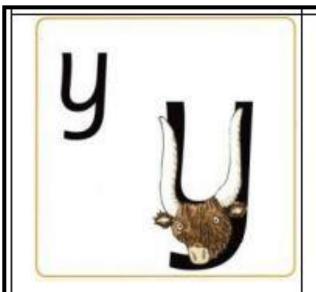
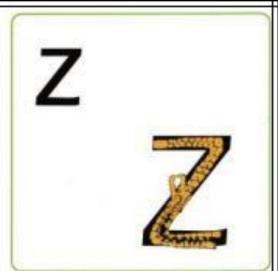


# Read, Write, Inc. Handwriting

Teaching Guide



Down a horn, up a horn and under head.



Zig-zag-zig.

#### Handwriting Teaching Guide

Through daily teaching and practice of handwriting we ensure that children develop sufficient handwriting skills.

We make the physical process of writing — handwriting — enjoyable from the start, so children see themselves as 'writers'. We use mnemonics — memory pictures — to help children visualise the letter or join before they write it down. Children need to practise handwriting under the guidance of a teacher so they do not develop habits that will be difficult to undo later.

Please don't ask children to copy letters or words. We need their attention to be focused on their own formation of letters and joins.

Please ensure you allow 5 to 10 minutes for every handwriting session marked on the timetable.

There are four handwriting stages:

#### Stage 1

These lessons are taught while children read the Red, Green, Purple, Pink and Orange Storybooks. The online 'checklists' for each letter are in the Handwriting files in Read Write Inc. Phonics Online.

Stage la: Children practise correct letter formation.

Stage Ib: Children learn where to place the letters on the writing line.

#### Stage 2

These lessons are taught once children are secure with the formation of all lower-case letters. The focus is on the teaching of capital letters.

#### Stage 3

These lessons are taught while children read the Yellow, Blue and Grey Storybooks and once they are secure with all lower-case and capital letter formation. The online 'checklists' for each letter are in the Handwriting files in Read Write Inc.

Phonics Online. Children learn a mature style of writing that will lead to joined-up writing.

#### Stage 4

These lessons are also taught while children read the Yellow, Blue and Grey Storybooks and once children are secure with stages I-3. The online 'checklists' for each letter are in the Handwriting files in Read Write Inc. Phonics Online.

Children learn the two basic joins: the arm join (diagonal) and the washing line join (horizontal) and the two variables for each join.

#### Handwriting position

Teach children that when you use the handwriting signal they automatically go into the perfect handwriting position:

- · feet flat on the floor
- · bottom at the back of the chair
- · body one fist from the table
- · shoulders down and relaxed
- back leaning forward slightly
- · left/right hand holding the page
- left/right hand ready in a tripod grip.

## Handwriting Stage Ia Letter formation

- 'Around' letters: c a o d g q
- 'Down' letters: ltbpkhijmnruy
- 'Curly' letters: e f s
- 'Zigzag' letters: v w z x.

#### Handwriting Stage la: Letter formation

Children learn correct letter formation using the same picture mnemonics they have already learnt in the Speed Sounds Set I Lessons.

These letters are now taught in handwriting groups:

- 'Around' letters: c a o d q q
- 'Down' letters: ltbpkhijmnruy
- 'Curly' letters: e f s
- 'Ziq-zaq' letters: v w z x .

Children write on plain paper.

See the file named 'Handwriting Stage Ia' in the Handwriting files in Read Write Inc. Phonics Online.

#### The lesson plan

Practice the letters in the handwriting order (later on in this document). Use the following routine for every lesson (this is an example lesson for the letter g):

#### Demonstrate

- 1. TOL as you use your mental checklist to write the letter g.
  - $\checkmark$  start at her hair bobble on top of her head
  - √ round face
  - $\checkmark$  back to bobble
  - ✓ very straight hair
  - ✓ round curl to finish.

Repeat a few times using MTYT.

- 2. Ask the children to TTYP to say the mental checklist.
- 3. Take feedback.
- 4. Ask two partners to tell you how to write the letter g.

Repeat a couple more times until the children can say the mental checklist to each other.

