

# **Appleby Handwriting Instruction Guide**

**2022**

# Language of Instruction for Ball & Stick Letter Formation (Handwriting)

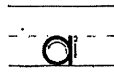
- **Language of Instruction = Assured Readiness for Learning (ARL)**
  - Enclosed is the language of instruction to be used when teaching students how to write their letters.
  
- **Materials**
  - UPK & K will review and update handwriting practice sheets from CKLA and create new handwriting practice sheets
  - Grade 1 - 3 will create handwriting practice sheets
  - UPK-2 will use lined paper with a top line, base line, and middle line. Grade 3 will use loose leaf paper.
  - Enclosed are samples of writing papers to be used when teaching handwriting. Writing paper can be differentiated to best meet needs of students.
  
- **Instruction**
  - Students UPK-2 will receive direct explicit instruction on letter formation, letter size, and spacing between letters
  - The first month (September) of grade 3 students will receive a review of letter formation, letter size, and spacing between letters
  - All teachers UPK-6 will use the ARL language of instruction for letter formation
  
- **Time**
  - UPK & K - handwriting is part of the current ELA curriculum
  - Grade 1 - during writing block, 30 minutes/week will be devoted to instruction on letter formation, letter size, and spacing between letters
  - Grade 2 - during writing block, 20 minutes/week will be devoted to instruction on letter formation, letter size, and spacing between letters
  - Grade 3 - in the month of September, during writing block, 20 minutes/week will be devoted to instruction on letter formation, letter size, and spacing between letters

## Language of Instruction for Ball and Stick Letter Formation

**Letter A:** start at the top line, make a slanted line to the lower left baseline, stop and lift. From the start point, make a slanted line to the lower right baseline, stop and lift. Make a horizontal line from left to right at the middle horizontal line, between the two slanted lines.



**Letter a:** start at the middle horizontal line, make a counter-clockwise circle that sits on the baseline, go up to close the circle, trace the vertical line back to the baseline.



**Letter B:** start at the top line, make a vertical line to the baseline, stop and lift. From the start point, make a clockwise circle stop when you touch the vertical line, then retrace the line at the middle horizontal line and make a clockwise circle that sits on the baseline and stops at the vertical line.



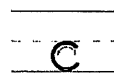
**Letter b:** start at the top line, make a vertical line to the baseline, trace back up the vertical line to the middle horizontal line, and go clockwise closing your circle where the baseline and vertical line meet.



**Letter C:** start at the top horizontal line, make a counter-clockwise circle that sits on the baseline and stop.



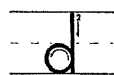
**Letter c:** start at the middle horizontal line, make a counter-clockwise circle that sits on the baseline and stop.



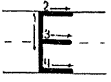
**Letter D:** start at the top line, make a vertical line to the baseline, stop and lift. From the start point, make a clockwise circle that sits on the baseline and stops at the vertical line.



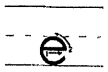
**Letter d:** start at the middle horizontal line, make a counter-clockwise circle that sits on the baseline, close the circle and continue with a vertical line to the top horizontal. Retrace the vertical line to the baseline.



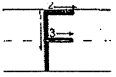
**Letter E:** start at the top line, make a vertical line to the baseline, stop and lift. From the start point, make a short horizontal line from left to right at the top line, stop and lift. From the vertical line that touches the middle line, make a short horizontal line from left to right at the middle line, stop and lift. From the vertical line that touches the baseline, make a short horizontal line from left to right at the baseline.



**Letter e:** start in the middle space between the baseline and mid-line, begin an oval that goes to the mid-line, then go counter-clockwise, closing the oval and continuing to the baseline, then stopping.



**Letter F:** start at the top line, make a vertical line to the baseline, stop and lift. From the start point, make a short horizontal line from left to right at the top line, stop and lift. From the vertical line that touches the middle line, make a short horizontal line from left to right at the middle line, stop and lift.



