

# Horizons

## Penmanship

Manuscript

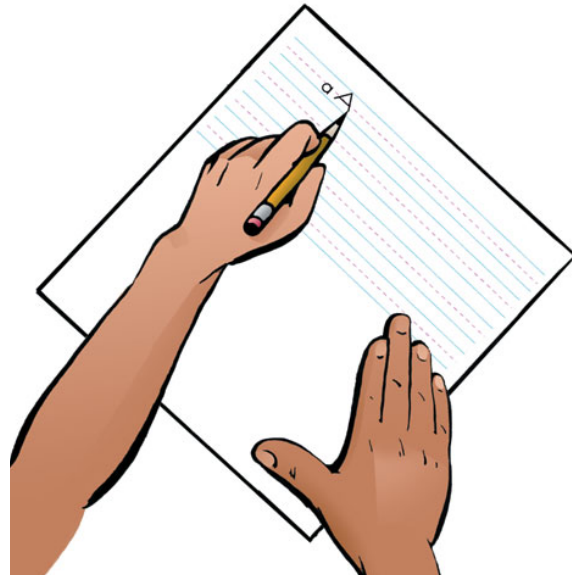


SAMPLE



**Correct Right-Handed Position**

Paper is placed on an angle to the left. Left hand steadies the paper and moves it up as you near the bottom of the page. Right hand is free to write.



**Correct Left-Handed Position**

Paper is placed on an angle to the right. Right hand steadies the paper and moves it up as you near the bottom of the page. Left hand is free to write. Watch hand positions carefully as shown in the picture.



**Correct Hand and Pencil Position**

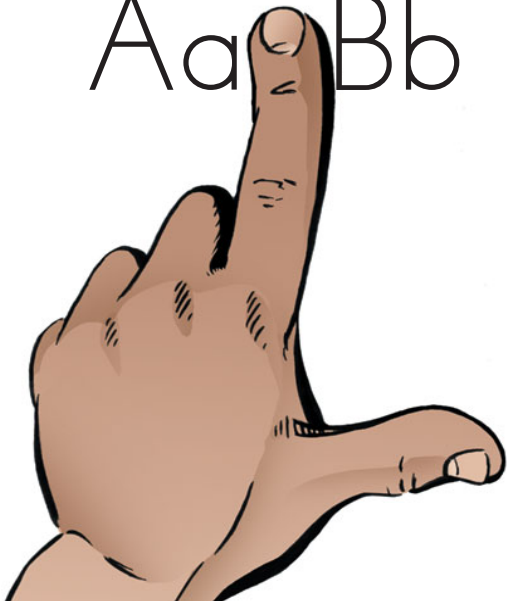
Hold the pencil loosely about 1/2" to 1" above the sharpened point. Hold it between your thumb and index (pointer) finger. Let it rest on your middle finger. Do not grip the pencil tightly or your hand will become very tired. Do not let your hand slip down to the sharp point or you will have difficulty writing properly.



**Correct Posture**

Sit up tall, leaning slightly forward but not bending over your desk. Have your feet flat on the floor. Both arms will rest on the desk. Hold the paper with your free hand.