#### Practice

- 1. Check that the children are still sitting in the perfect handwriting position.
- 2. Rub out the picture and any letters from the board the children must not copy.
- 3. Ask the children to write one letter, slowly and carefully. (Do not ask them to draw the handwriting picture.)
- 4. Model again how you repeat writing the letter, getting a bit quicker each time.
- 5. Go round the room praising what you see so others can hear. Don't sit with one child. For example: "Nice round chin there! Love the long straight hair. What a great curl."

#### Review

- 1. Write the letter on the board and make one error, drawing on children's common errors.
- 2. Ask the children to TTYP to find your 'two best bits', for example, you remembered to start at the bobble. Then ask children to TTYP to find 'one to fix'.
- 3. Rewrite the letter perfectly, correcting using children's feedback.
- 4. Ask children to practise again.

On the next day, choose a new focus letter, and review one or two previously taught letters.

Note: Help children learn to visualise the letter as a picture and not the written checklist. Do not write the list on the board, though you may need a sticky note to help you remember to start with.

#### 'Around' letters



Checklist: caterpillar

- ✓ start at the caterpillar's head
- ✓ curl around the body



Checklist: apple

- ✓ start at the stalk
- ✓ draw a nice round apple
- ✓ go back up to the stalk, then down
- ✓ curl the leaf at the bottom



Checklist: orange

- ✓ start at the stalk
- ✓ draw a nice round orange



#### Checklist: dinosaur

- ✓ draw a big round bottom
- ✓ up the tall neck
- ✓ down the straight line to the feet
- ✓ draw a curl for the feet



#### Checklist: girl

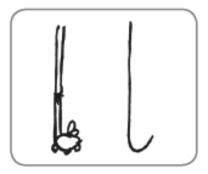
- ✓ start at her hair bobble on top of her head
- ✓ draw a nice round face
- ✓ go back up to her bobble
- ✓ down her very straight hair
- ✓ draw a round curl to finish



#### Checklist: queen

- ✓ start at her hair bobble on top of her head
- ✓ draw a nice round face
- ✓ go back up to her bobble
- ✓ down her very straight hair
- ✓ add a sharp flick to finish

#### 'Down' letters



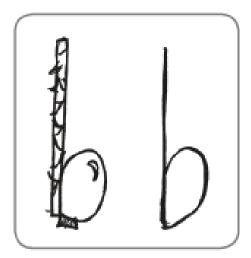
#### Checklist: Liam's leg

- ✓ start at the top of his leg
- ✓ go down his long leg
- ✓ add a curl for the shoe to kick the ball



#### Checklist: tower

- ✓ start at the top of the tower
- ✓ draw a straight line down the tower
- ✓ add a curl at the bottom then lift the pencil off the page
- ✓ draw a straight line across the tower



#### Checklist: boot

- ✓ start at the top of the boot
- ✓ draw a straight line down the boot
- ✓ go round over the toe
- ✓ go back to the heel



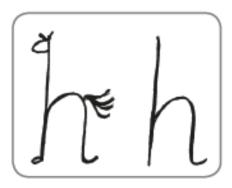
#### Checklist: Polly Pirate

- ✓ start at the top of her plait
- ✓ draw down her long straight plait
- ✓ go round over her face
- ✓ finish under her chin



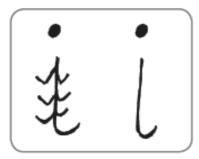
#### Checklist: kangaroo

- ✓ start at the kangaroo's head
- ✓ draw down the long straight body then lift the pencil off the page
- ✓ draw a straight tail to the body two-thirds of the way down
- ✓ draw a straight back leg from the body



#### Checklist: horse

- ✓ start at the horse's head
- ✓ draw down her long straight neck
- ✓ continue down to her feet
- ✓ go round her back
- ✓ draw a straight back leg
- ✓ add a little curl of dust as the horse runs away



#### Checklist: insect

- ✓ start at the top of the insect's neck
- ✓ draw down the short straight body
- ✓ draw a curl for a small round tail
- ✓ add a little dot for the head



#### Checklist: jack-in-a-box

- ✓ start at the top of the jack-in-a-box's neck
- ✓ draw down the long straight body
- ✓ draw a smooth curl for the legs
- ✓ add a dot for the head



#### Checklist: Maisie and the mountains

- ✓ start at Maisie's head
- ✓ draw a straight body for Maisie
- ✓ go over the mountains from Maisie's waist
- ✓ check the mountains are the same height as Maisie
- ✓ add a small curl for the grass