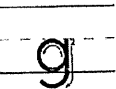
**Letter f:** start just below the top line, go counter-clockwise to the top line and turn your curving line into a vertical line that goes to the baseline, stop and lift. Make a short horizontal line from left to right at the mid line, crossing your vertical.



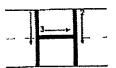
**Letter G:** start just below the top line go counter-clockwise to the top line and continue making a circle that touches the baseline and stops at the middle line, continue a short horizontal line to the left on the middle line.



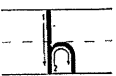
**Letter g:** start at the middle horizontal line, make a counter-clockwise circle that sits on the baseline, close the circle and then go vertical below the baseline, making a tail to the left.



**Letter H:** start at the top line, make a vertical line to the baseline, stop and lift. To the right of the first line, start at the top line, make a vertical line to the baseline, stop and lift. Make a horizontal line from left to right at the middle horizontal line, between the two vertical lines.



**Letter h:** start at the horizontal line, make a vertical line to the baseline, re-trace to the middle horizontal line, curve to the right, touching the middle line, and then go vertically back down to the baseline.



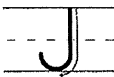
**Letter I:** start at the top line, make a vertical line to the baseline, stop and lift. Go to the top line and left of your vertical line, make a short horizontal line from left to right at the top line crossing your vertical, stop and lift. Go to the baseline and left of your vertical line, make a short horizontal line from left to right crossing your vertical.



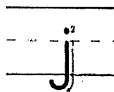
**Letter i:** start at the middle line, make a vertical line to the baseline; go above the starting point and make a small dot to “dot” the i.



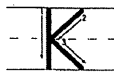
**Letter J:** start at the top line, make a vertical line that goes to the baseline, curves to the left, stop and lift.



**Letter j:** start at the middle line, make a vertical line that goes below the baseline, curves to the left, stop and lift. Go above the starting point and make a small dot to “dot” the j.



**Letter K:** start at the top and make a vertical line to the baseline, stop and lift. Go to the top line make a slanted line to the left that touches the vertical line at the middle line, slant back to the lower right and stop at the baseline.



**Letter k:** start at the top and make a vertical line to the baseline, stop and lift. Go to the middle line make a slanted line to the left that touches the vertical line, slant back to the lower right and stop at the baseline.



**Letter L:** start at the top line, make a vertical line to the baseline and continue a short horizontal line to the right on the baseline.



**Letter l:** start at the top line, make a vertical line to the baseline.



**Letter M:** start at the top line and make a vertical line to the baseline, stop and lift. Go to the start point make a slanted line to the lower right baseline, stop then continue back up making a slanted line to the right stopping at the top line, and go vertically down to the baseline and stop.



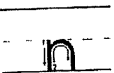
**Letter m:** start at the middle horizontal line, make a vertical line to the baseline (1 down stroke), retrace to the middle line, curve to the right, touching the middle line, and go vertically to the baseline (2<sup>nd</sup> down stroke), retrace to the middle line, curve to the right touching the middle line, and go back to the baseline (3<sup>rd</sup> down stroke).



**Letter N:** start at the top line and make a vertical line to the baseline, stop and lift. Go to the start point make a slanted line to the lower right baseline, stop then go vertically back up to the top line and stop.



**Letter n:** start at the middle horizontal line, make a vertical line to the baseline (1 down stroke), retrace to the middle line, curve to the right, touching the middle line, and go vertically to the baseline (2<sup>nd</sup> down stroke).



**Letter O:** start at the top line, make a counter-clockwise circle that sits on the baseline. Close the circle.



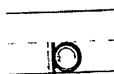
**Letter o:** start at the middle horizontal line, make a counter-clockwise circle that sits on the baseline. Close the circle.



**Letter P:** start at the top line, make a vertical line to the baseline, stop and lift. Start at the starting point and make a clockwise circle that sits on the mid line, and stops at the vertical line.