Aa Bb Cc Dd Ee

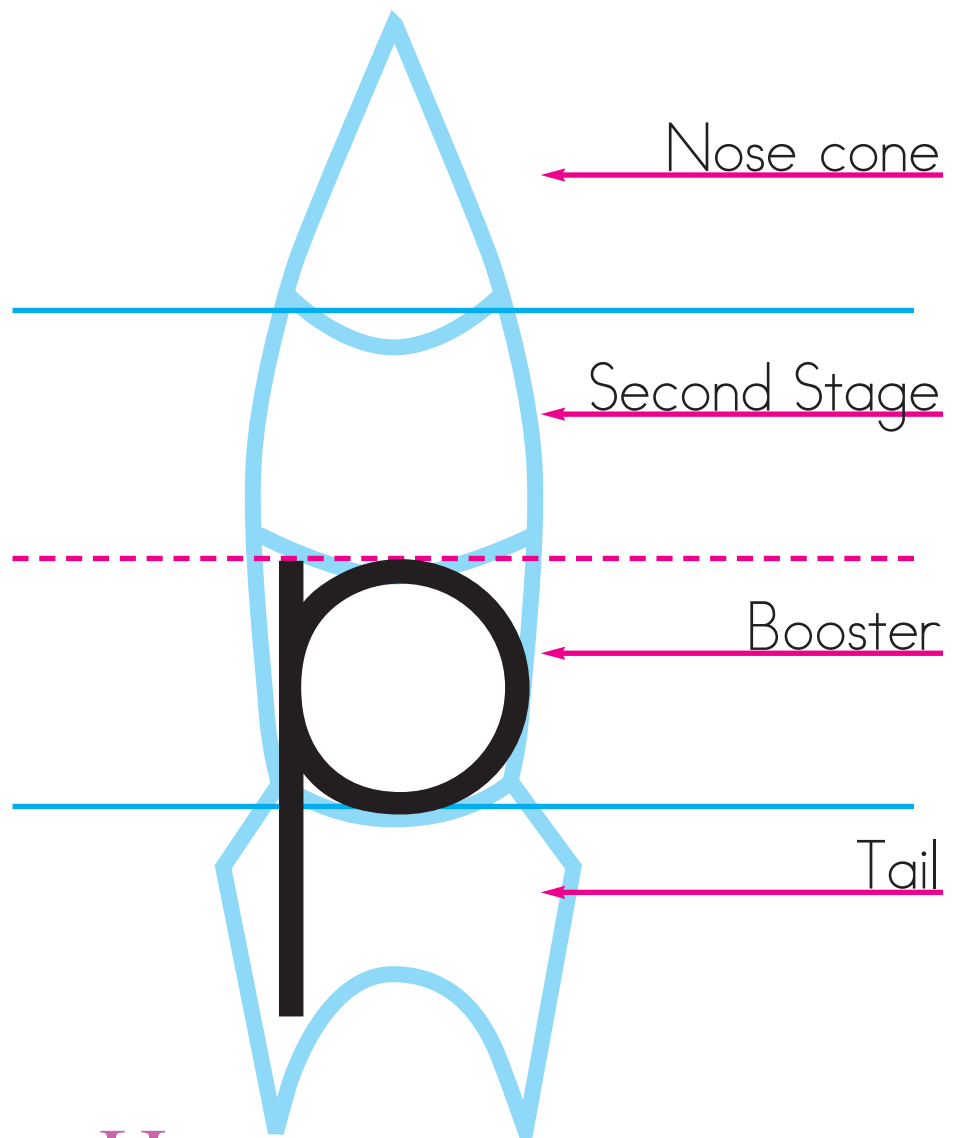


### Correct Spacing

When practicing your letters separately and, later, when writing your words, use your index (pointer) finger as a guide. Continue to do this until you can easily see the space you need between words without using your finger.

### Rocket Guide

The rocket will be your guide to learning your letter formations. All letters will fit into the rocket ship. Some will begin at the top of the second stage. Some will begin at the dotted line that starts the booster. Some will even move down into the tail. Look at your alphabet chart and see where the letters will fit into the rocket.