#### Checklist: Nobby and his net

- ✓ start at Nobby's head
- ✓ go straight down Nobby
- ✓ go over the net from Nobby's waist
- ✓ check the net is the same height as Nobby
- ✓ add a small curl for the grass



#### Checklist: robot

- ✓ start at the robot's head
- ✓ go straight down its body
- ✓ go over the robot's arm from its waist



#### Checklist: umbrella

- ✓ start at the top of the handle
- ✓ draw down the straight line for the handle
- ✓ go round underneath the umbrella and back up the other side
- ✓ go down the umbrella
- ✓ add a little curl for the puddle



#### Checklist: yak

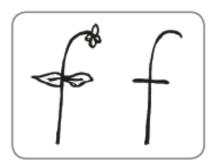
- ✓ start at the top of the first horn
- $\checkmark$  draw down the straight line for the first horn
- ✓ go round underneath the horns
- ✓ draw a straight line up for the second horn
- ✓ go down and curl under its head

#### 'Curly' letters



#### Checklist: egg

- √ draw up around the shell that needs to be cut off the boiled egg
- ✓ go round underneath the egg



#### Checklist: flower

- ✓ start at the top of the flower
- √ draw around and down the flower stem then lift the pencil off the page
- ✓ draw a straight line across the leaves



#### Checklist: snake

- ✓ start at the snake's head
- ✓ curl one way
- ✓ curl the other

#### 'Zigzag' letters



#### Checklist: vulture

✓ draw two straight lines for the wings – down, up



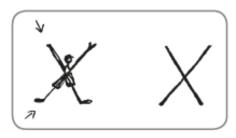
#### Checklist: worm

✓ Down, around and up, down, around and up.



#### Checklist: zigzag

✓ draw three straight lines – across, diagonally back, across



#### Checklist: exercise

- ✓ start at the top left
- ✓ draw one straight line diagonally down lift the pencil off the page
- ✓ start at the bottom left
- ✓ go diagonally up

## Handwriting Stage Ib Relative size of letters

- 'Sun letters': b d h k l (f and t are just a little bit smaller)
- 'Boat letters': a c e i m n o r s u v w x z
- 'Water letters': gjpqy.

Once children can form the letters correctly, they learn how to place the letters on the line. Picture mnemonics help children to visualise the size and placement.

- Some small letters are called 'boat letters': a c e i m n o r s u v w x z .
- Letters that are written below the line are called 'water letters': gjpqy.
- Tall letters are called 'sun letters': b d h k l t f.

Children should write on wide-lined paper.

See 'Handwriting Stage Ib' in the Handwriting files in Read Write Inc. Phonics Online.

#### Explain that:

- Some letters are the same size as the boat and are called 'boat letters': a c e i m n o r s u v w x z .
- Some letters go below the water line and are called 'water letters': g j p q y .
- Some letters are as tall as the sun and are called 'sun letters': b d h k l (f and t are just a little bit smaller).

#### The lesson plan

Use the following routine for every lesson. (This is a sample lesson for the word and.)

See 'Handwriting Stage Ib' in the Handwriting files in Read Write Inc. Phonics Online for the other words to practise.

#### Demonstrate

1. Draw the sun, boat and water pictures in the correct position on the line.



- Show children where to start a level with the top of the boat. Recall the checklist for a as you write the letter.
- Show children where to start n level with the top of the boat. Use the Checklist for n as you write the letter.
- Show children where to start d level with the top of the boat. Use the Checklist for d as you write the letter.
- 2. Ask children to TTYP: What size is each letter? (Choose from boat, water or sun.)
- 3. Take feedback.

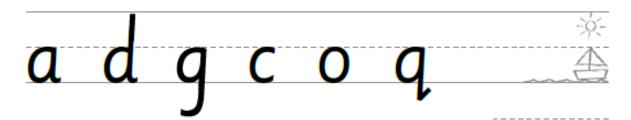
#### Practice

- 1. Check that the children are still sitting in the perfect handwriting position.
- 2. Rub out the word from the board the children must not copy.
- 3. Ask the children to write each letter, slowly and carefully.
- 4. Model again how you repeat writing the word, getting a bit quicker each time.
- 5. Go round the room praising what you see so others can hear. Don't sit with one child. For example: "a is sitting on the line good. You've made n into a boat letter."

