

Collins

Work on your

Handwriting

A workbook for adult learners of English

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Collins

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How to use this book

Welcome to *Work on your Handwriting!*

This is a practical workbook to help you work on your handwriting in English. You will learn how to correctly write all upper-case and lower-case letters, and how to form words so that they are clear and neat. You will practise using proper spacing and punctuation in sentences and paragraphs, so that your handwriting is easy for others to read.

You may find that writing in English is very different to writing in your own language, especially if you usually write from right to left and/or use another alphabet. You can improve your handwriting by looking carefully at the examples in this book, and completing the practice exercises.

The book is designed to work in different ways. For example, you can start at the beginning of the book and work your way through to the end. Or, if you have specific areas of handwriting that you want to work on, you can pick and choose the parts of the book that practise these skills.

Most important of all: you will get back what you put in. If you practise regularly, you will change your handwriting faster. If you don't, you won't. It's simple, really.

You can use *Work on your Handwriting*:

- as a self-study course
- with a teacher in a classroom

A clear, detailed introduction gives helpful advice about the unit subject, and any specific issues that it may involve.

Real handwriting examples show you how to form words correctly.

Simple instructions tell you how to complete the exercises on the page.

25

Single words

Let's work on writing single words. When you write words in joined-up writing, most lower-case letters join up, as in this example:

street

In the style of joined-up writing that we use in this book, some lower-case letters do not join on to the next letter that you write. These letters are **g**, **j** and **y**. This is because when you write these letters, the line you draw does not end in a place where the next letter can begin. Look at this example:

yellow

You can see that the **y** does not join to the letter after it. In some styles of handwriting, the **y** and other letters are written differently so that they do join up to other letters. On page 37 of this book, you can see some different styles of handwriting.

Remember, in joined-up writing we never join upper-case letters to any other letters. The upper-case letters are exactly the same as in print writing. Look at this example:

India

Here is an example of the words above written in joined-up writing:

street

yellow

India

Single words

Now let's practise writing some words in joined-up writing.

The example words above the practice guidelines are larger than you should write them. This is so that you can see the direction arrows on the letters. The arrows (N) show you which direction to write each part of the letter in.

jump *jump*

jump

Australia *Australia*

Australia

Australia

fast *fast*

fast

fast

page *page*

page

page

This solid-line example word shows you how the word should look.

The arrows on a second example word give directions to follow to correctly write each letter.

The guide lines help you position your words correctly on the line, and write each letter at the right size. You can write over the dotted-line word first to practise.

Writing on a single line gives you good practise in how you will usually write in everyday life.

50 Section C: Joined-up writing 51

How this book works

This book has four sections:

- Section A introduces the tools and skills you need for good handwriting in English.
- Section B looks at print writing. Print writing is very important to use in many official situations – for example, when you fill in forms.
- Section C looks at joined-up writing. You will use joined-up writing for most situations, from taking notes in class to writing a thank-you note.
- Section D has games that you can play, to practise your handwriting and have some fun at the same time.

Print writing and joined-up writing

It is important that you learn how to correctly use the two types of handwriting in English – print writing and joined-up writing.

In the print section, you will:

- learn how to write each letter of the alphabet correctly
- practise writing each letter
- work on writing letters with ascenders and descenders
- practise writing numbers
- learn about upper-case letters
- work on correct spacing between words
- learn about punctuation
- do free-writing exercises

In the joined-up writing section, you will:

- learn how to write each letter of the alphabet correctly
- practise writing each letter
- work on writing letter pairs
- practise writing words and groups of words
- learn to write sentences with correct spacing and punctuation
- practise writing sentences that include numbers
- work on writing paragraphs
- do free-writing exercises

Tips for good handwriting

Writing tools

It is important to have good tools to practise your handwriting. You should have good-quality pencils and rubbers for practice, and a pencil sharpener. Make sure you use HB pencils, known as No. 2 pencils in other areas of the world.

Pencils are best for handwriting practice as you can erase any mistakes you make. You should also have a pen, so that you can practise writing with this too. It is a good idea to keep all your writing tools together in a pencil case.



Notebooks and paper

Students sometimes use very small notebooks. These are not good for handwriting practice because there isn't enough space on each page to work.

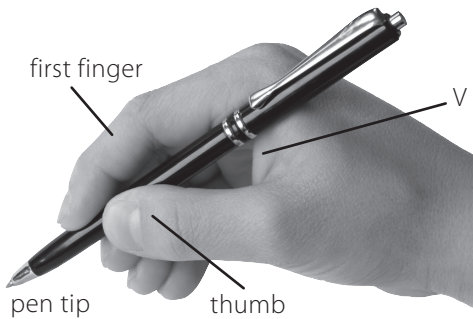
Make sure that your notebook has standard A4-sized pages of lined paper.



