

Writing Letters Neatly

How to use: Print first for the main practice. Then use the device to repeat activities and save progress.

LEARNING OBJECTIVES

- 1 Sort letters into round, tall, and other groups
- 2 Start each letter at the correct position and keep it sitting on the baseline

MINI LESSON

The 26 letters of the alphabet are easier to learn when you sort them into groups. Each group starts the same way — once you know the trick, the whole group becomes simple!

Round letters — start at the 2 o'clock position

- Letters: a c d e g o q
- Make a curved stroke counter-clockwise first.
- Keep the curve touching the baseline at the bottom.

Tall letters — start at the top line

- Letters: b d f h i k l t
- Begin with a tall downstroke from the top line.
- Tall letters reach all the way to the top dashed line.

Other letters — start at the midline

- Letters: m n p r s u v w x y z
- These letters sit between the baseline and the midline.
- Keep them the same size as each other.

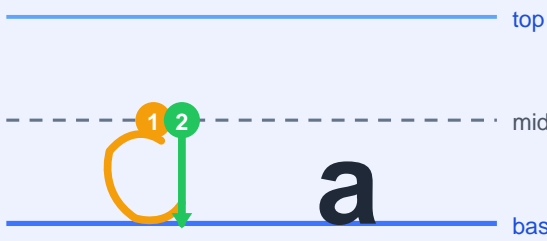
The baseline rule

- Every letter must sit on the baseline — the solid bottom line.
- Letters that float or sink below the line look untidy.
- Go slowly and watch the line as you write.

VOCABULARY

Baseline	The solid bottom line that every letter must sit on <i>e.g. a, c, m, n all rest on the baseline</i>
Midline	The dashed line in the middle — the top of short letters <i>e.g. a, m, n reach up to the midline</i>
Top line	The top line — where tall letters reach <i>e.g. b, h, l reach up to the top line</i>

Writing Lines



Start · curve · downstroke

Every letter sits on the baseline.

Neat



a m n

even size
on the baseline

Messy



a m
n

uneven sizes
off the baseline

Letter Practice — What to do on paper

1. Write a row of round letters: a c d e g o q — make each curve start at 2 o'clock.
2. Write a row of tall letters: b f h i k l t — start each one at the top line.
3. Write a row of other letters: m n s v w x y z — keep them the same height.
4. Check that every letter is sitting on the baseline.
5. Circle your neatest letter in each row.

! Remember: Start in the right spot. Slow writing is neat writing.

! Ask yourself: "Did I start in the right place? Is my letter sitting on the baseline?"

TRACING PRACTICE

Trace each letter, then copy it twice on the lines below.

TRACE

a

COPY 1

COPY 2

TRACE

c

COPY 1

COPY 2

TRACE

d

COPY 1

COPY 2

TRACE

e

COPY 1

COPY 2

TRACE

g

COPY 1

COPY 2

TRACE

o

COPY 1

COPY 2

TRACE

b

COPY 1

COPY 2

TRACE

h

COPY 1

COPY 2

TRACE

l

COPY 1

COPY 2

TRACE

t

COPY 1

COPY 2

TRACE

m

COPY 1

COPY 2

TRACE

n

COPY 1

COPY 2

TRACE

s

COPY 1

COPY 2

TRACE

v

COPY 1

COPY 2

Tip: Start each letter in the correct place and keep it sitting on the line.

EXERCISES — MULTIPLE CHOICE

1. Which group of letters all start with a round curve?

- b f h k l
- a c d e g o q
- m n v w x

2. Where do you start a tall letter like b or l?

- at the top line
- at the midline
- at the bottom of the page

3. What is the baseline?

- the dashed line in the middle
- the line at the very top
- the solid bottom line letters sit on

4. How high do short letters like a and m reach?

- all the way to the top line
- only up to the midline
- below the baseline

5. Where do you start the letter o?

- at the 2 o'clock position, curving left
- at the bottom, curving right
- at the very top, going straight down

6. Why is it important to write slowly when practicing letters?

- so you can finish before your friends
- because fast writing uses less pencil
- so you have more control and neater letters

7. What happens when a letter floats above the baseline?

- it looks bigger and more impressive
- the writing looks untidy and is hard to read
- it counts as a capital letter

8. Which group does the letter t belong to?

- tall letters
- round letters
- other letters

9. Which group does the letter s belong to?

- round letters — it starts like a c
- tall letters — it starts at the top line
- other letters — it sits between baseline and midline

10. Why should all short letters be the same height?

- so they are easier to erase
- so writing looks neat and even
- so they take up more space on the page

ASSESSMENT

PARENT / TEACHER CHECKLIST

- Identifies and sorts letters into round, tall, and other groups
- Begins each letter at the correct start position
- Keeps all letters sitting on the baseline without floating or sinking
- Writes letters within each group at a consistent height