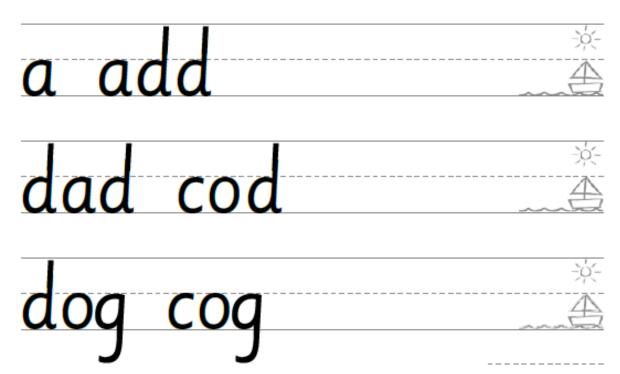
#### Review

- 1. Write the word on the board and make one error, drawing on children's common errors.
- 2. Ask the children to TTYP to find your 'two best bits'. Then ask them to TTYP to find 'one to fix'.
- 3. Rewrite the word perfectly, correcting using children's feedback.
- 4. Ask the children to practise again.
- 5. Now ask them to find 'two best bits' and 'one to fix' in each other's work.

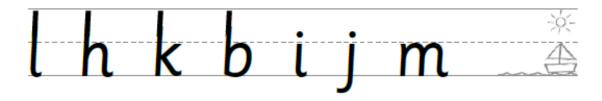
'Around' letters



**Example words** 



'Down' letters



n p r t u y

**Example words** 

bit lip rip hip

pip nip tip pin

tin pill till hill

'Down' letters with 'around' letters

Example words



#### 'Curly' letters with 'down' letters

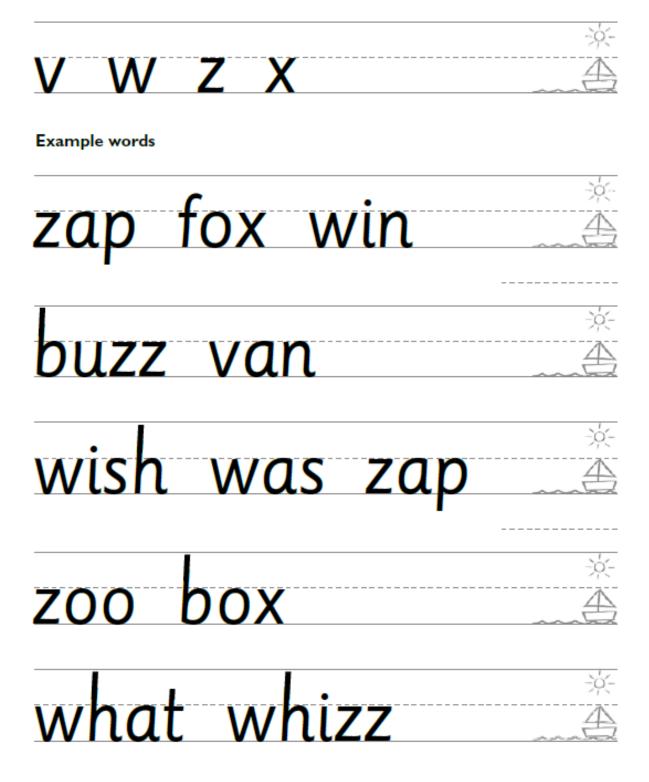


#### 'Curly' letters with 'around' letters

**Example words** 

# sag cost sad fan sat gas soft

'Zigzag' letters with all other letters



Handwriting Stage 2 Capital letters Once children are secure with how to form all lower-case letters correctly. The next stage is to teach them how to form capital letters correctly. Use the sun, boat, water image to teach the children that the capital letters sit on the line and taller than the lower case letters. Use the capital letter formation guide to teach the children the different strokes needed to form each capital letter.

#### The Lesson Plan

#### Demonstrate

1. Draw the sun, boat and water pictures in the correct position on the line.



- 2. Show the children where to start the letter and the strokes needed to form it. Use the guide to ensure you are modelling this correctly.
- 3. Remind children about the size of the capital letter.

#### Practice

- 1. Check the children are sitting the perfect handwriting position.
- 2. Rub out the model on the board, children must not copy.
- 3. Ask the children to write each letter slowly and carefully.
- 4. Model again how you write each letter, getting quicker each time.
- 5. Circulate the room praising what you see.