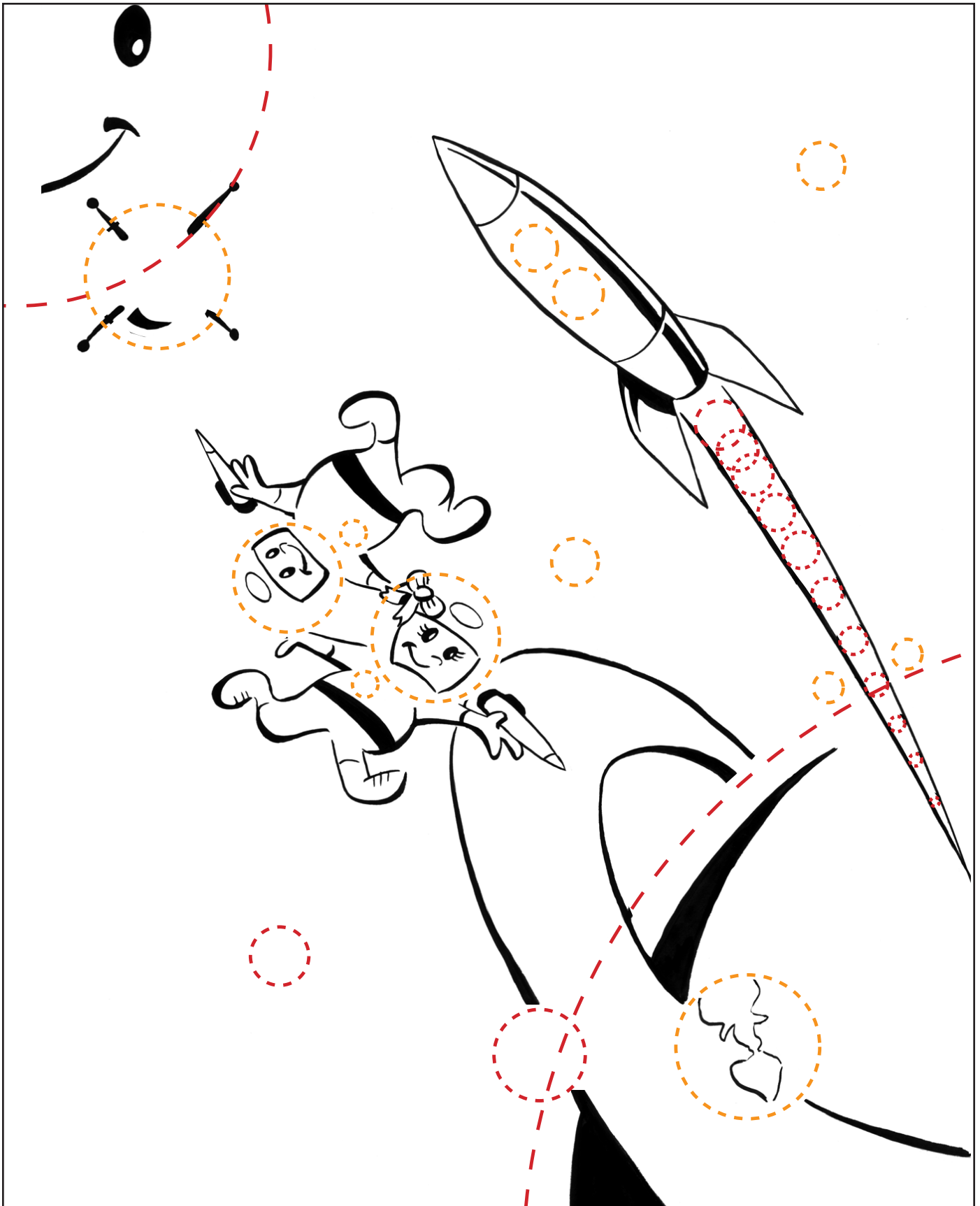
# Lesson 1

Name: \_\_\_\_\_

\_\_\_\_\_

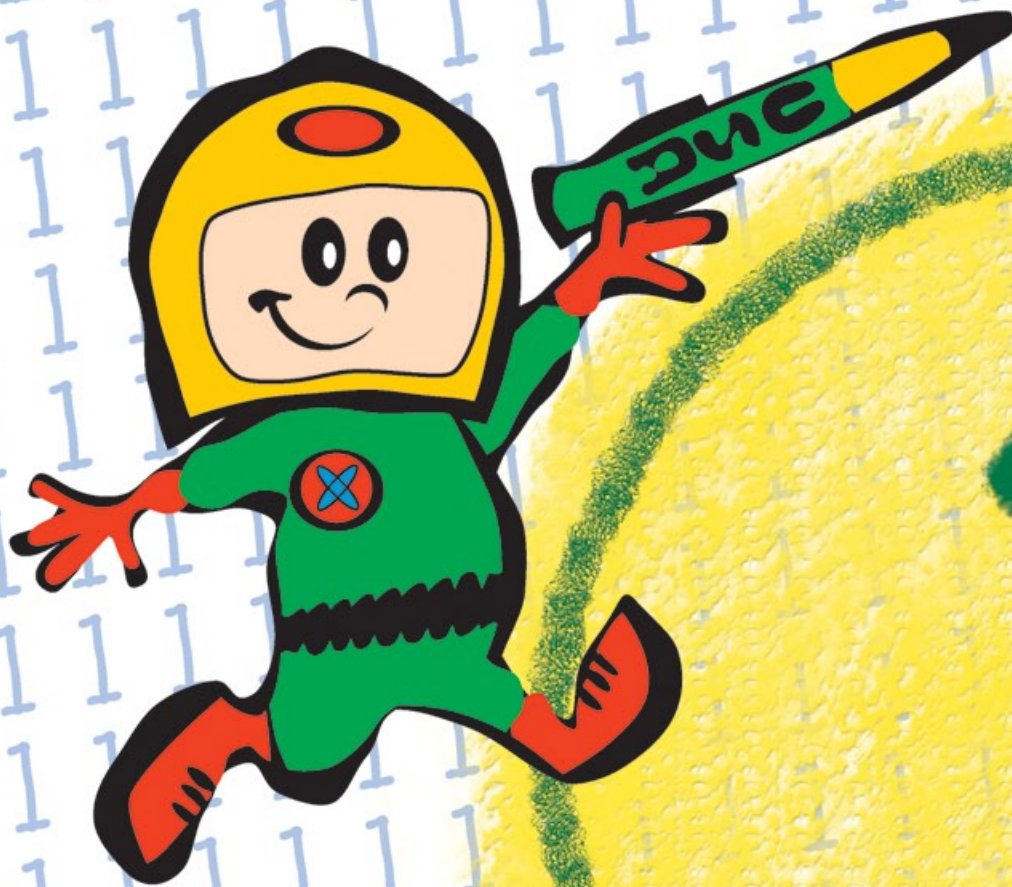
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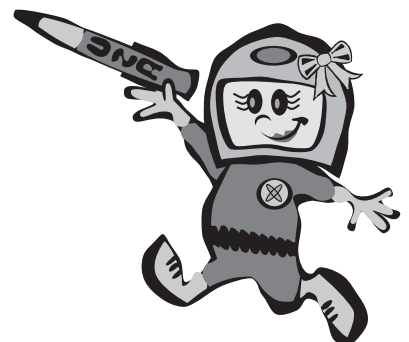
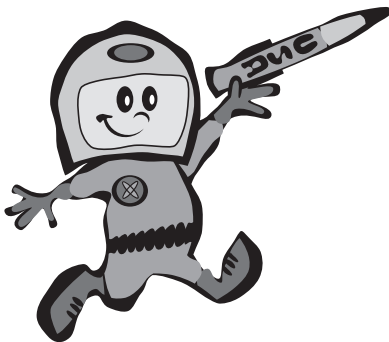
# Horizons

## Penmanship



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# Introduction

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”  
(Colossians 3:23).

## **Good handwriting is a necessary skill in life.**

All too often in our modern times good penmanship is neglected. Many children and adults rely on computers for the bulk of their writing, but the ability to fill in a form, to write a card of congratulations or sympathy, to write a personal letter to a friend or to add a personal touch to messages is important. Computers fail at times—the ability to write does not.