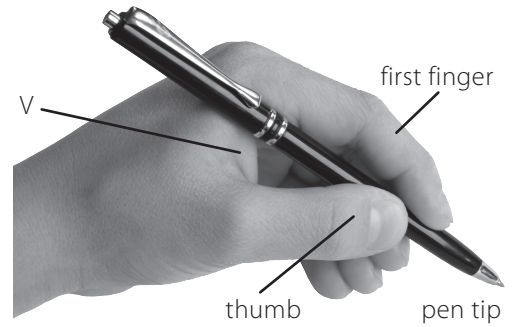
Holding the pen or pencil correctly

To write well, you must make sure you hold the pen or pencil correctly.

Here is an example of the 'tripod' grip, the most common way of holding a pen or pencil when writing in English. The hand position is the same whether you use your right hand or your left hand to write.



right-handed tripod grip



left-handed tripod grip

Rest the pen in the 'V' between your thumb and first finger. Hold the pen between your thumb, first finger and middle finger. Put your first finger on top of the pen, and your middle finger and thumb on each side of the pen. Your fingers should be 1 or 2 cm away from the pen tip.

Pencil grips

Students sometimes have problems holding onto a thin pencil or pen. You can buy things called pencil grips to help with this. Pencil grips can also make it more comfortable to write for a long period of time.

There are many different types of pencil grips. You can buy them in a stationer's shop (a shop that sells writing tools and materials), or you can buy them on the internet.

Here is an example of one kind of pencil grip:



Introduction to print writing

Print writing is used when handwriting needs to be extremely clear and easy to read – for example, when writing details on a luggage tag that goes on a suitcase when you travel.



Print writing should always be used for official forms, such as job applications, that we use to give important information about ourselves. Many of these forms are looked at (scanned) by computers and must be very easy to read.

Application for Employment

Position applied for: Office Administrator

Name: Amy Yu

Address: 5 Wightman Road, Edinburgh EH4 8QS

Email: amy.yu.1985.edin@mail.com Mobile: 07825 116 413

Give details of your most recent employment:

Position: Receptionist Name of business or employer: Ciscenta Sales

Dates of employment: 01/03/2009 – present Rate of pay: £18,000 p.a.

What were your duties? Greeting visitors, answering telephones and directing calls to different departments, opening and distributing post, filing, keeping client contact information up to date.

Print letters

There are 26 letters in the English alphabet. On this page, you can see how the upper-case and lower-case letters look in print writing.

Upper-case letters (also called 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

Lower-case letters (also called small letters):

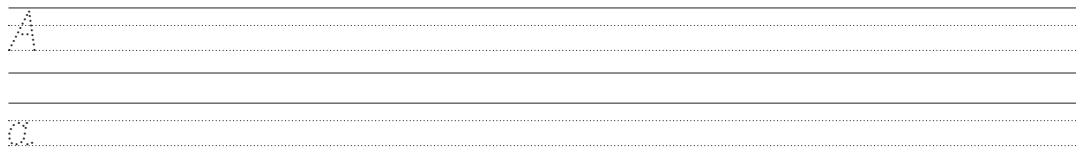
a b c d e f g
h i j k l m n o
p q r s t u v
w x y z

Print letters Aa–Ee

We will start by practising the print letters. It is important to form single letters correctly before moving on to writing words and sentences. We will practise both upper-case (**A**) and lower-case (**a**) letters.

The example letters above the practice guidelines are larger than you should write them. This is so that you can see the direction arrows on the letters. The arrows (↘) show you which direction to write each part of the letter in. Sometimes the arrows have numbers, to tell you which part of the letter to write first and when to lift your pen to start a new part of the letter. If there is only a number 1, write the letter without lifting your pen from the paper.

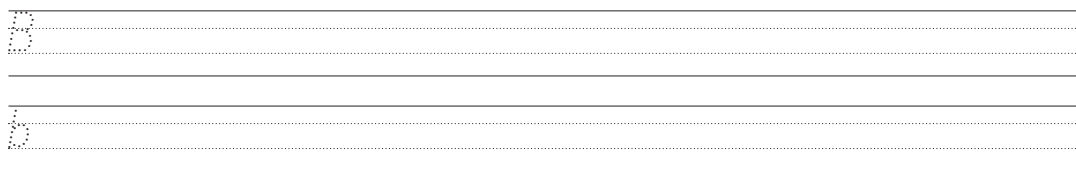
A a *A a*



Now practise your **A** and **a** on a single line.



B b *B b*



Now practise your **B** and **b** on a single line.