#### Review

- 1. Write the letter on the board, making an error.
- 2. Ask the children to TTYP to find two positives and one fix.
- 3. Rewrite the letter perfectly, correcting using the children's feedback.
- 4. Ask the children to practise again.
- 5. Ask the children to work with a partner to find two positives and one thing to fix in their own work.

# Handwriting Stage 3 A mature style of handwriting for the following letters: a d g o c q u y b p.

Explain to children that they are going to use new characters to help them develop a grown-up style of writing that will lead to joined-up writing. New pictures will help them to visualise the new shapes.

See 'Handwriting Stage 2' in the Handwriting files in Read Write Inc. Phonics Online.

Introduce the formation family: six sisters, two uncles and their two pets. The six sisters — Annie, Dina, Gabi, Olivia, Carina and Queenie — all look the same. Their mother tells them that they must all have a different haircut so people can tell them apart!

The uncles — Uncle Umberto and Uncle Yaseen — look just like the sisters, except they are bald on the top of their heads.

The family have a dog and a bunny whose faces are very similar too, but they have long ears.

#### The Lesson Plan

Practise the letters in the handwriting order. (See 'Handwriting Stage 2' in the Handwriting files in Read Write Inc. Phonics Online.)

Use the following routine for every lesson. (This is an example lesson for the letter d.)

#### Demonstrate

- 1. TOL as you use your mental checklist to write the letter d.
  - $\checkmark$  start at her hair bobble on top of her head
  - $\checkmark$  all the way over the top of her head
  - ✓ curve down her face
  - ✓ round chin
  - $\checkmark$  join the chin by her ear
  - $\checkmark$  up to the bobble
  - ✓ straight tall spiky hair up and down

 $\checkmark$  curve at the line and draw small flick (not curvy) Repeat a few times using MTYT.

- 2. Ask the children to TTYP to say the mental checklist.
- 3. Take feedback.
- 4. Ask two partners to tell you how to write the letter d.

Repeat a couple more times until the children can say the mental checklist to each other.

#### Practice

- I. Use the handwriting signal to check that the children are still sitting in the perfect handwriting position.
- 2. Rub out the picture and any letters from the board the children must not copy.
- 3. Ask the children to write one letter, slowly and carefully. (Do not ask them to draw the handwriting picture.)
- 4. Model again how you repeat writing the letter, getting a bit quicker each time.
- 5. Go round the room praising what you see so others can hear. Don't sit with one child. For example: "Nice round chin there! Love the long straight hair. What a great curl."

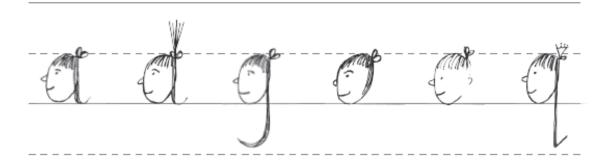
#### Review

- 1. Write the letter on the board and make one error, drawing on children's common errors.
- 2. Ask the children to TTYP to find your 'two best bits', for example, you remembered to start at the bobble. Then ask children to TTYP to find 'one to fix'.
- 3. Rewrite the letter perfectly, correcting using children's feedback.
- 4. Ask children to practise again.
- 5. Ask children to find 'two best bits' and 'one to fix' in each other's work.

On the next day, choose a new focus letter, and review one or two previously taught letters.

#### Introduce the formation family: six sisters, two uncles and their two pets.

The six sisters – Annie, Dina, Gabi, Olivia, Carina and Queenie – all look the same. Their mother tells them that they must all have a different haircut so people can tell them apart!



The uncles – Uncle Umberto and Uncle Yaseen – look just like the sisters, except they are bald on the top of their heads.



The family have a dog and a bunny whose faces are very similar too, but they have long ears.