## **Handwriting is important.**

Like riding a bicycle or developing any other skill, handwriting must be learned through consistent practice. Often in crowded schedules, it is left out of the curriculum, used simply as “busy work” or given too short a time period to be effective.

## **Handwriting time should be a relaxed time, not a stressful time.**

Always give adequate “warm-up” time before writing, especially in the beginning when children are learning the formation of new letters. Have them form letters in the air, on their desks, etc., as an introductory activity each day until they are sure of the letter formations and the correct starting and ending points. After doing some initial warm-up exercises, try adding some soft, light classical music in the background while the children practice.

## **Keep it short.**

The total time for handwriting class should not be more than 10–15 minutes at one sitting. Children will tire, and they will not be able to do their best. Teach the children simple hand exercises to use (shaking the hands, moving them around) if they get tired.

## **Always be positive.**

Circle and comment on well-made letters rather than on errors. Even if the entire page is a problem, find the one letter that is the closest to being correct and use that as an example.

## **Practice is important.**

Reproducible practice pages are included in the handbook. These may be copied to use with children who need extra practice and to make a practice copy of the Bible verse.

## **Stress the importance of doing ALL things well for God.**

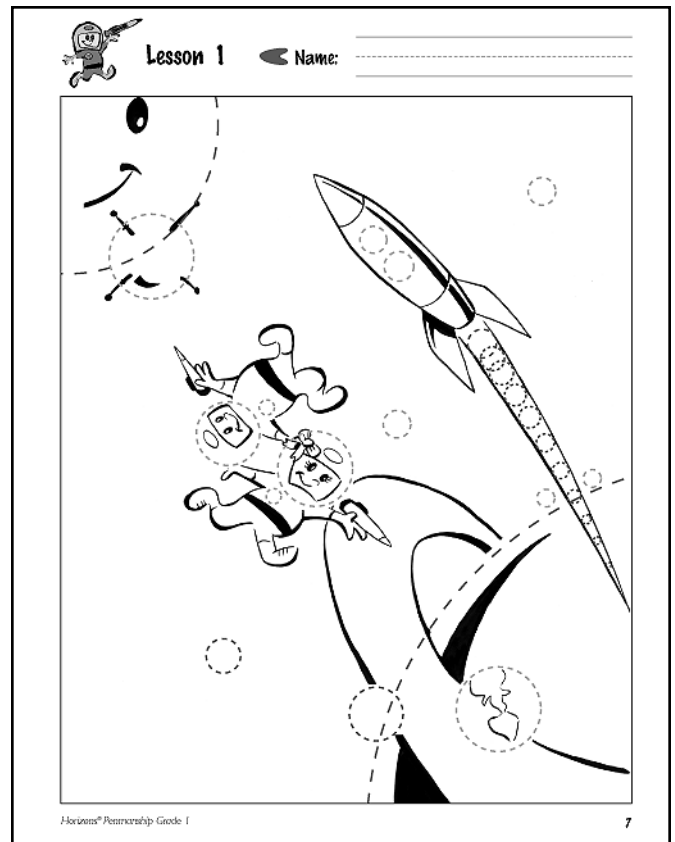
Emphasize the fact that rushing through a lesson without doing one’s best does not praise God and will not lead to good writing habits. Remind the children that writing is a means of communication with others. If their writing cannot be read, then their message will never be understood.

# Lesson 1 - Circle Practice

## Teaching Tips:

Although the children will not be writing a Bible verse as part of the weekly lesson for the first seven weeks, begin now to prepare them for that time. Select a verse for the week, either the suggested one given or another that may fit with your lessons. Write the verse out in manuscript on the chalkboard or a piece of poster board so that the children can see it while they do their work. Use it as a prayer throughout the week. Talk about it. Read it in context.