**Letter p:** start at the middle line, make a vertical line that goes below the baseline, retrace to the middle line and make a clockwise circle that touches the mid line, sits on the baseline, and stops at the vertical line.



**Letter Q:** start at the top line, make a counter-clockwise circle that sits on the baseline. Close the circle. Start in the middle space between the baseline and mid-line and make a slanted line from left to right that stops at the baseline.



**Letter q:** start at the middle horizontal line, make a counter-clockwise circle that sits on the baseline, go up to close the circle, trace the vertical line back to the baseline and go below the line, then curve to the right and end.



**Letter R:** start at the top line, make a vertical line to the baseline, stop and lift. From the start point, make a clockwise circle stop when you touch the vertical line, then make a slanted line to the lower right stopping at the baseline.



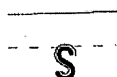
**Letter r:** start at the middle line, make a vertical line down to the baseline, retrace that line almost to the middle, make a curved line to the right that touches the middle line and ends just below it.



**Letter S:** start just below the top line, begin a circle by going counter-clockwise up to the top line, continue your circle to the middle horizontal line, then begin going clockwise to the baseline and end when your circle gets just above the baseline on the left.



**Letter s:** start just below the middle horizontal line, begin a circle by going counter-clockwise up to the middle line, continue your circle to the middle-middle, then begin going clockwise to the baseline and end when your circle gets just above the baseline on the left.



**Letter T:** start at the top line, make a vertical line to the baseline, stop and lift. Go to the top line and left of your vertical line, make a short horizontal line from left to right, at the top line, crossing your vertical.



**Letter t:** start at the top horizontal line, make a vertical line to the baseline and lift. Go to the middle and left of your vertical line, make a short horizontal line from left to right to cross your t.



**Letter U:** start at the top line, go down to the baseline, curve to the right, make a vertical line back up to the top line, retrace that line to the baseline.



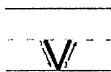
**Letter u:** start at the middle line, go down to the baseline, curve to the right, make a vertical line back up to the middle, retrace that line to the baseline.



**Letter V:** start at the top line, make a slanted line to the lower right, at the baseline curve to the right, make a slanted line to the right back up to the top line.



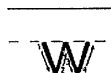
**Letter v:** start at the middle line, make a slanted line to the lower right, at the baseline curve to the right, make a slanted line to the right back up to the middle.



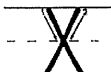
**Letter W:** start at the top line, make a slanted line down to the baseline, curve to the right, make a slanted line back up to the top line, make a slanted line down to the lower right baseline, curve to the right, make a slanted line back up to the top line and end there.



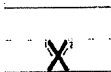
**Letter w:** start at the middle line, make a slanted line down to the baseline, curve to the right, make a slanted line back up to the middle, make a slanted line down to the lower right baseline, curve to the right, make a slanted line back up to the middle and end there.



**Letter X:** start at the top line and make a diagonal to the lower right. Cross that diagonal line from the upper right to the lower left, starting at the top line and stopping at the baseline.

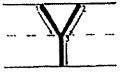


**Letter x:** start at the middle line and make a diagonal to the lower right. Cross that diagonal line from the upper right to the lower left, starting at the middle line and stopping at the baseline.

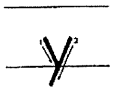




**Letter Y:** start at the top line and make a diagonal to the lower right stop at the middle line and lift. Start at the top line and make a diagonal to the left touching the first stroke at the mid line and continue to the baseline.



**Letter y:** start at the middle line and make a diagonal to the lower right stop at the baseline and lift. Start at the middle line and make a diagonal to the left touching the first stroke at the baseline and continue below the baseline.



**Letter Z:** start at the top line and make a short horizontal to the right, continue diagonally to the lower left, stopping under the start point, but on the baseline, continue with a horizontal line to the right, ending under the diagonal start point.