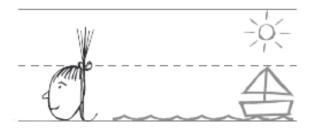




#### Checklist: Annie with short shiny hair

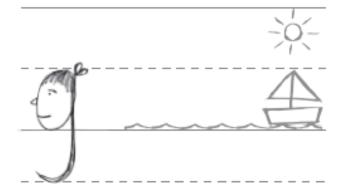
- ✓ start at her hair bobble on top of her head
- ✓ go all the way over the top of her head
- ✓ curve down her face
- ✓ go round her chin
- ✓ join the chin by her ear
- ✓ go up to the bobble
- ✓ draw her straight hair all the way to the water line
- ✓ curve at the line and add a curl (not too curvy)

d



#### Checklist: Dina with tall spiky hair

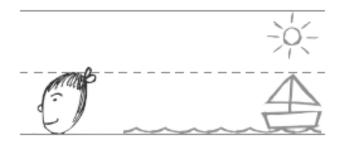
- ✓ start at her hair bobble on top of her head
- ✓ go all the way over the top of her head
- ✓ curve down her face
- ✓ go round her chin
- ✓ join the chin by her ear
- ✓ go up to the bobble
- ✓ draw her straight tall spiky hair up and down
- ✓ curve at the line and add a curl (not too curvy)



#### Checklist: Gabi with long glossy hair

- ✓ start at her hair bobble on top of her head
- ✓ go all the way over the top of her head
- ✓ curve down her face
- ✓ go round her chin
- ✓ join the chin by her ear
- ✓ go up to the bobble
- ✓ draw down her very straight long hair
- ✓ add a nice round curl

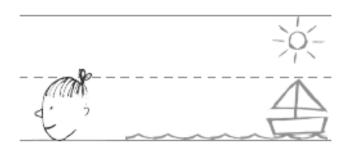
О



#### Checklist: Olivia with very short hair

- ✓ start at her hair bobble on top of her head
- ✓ go all the way over the top of her head
- ✓ curve down her face
- ✓ go round her chin
- ✓ join the chin by her ear
- ✓ curve up to the bobble

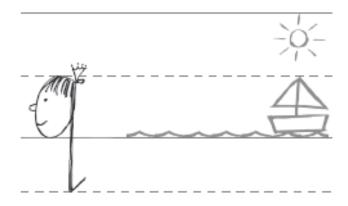




Checklist: Carina with even shorter hair - shaved at the back for swimming

- ✓ start at her hair bobble on top of her head
- ✓ go all the way over the top of her head
- ✓ curve down her face
- ✓ go round her chin

#### q



Checklist: Queenie with long glossy hair

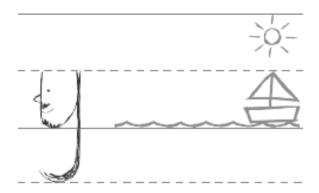
- ✓ start at her hair bobble on top of her head
- ✓ go all the way over the top of her head
- ✓ curve down her face
- ✓ go round her chin
- join the chin by her ear
- ✓ go up to the bobble
- ✓ draw down her very straight long hair
- ✓ draw a sharp flick



Checklist: Uncle Umberto - who would look like Annie if he wasn't bald!

- ✓ start at the top of the boat
- ✓ go down his face to the water
- ✓ go round his chin
- ✓ join the chin by his ear
- ✓ go up to the top of his head
- ✓ draw straight down the back of his head to the water
- ✓ curve at the line and add a curl (not too curvy)

у



Checklist: Uncle Yaseen – who would look like Gabi if he wasn't bald on top! He even has long hair.

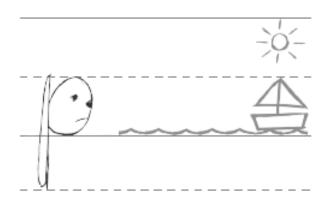
- ✓ start at the top of the boat
- ✓ go down his face to the water
- ✓ go round his chin
- ✓ join the chin by his ear
- ✓ go up to the top of his head
- ✓ draw down his very straight long hair below the water
- ✓ add a nice round curl



#### Checklist: Bunny with the sticky-up ears

- ✓ start at the top of the sun
- ✓ go all the way down his straight long ears
- ✓ go all the way up over the top of his head
- ✓ curve down his face
- ✓ make a round chin
- ✓ join the chin to his ears

p



#### Checklist: Puppy with the floppy ears

- ✓ start at the top of the boat
- ✓ go all the way down his straight long ears let them get wet in the water
- ✓ go back up again
- ✓ go all the way up over the top of his head
- ✓ curve down his face
- ✓ make a round chin
- ✓ join the chin to his ears

Handwriting Stage 4
The arm join, and the washing line join

Explain to the children that there are two basic joins:

- The arm join (diagonal)
- The washing line join (horizontal)

### The arm join has three variations:

a. arm to boat

ai 🌞

• b. arm to sun

ab 🎽

c. arm to sister.



