL: Practice copying pages 9 and 10 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
10. DRILL: Practice copying page 11 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
11. DRILL: Practice copying pages 12 and 13 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
12. DRILL: Practice copying page 14 of Data Sheet #3976 until each time you do it your copy is easy to read. _____

13. DRILL: Practice copying pages 15 and 16 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
14. DRILL: Practice copying pages 17 and 18 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
15. DRILL: Practice copying pages 19 and 20 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
16. DRILL: Practice copying pages 21 and 22 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
17. DRILL: Practice copying pages 23 and 24 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
18. DRILL: Practice copying pages 25 and 26 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
19. DRILL: Practice copying pages 27 and 28 of Data Sheet #3976 until each time you do it your copy is easy to read. _____
20. DRILL: Practice copying pages 29 and 30 of Data Sheet #3976 until each time you do it your copy is easy to read. When you have completed this drill, get a folder of your handwriting samples from your supervisor to take to the examiner. _____

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date _____

The student has completed the steps of this course and knows and can apply what was studied.

Academic supervisor _____ Date _____

The student has passed the exam for this course.

Examiner _____ Date _____

NOTES ON TEACHING CURSIVE HANDWRITING

The first step of teaching cursive handwriting is to put the student through a course of training which teaches him proper formation of cursive letters and how to combine them to form words, as well as good writing posture, and how to hold a pencil and position the paper.

Once this is done, it is vital that students do frequent drilling to improve the quality and speed of their handwriting. The Cursive Handwriting Drilling course is one of the tools that can be used for this.

Another effective and simple drilling tool, if your students are all at the same level, is to have students practice copying a passage which has been written in excellent handwriting on the blackboard. At the Elementary level, this should be a couple of sentences. Above that it should be several sentences. A new passage should be put on the board each time this is done, or at least every other time. Drilling should be done at least twice a week.

It is important that the blackboard be carefully lined (use a yardstick or meter stick) in the way the Elementary students' writing paper is lined (with the dotted line in the middle), and that it be a demonstration of excellent handwriting. It's best for the academic supervisor to do it, since he will then have more understanding for what it takes to achieve excellent handwriting and on what to look for in the students' work.

For all handwriting drilling, students should use specially lined writing paper (with wider lines for younger students) until they can demonstrate consistent excellent handwriting using it. Then they may switch to regular lined paper.

As students copy a passage, either during blackboard or other practice, or while on the Cursive Handwriting Drilling course, the academic supervisor should circulate among them, looking for areas where improvement is needed. Aspects of cursive handwriting to keep in mind are:

- formation of the letters
- height of letters above the lines and depth below the lines
- connections between letters
- consistent spacing of letters and words
- consistent slant—not straight up and down nor too extreme
- posture
- position of paper
- grip on pencil

The academic supervisor should make it a point to know these aspects as they relate to left-handed writing so as to be able to help left-handed students.

Find, for each student, one area where improvement is needed and work on that until the student has made a good stable improvement in it, then go on to another area.

When a student has finished copying a passage, the academic supervisor looks over the work and corrects or accepts it. The standard for accepting the work is “noticeable improvement in quality or, once quality is excellent, in speed without sacrifice to quality.” Correction might involve first practicing a particular letter or letter combination, then re-doing part or all of the passage, or just re-doing the passage with more care in certain areas.

The supervisor may also have the student review a course designed to teach letter formations, if this seems to be called for. While doing these, though, the student should continue this routine drilling.

A student may graduate out of this routine drilling if he demonstrates the ability to consistently copy any passage rapidly and legibly on regular lined paper *and* his handwriting on other work turned in is consistently excellent.