1. Introduce the lesson by telling the children that many letters are made up of circles or parts of circles. Have the children locate circular shapes in the room, outdoors, at home, or wherever they are.
2. Do some warm-up activities. Have the children practice making circles with their fingers in the air, on the wall or floor, on the desk or table with their fingers, on the palm of their hand, or on each other's backs. Give opportunities throughout the week for the children to paint circles, draw them on the board, or to use other tactile materials (sand, clay, etc.) to form circles.
3. Talk about the picture in Lesson 1. Josh and Julie, with pencils in hand, are dancing in space ready to capture and trace all the circles in the picture.
4. Have the children take their pencils. Check their sitting position and the position of paper and pencil. This can be done initially as a game or drill if you have the students pretend they are astronauts like Josh and Julie and are going through a checklist to make sure things are "A-OK" before blast-off:



Teacher: "Sitting up tall?"

Students: "Check."

Teacher: "Paper slanted?"

Students: "Check."

Teacher: "Pencil position?"

Students: "Check."

Teacher: "Hand positions?"

Students: "Check."

5. Check each student's position to see if he/she is ready to write.
6. Have the children write their first name on the top line.
7. Have the children trace each circle in the picture. Urge them to do it with care.
8. Check work and positions.
9. Children may color the picture when finished.

## Suggested Bible Verse Lessons 1-5:

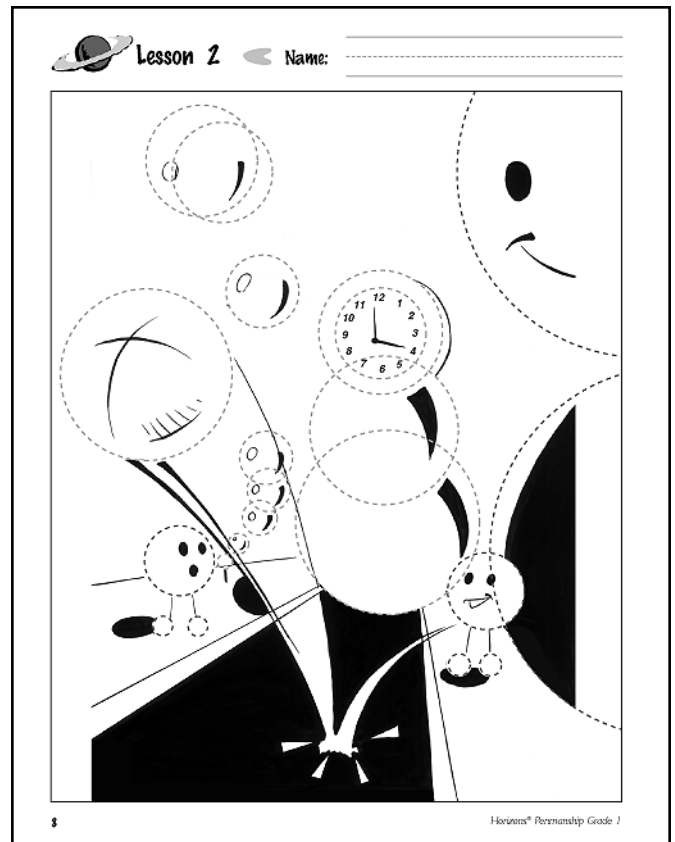
"Whatever you do, work at it with all your heart, as working for the Lord, not for men."  
(Colossians 3:23).



# Lesson 2 - Circle Practice

## Teaching Tips:

1. Do some warm-up activities. Have the children practice making circles in the air, on the wall or floor, on the desk or table with their fingers, on the palm of their hand, or on each other's backs. Give opportunities throughout the week for the children to paint circles, draw them on the board, or to use other tactile materials (sand, clay, etc.) to form circles.
2. Talk about the picture in Lesson 2. Let the students use their imaginations to describe the picture.
3. Have the children take their pencils. Check their sitting position and the position of paper and pencil. This can be done initially as a game or drill if you explain to the students that the following is a checklist similar to a pre-flight checklist astronauts have to make sure things are OK before blast-off:  
Teacher: "Sitting up tall?"  
Students: "Check."  
Teacher: "Paper slanted?"  
Students: "Check."  
Teacher: "Pencil position?"  
Students: "Check."  
Teacher: "Hand positions?"  
Students: "Check."
4. Check each student's position to see if he/she is ready to write.
5. Have the children write their first name on the top line.
6. Have the children trace each circle in the picture. Urge them to do it with care.
7. Check work and positions.