## The washing line join has three variations:

d. washing line to boat

vr 🛔

• e. washing line to sun



f. washing line to sister.



See 'Handwriting Stage 3' in the handwriting files in Read, Write, Inc. Phonics Online.

## The Lesson Plan

Use the following routine for every lesson. (This is a sample lesson for joining a to i)

See 'Handwriting Stage 3' in the Handwriting files in Read Write Inc. Phonics Online for the joins to practise.

#### Demonstrate

I. Demonstrate how to write the letters.



- TOL about where to start a level with the top of the boat. Recall the checklist for Annie as you write the letter.
- TOL as you write the join not too spiky, not too round, not too squeezed, not too spaced.
- TOL as you write i. Recall the checklist for i.
- 2. Ask children to TTYP: What size is each letter? (Boat, sun or water.) What is good about your join?
- 3. Take feedback.

#### Practice

- 1. Use the handwriting signal to check that the children are still sitting in the perfect handwriting position.
- 2. Rub out the joined letters from the board the children must not copy.
- 3. Ask the children to write each letter and the join, slowly and carefully.
- 4. Model again how you repeat writing the letters and join, getting a bit quicker each time.
- 5. Go round the room praising what you see so others can hear. Don't sit with one child. For example: "I love the spacing of your join and the join is not too spiky or too round."

#### Review

- 1. Write the letters and join on the board and make one error, drawing on children's common errors.
- 2. Ask the children to TTYP to find your 'two best bits'. Then ask them to TTYP to find 'one to fix'.
- 3. Rewrite the letters and join perfectly, correcting using children's feedback.
- 4. Ask the children to practise again.
- 5. Now ask them to find 'two best bits' and 'one to fix' in each other's work.

# a. The arm to boat join

The arm join should not be too straight or too curly. (This depends on the school's adopted style.)

Phrase: 'Sweep up your arm to touch... (say letter).'

#### Checklist

- ✓ write the first letter carefully
- ✓ make the curl gentle not too round, not too spiky
- ✓ make the 'arm' sweep up in a gentle curve
- ✓ write the downstroke of the second letter very straight

Use for joining:

```
acdehiklmntu
```

to:

eijmnpruvwxyz

See examples on the following pages.

ai al aj am ar a ce au cy

\* me mi mm mu te

## b. The arm to sun join

The arm should meet the next letter just over halfway up. It should sweep smoothly into the sun letter.

Phrase: 'Sweep up your arm to touch... (say letter) and shoot up to the top.'

#### Checklist

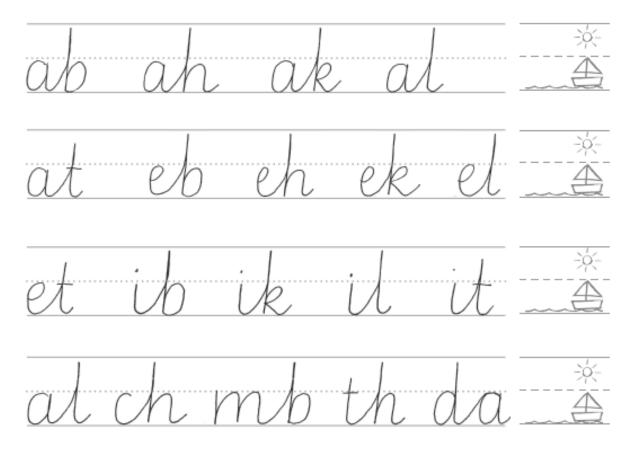
- ✓ write the first letter carefully
- ✓ make the join like an arm not too straight, not too round
- ✓ continue the line up to the top of the next letter
- ✓ write the second letter carefully

Use for joining:

aeidhklmntuc

to:

bhklt



# c. The arm to sister join

The arm should touch the sister letter's forehead and then go to the back of the head as though resting a hand.

Phrase: 'Sweep up your arm to touch... (say letter) and stroke the sister's head.'