**Letter z:** start at the middle line and make a short horizontal to the right, continue diagonally to the lower left, stopping under the start point, but on the baseline, continue with a horizontal line to the right, ending under the diagonal start point.



## Language of Instruction for Number Formation

0: Around and around and around we go... when we get home we have a zero

1: number 1 is like a stick. A straight line that is very quick.

2: Around and back on the railroad track. Two, two, two, two!

3: Around a tree, around a tree, that's the way to make a three!

4: Down and over, down once more. That's the way to make a four!

5: Straight line down, then around. Hat on top and five's a clown!

6: Make a curve then make a loop. There are no tricks to make a six!

7: Across the sky and down from heaven. That's the way to make a seven!

8: Make an S and do not wait go back up and that's an eight!

9: A loop and a line, that makes a nine!

10: Straight line down, then around with a grin. That's the way to make a ten!

**Sample Handwriting Paper**  
**UPK – Grade 2**

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

Date: \_\_\_\_\_

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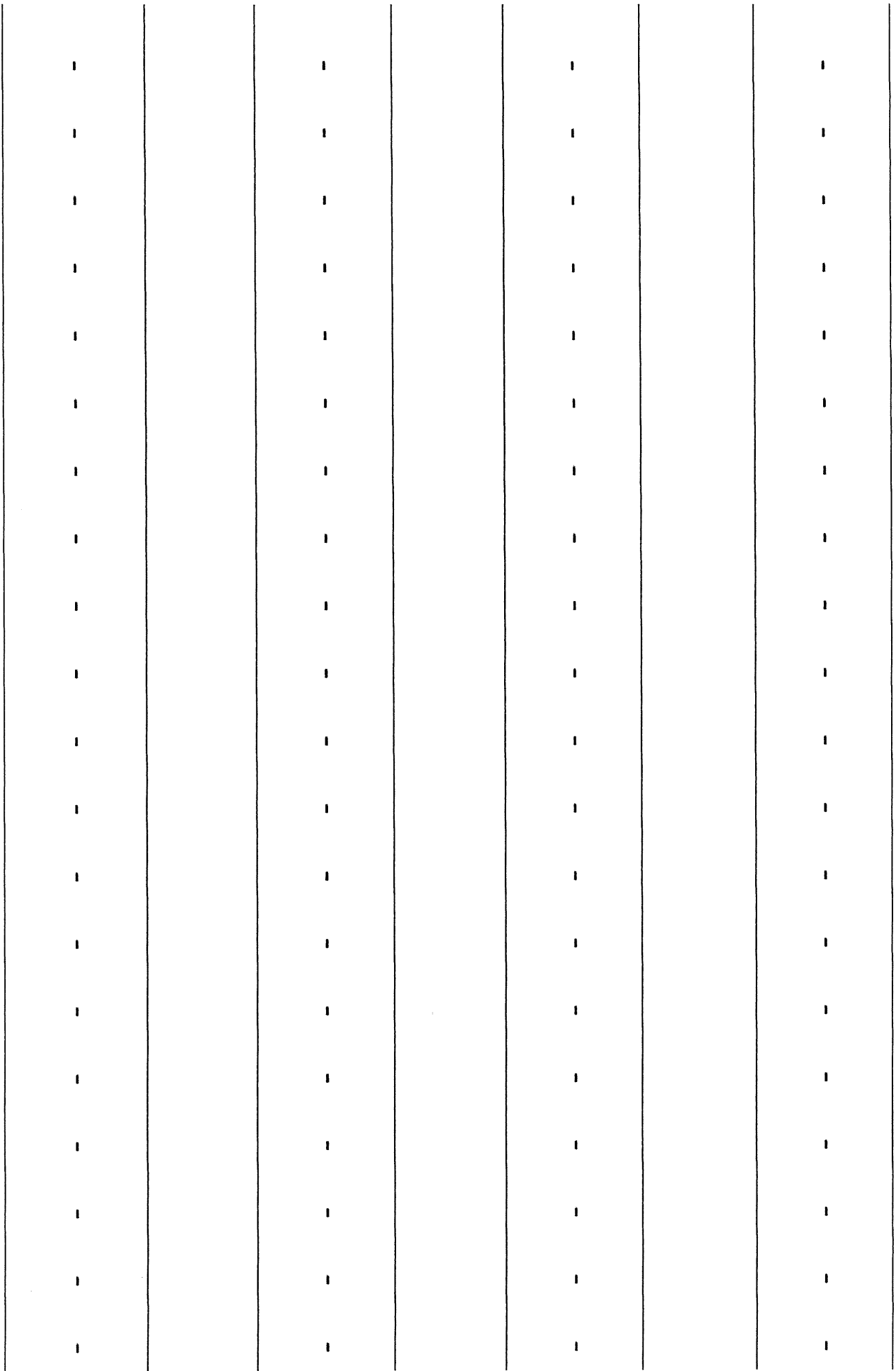
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\_\_\_\_\_