8. Children may color the picture when finished.

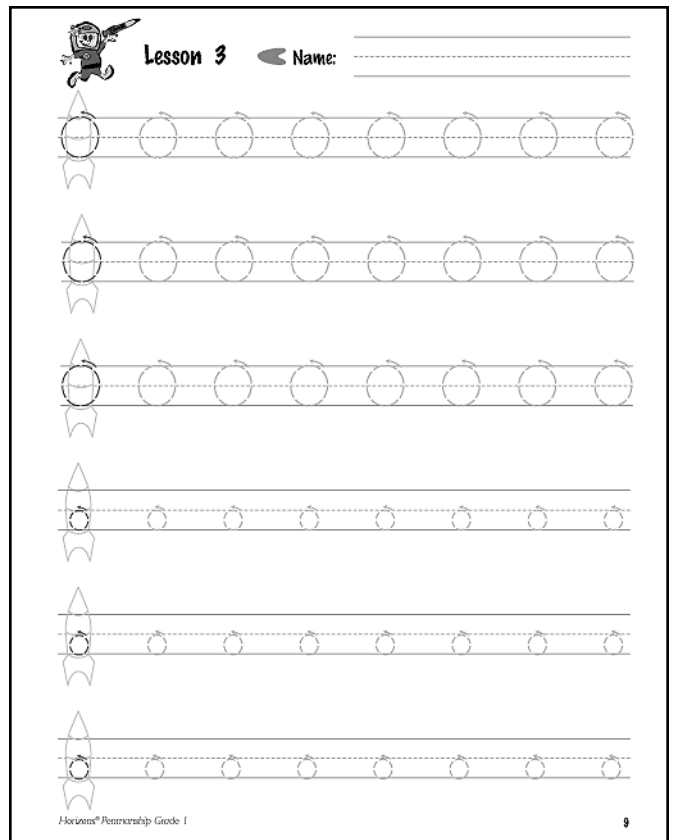
## Suggested Bible Verse Lessons 1-5:

"Whatever you do, work at it with all your heart, as working for the Lord, not for men."  
(Colossians 3:23).

# Lesson 3 - Manuscript Circle Practice

## Teaching Tips:

1. In this lesson, the children begin practicing manuscript circles (the letter **Oo**). Using an alphabet chart, have the children find all of the letters which use a circle or part of a circle in the formation of the letter.
2. Tell the children that circles in manuscript writing have a special starting point.
3. Use a clock to demonstrate the “two o’clock” position. This can be done on a real clock face or on one drawn on the board or an a chart.
4. Have the children do their warm-up exercises, making sure that they begin their circles in the two o’clock position and proceed up, over, and around (counterclockwise).
5. Look at today’s lesson page. Tell the children that the rocket ship will be their guide for forming letters in these early lessons. The rocket ship has a nose cone, a second stage, a booster, and a tail. Ask them what parts of the rocket the large circle covers (second stage and booster). What part of the rocket does the small circle cover? (only the booster)
6. Have the children write their first name on the top line.
7. Review with them the idea that everything they do is to be done carefully to praise God. They are not to rush through the tracing of the circles, but to do each one the best they can.



8. Do the position checklist. Monitor the children as they practice. Compliment careful efforts.
9. Take a break after the first three lines. Have the children stand, shake their hands and arms, and trace some circles in the air.
10. Proceed with the small circles.
11. Praise all efforts. Circle the best on the page as a model.

## Suggested Bible Verse Lessons 1-5:

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” (Colossians 3:23).