#### Checklist

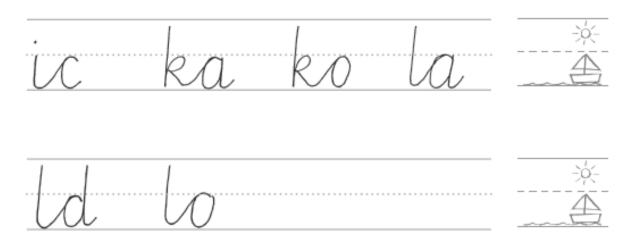
- ✓ write the first letter carefully
- ✓ make the join like an arm not too straight, not too round
- ✓ continue the arm join over the head of the 'sister' letter as though a hand is stroking back her hair
- ✓ go back along the head
- ✓ write the second letter carefully

Use for joining:

acdehiklmntu

to:

adgcoq



## d. The washing line to boat join

The washing line should not be too droopy (the clothes get dirty) or too tight (the line breaks in the wind).

Phrase: 'Not too droopy, not too tight.'

#### Checklist

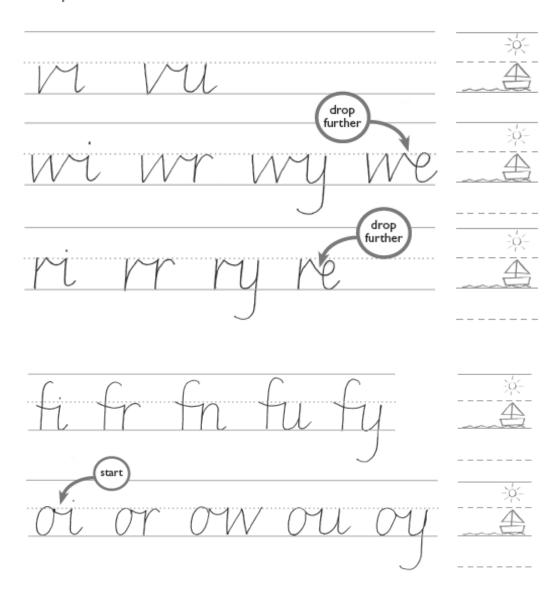
- ✓ write the first letter carefully
- ✓ make the join like a washing line not too droopy or too tight
- ✓ write the second letter carefully

Use for joining:

vwrfo

to:

ijmnpruvwxyze



# e. The washing line to sun join

The washing line should meet the next letter just over halfway up. It should sweep smoothly into the tall letter.

Phrase: 'Not too droopy, not too tight - and shoot up the next letter.'

#### Checklist

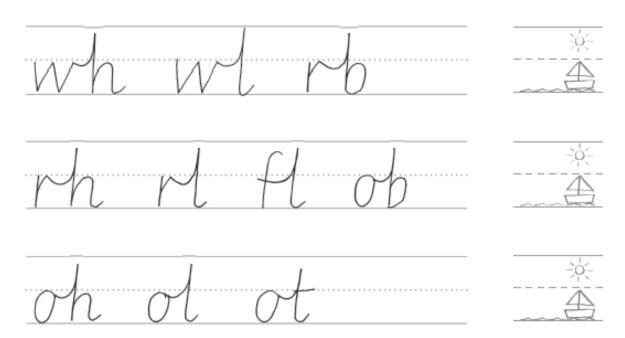
- ✓ write the first letter carefully
- ✓ make the join like a washing line not too droopy or too tight
- ✓ continue the washing line up to the top of the next letter
- ✓ write the second letter carefully

Use for joining:

vwrfo

to:

bhklt



# f. The washing line to sister join

The washing line should touch the sister letter's forehead and then go to the back of the head – as though stroking back the sister's hair.

Phrase: 'Not too droopy, not too tight - and stroke the sister's head.'

#### Checklist

- ✓ write the first letter carefully
- ✓ make the join like a washing line not too droopy or too tight
- ✓ stroke back the sister's hair
- ✓ write the second letter carefully

Use for joining:

vwrfo

to:

adgcoq

See examples on the following page.

\* \* **A** 

# Letters that do not join to others (if using a non-curly style)

Schools need to decide whether or not to join the following letters: **b q g j s y z** onto the next letter. (Some schools only teach 'bi' and 'si' joined.)

It is not a statutory requirement of the 2014 National Curriculum that children use joined-up handwriting until Year 3, although it notes that children 'should be taught to write with a joined style as soon as they can form letters securely with the correct orientation'.