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

Date: \_\_\_\_\_

Handwriting practice lines consisting of four rows. Each row is defined by a solid top line, a dashed middle line, and a solid bottom line.





Name:

1.

2.

3.

4.

5.

6.

7.

8.



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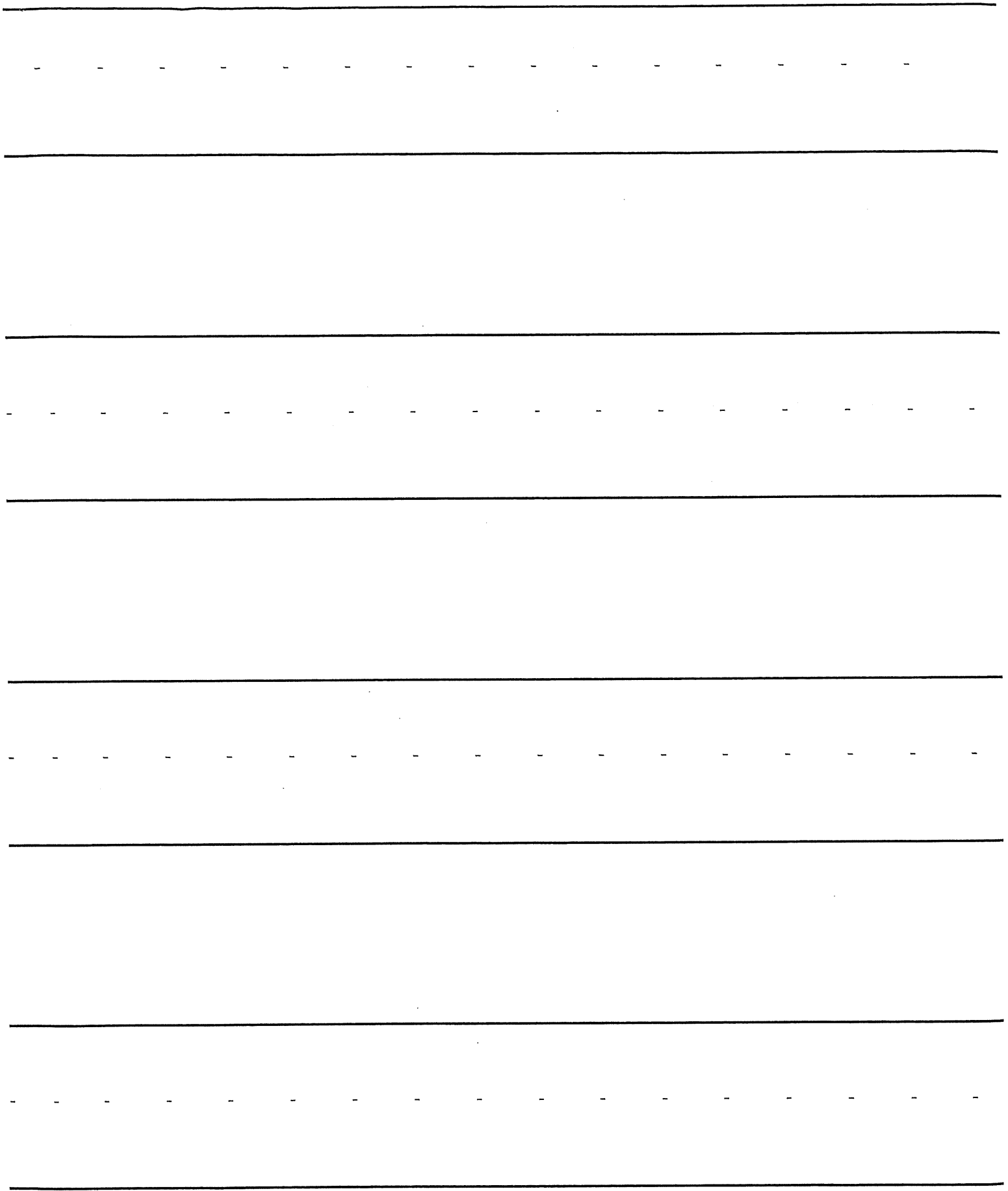
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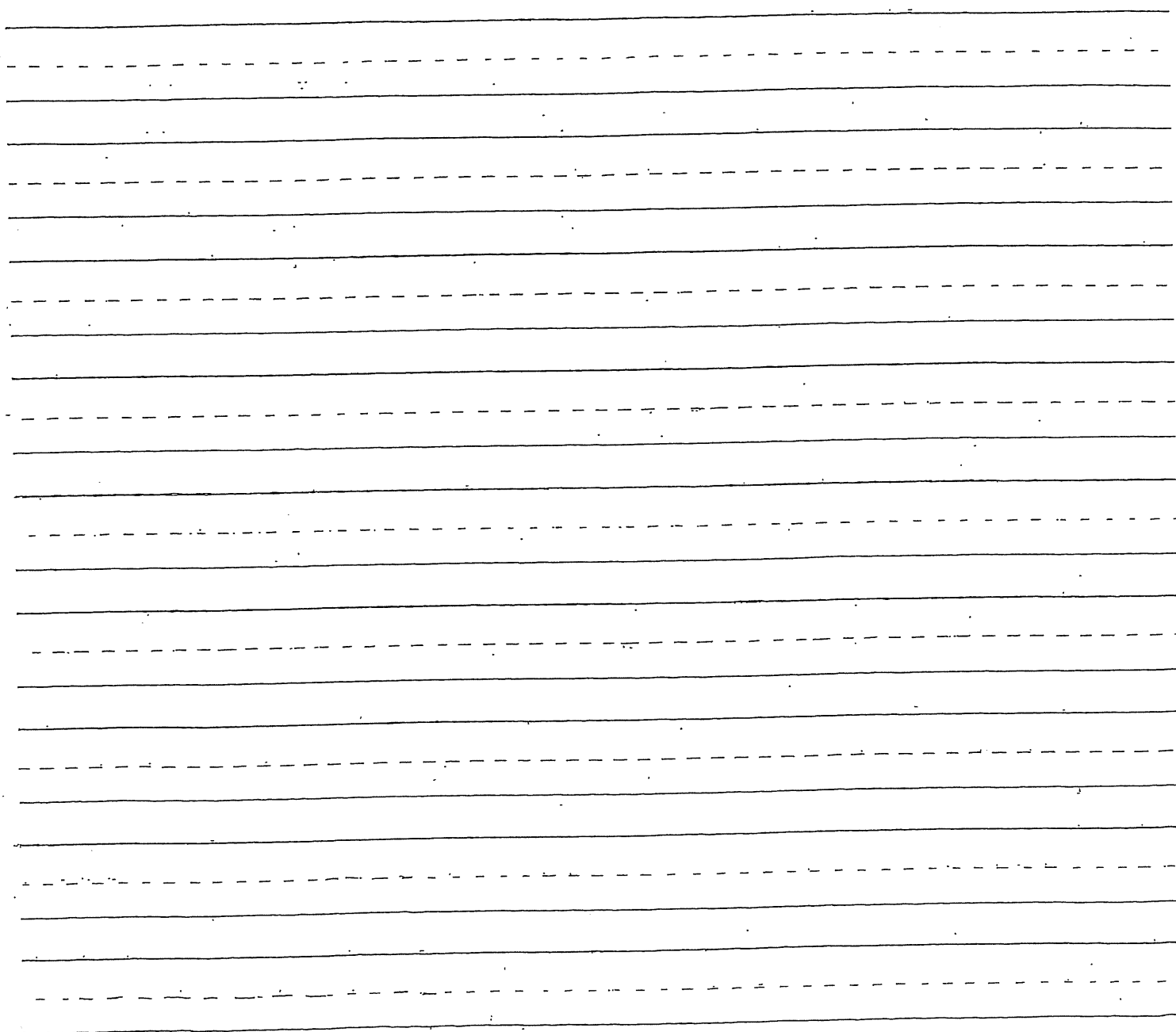
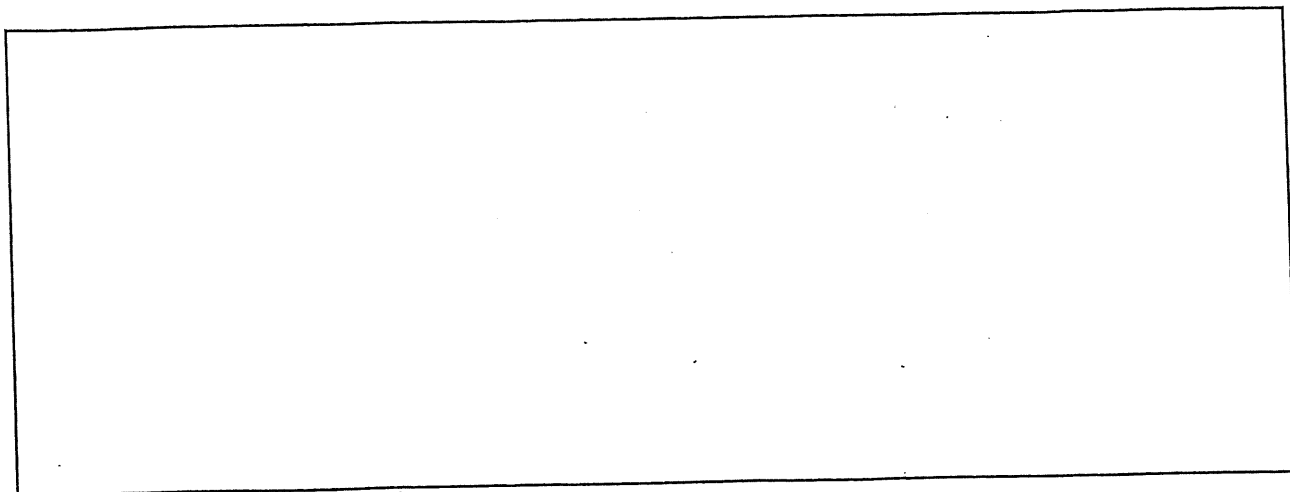