C c C c

C

c

Now practise your **C** and **c** on a single line.

C

c

D d D d

D

d

Now practise your **D** and **d** on a single line.

D

d

E e E e

E

e

Now practise your **E** and **e** on a single line.

E

e

Joined-up letters a–g

Let's practise writing joined-up letters. It is important to write single letters correctly before moving on to writing words and sentences.

Upper-case letters (**A**) do not join up. For this reason, you will practise only lower-case letters (**a**) in the joined-up letters section.

The example letters above the practice guidelines are larger than you should write them. This is so that you can see the direction arrows on the letters. The arrows (↘) show you which direction to write each part of the letter in. Sometimes the arrows have numbers, to tell you which part of the letter to write first and when to lift your pen to start a new part of the letter. If there is only a number 1, write the letter without lifting your pen from the paper.

a *a*

a

Now practise your **a** on a single line.

a

b *b*

b

Now practise your **b** on a single line.

b

c *c*

c

Now practise your **c** on a single line.

c

d

d

Now practise your **d** on a single line.

d

e e

e

Now practise your **e** on a single line.

e

f f

f

Now practise your **f** on a single line.

f

g g

g

Now practise your **g** on a single line.

g

Joined-up letters x-z

x x

x

Now practise your **x** on a single line.

x

y y

y

Now practise your **y** on a single line.

y

z z

z

Now practise your **z** on a single line.

z

Practise each of the lower-case joined-up letters again here. Write in the space next to each example letter:

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

Letter pairs ch th wh

In joined-up writing, you connect – or join – most of the letters when you write a word. Now that you have practised writing single joined-up letters, you can move on to writing letter pairs – two letters that go together. On this page, let's practise writing **ch**, **th** and **wh**.

The example letters above the practice guidelines are larger than you should write them. This is so that you can see the direction arrows on the letters. The arrows (↘) show you which direction to write each part of the letter in.

ch ch

ch

Now practise your **ch** on a single line.

ch

th th

th

Now practise your **th** on a single line.

th

wh wh

wh

Now practise your **wh** on a single line.

wh

Punctuation and spacing

The rules for correct spacing with punctuation marks are the same when you use print writing or joined-up writing:

- There is never a space before the punctuation mark.
- There is always a single space after the punctuation mark.

This means that there is always a single space between each sentence that we write. A punctuation mark never joins up with the letter before it.

Here is an example of correct spacing between sentences:

The dog is hungry. We need to feed it. I will buy some food.

In each sentence, there is no space between the full stop and the letter before it. The full stop is also not joined to the letter before it. There is a single space after each full stop, and this means that there is one space between each sentence.

Here is an example of incorrect spacing in a sentence:

The dog is hungry. We need to feed it. I will buy some food.

At the end of the first sentence, there are two spaces between the full stop and the letter after it. There is no space between the last two sentences. In the third sentence, there is a space between the full stop and the letter before it.

Now let's practise writing sentences with correct spacing, on the guidelines below the example and then on the single lines:

I'm going on holiday. Amira, John and Taiki are coming too.

I work in East London. Where do you work? Do you like it?

Are you coming to the park? It is so sunny today!

Sentences

When you feel that you have practised enough with letters and words, you can move on to writing sentences.

As you write your sentences, remember the basic things that you must do:

- Make sure that your letters are the same size and shape each time you write them.
- Be careful to make your ascenders and descenders touch the top and bottom guidelines. Remember where these guidelines would be when you write on a single line.
- Keep equal spaces between words (see pages 28–29 for more help with this).
- Use a full stop, question mark or exclamation mark at the end of every sentence.

Write on the guidelines and the single line below each example sentence.

The train is late.

Do you travel a lot for work?

My favourite TV show is on tonight.

What is your name?

I have lived in Japan, France and Russia.

It is raining again today!

She plays football, tennis and squash.

He likes going to the theatre.

Complete the long paragraphs

This section will practise writing longer paragraphs. You will fill in gaps in the paragraphs to complete them.

This paragraph below is about learning English. Look at the words listed above the paragraph. Choose which word (or group of words) goes in which blank space.

English language on the internet
 speak international make friends
 opportunities jobs

English is a very important _____ for me to study. You need to speak English well for many _____ in my country. If you learn to _____ English well, you can often find interesting _____ in other countries too. Many people all over the world speak English. It is an _____ language. I like talking to people in other countries _____. There are lots of websites and chatrooms where many people speak English. I like to _____ with people who speak English. I can practise my _____ with them, and have a nice chat at the same time!

This paragraph is about exercise. Fill in the gaps with the words (or groups of words) listed above the paragraph.

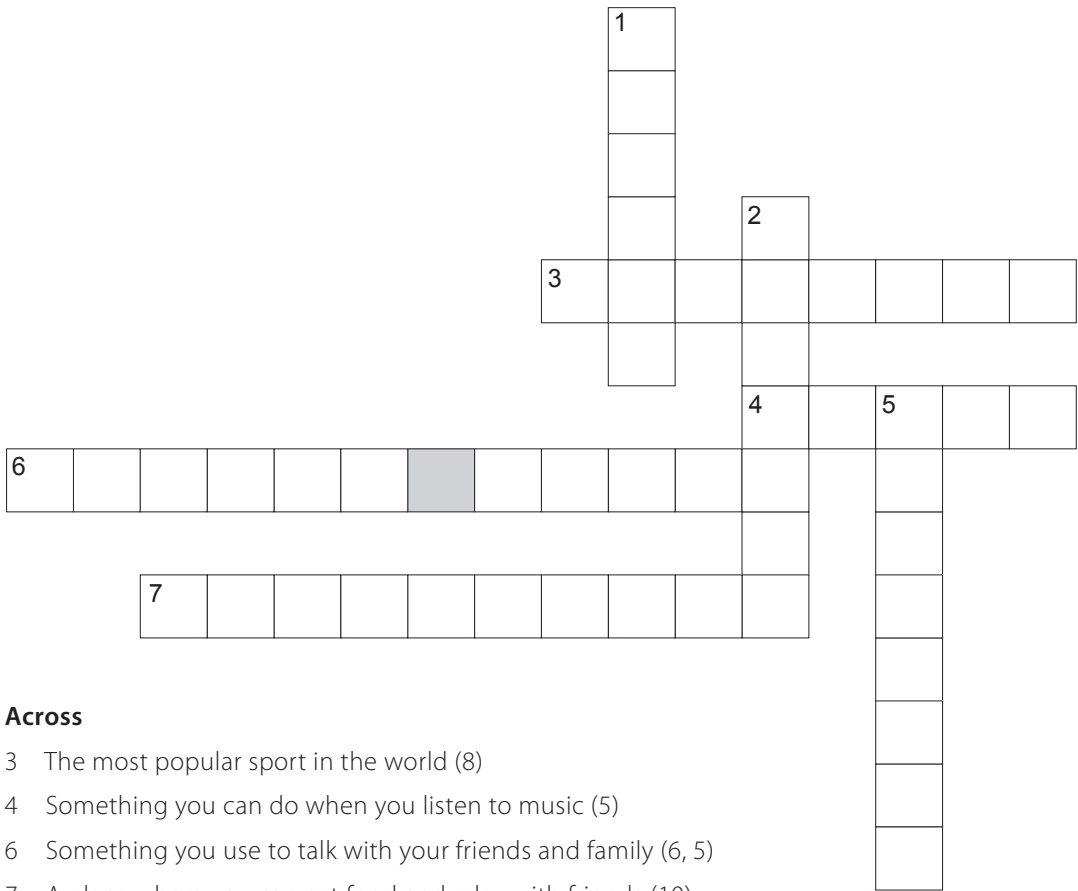
better bad day healthy fitness
 strong lungs run time
 a few minutes exercise a bike ride
 heart healthy weight stress

Exercise is very important for staying _____.
 Many people spend too much _____ sitting in front of a TV or a computer screen. Studies show that just _____ of exercise each day can really improve your _____.
 Exercise has many positive effects. First, it can help to keep your _____ and _____ healthy. Second, exercise can make your muscles _____ and flexible. Third, it can help people to stay at a _____. Last of all, people who regularly _____ often say that it helps to reduce their _____ levels. If you are having a _____, going for a _____, a swim or _____ can make you feel so much _____.

Crossword

The crossword puzzle is a popular way to spend a Sunday afternoon. Read the clues and write the answers in the numbered spaces on the crossword. There is a number in brackets after each one of the clues. This is the number of letters in the answer word.

You should use upper-case letters to fill in the crossword. People complete crosswords with upper-case letters so that their answers are clear and easy to read.



Across

- 3 The most popular sport in the world (8)
- 4 Something you can do when you listen to music (5)
- 6 Something you use to talk with your friends and family (6, 5)
- 7 A place where you can eat food and relax with friends (10)

Down

- 1 The capital of England (6)
- 2 A person who goes to a school and studies (7)
- 5 Something you write in when you are in class (8)

Wordsearch

This wordsearch is great practice for your handwriting. You must find the words below. The words are in straight lines forwards, backwards, up and down. However, before you can circle the words, you have to trace (write over) each print letter.

study

vocabulary

review

practise

pencil

language

handwriting

notebook

erase

sentence