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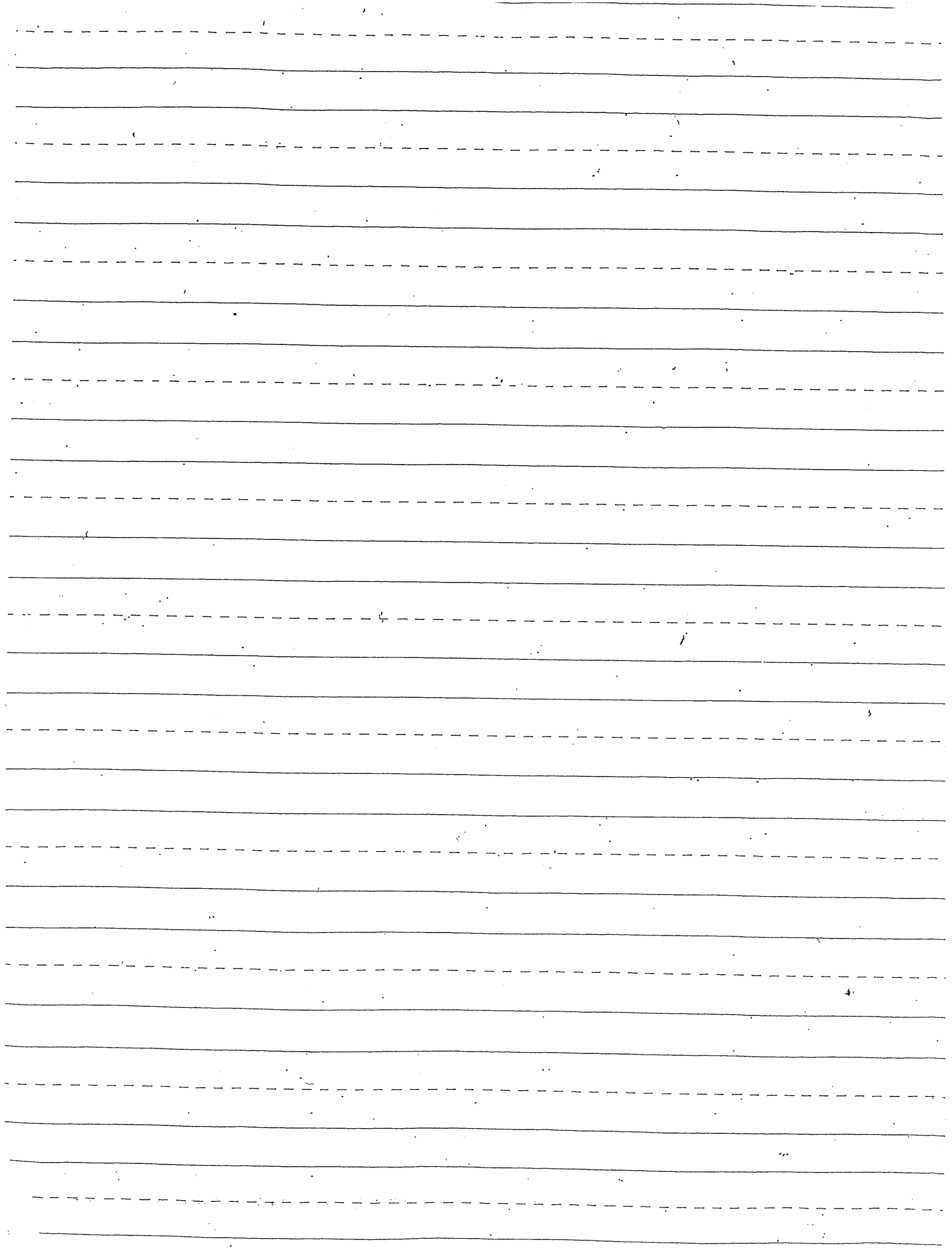
Date



Student Name \_\_\_\_\_

Date \_\_\_\_\_

Handwriting practice lines consisting of 18 rows. Each row is defined by three horizontal lines: a solid top line, a dashed middle line, and a solid bottom line.



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

Date: \_\_\_\_\_

Handwriting practice lines consisting of multiple sets of solid top and bottom lines with a dashed midline.

