

**FLORHAM PARK PUBLIC SCHOOLS  
HANDWRITING CURRICULUM  
GRADES K – 6**

**August 2004**

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Paper placement, helping hand, holding pencil handout	In curriculum in book

## **PURPOSE**

The teaching of manuscript and cursive writing is designed to provide each student with a communication skill necessary for basic literacy. All people must have the ability to communicate with ease and fluency in all their writing and reading efforts. Legible handwriting enables students to write with confidence and pride, encouraging them to do better in all of their classes, and enjoy school more. Students will develop a solid foundation that provides strong communication skills for a lifetime.

## OVERVIEW

The *5 Keys to Legibility* provide teachers and students with a system for learning and assessing handwriting.

The *5 Keys to Legibility* are:

- **SHAPE**
- **SIZE**
- **SPACING**
- **SPEED**
- **SLANT** (cursive only, grade 3-5)

## **PROGRAM COMPONENTS**

### **IMPLEMENTING CURRICULUM:**

Implementing a handwriting curriculum assures consistency from grade level to grade level, as well as development of necessary skills to produce natural, legible handwriting. Teachers should proceed according to the sequence of the program to provide consistency. The *Scope and Sequence* will serve as a guide to the program.

### **FOUNDATION SKILLS:**

Strong development of foundation skills leads to consistent, legible handwriting. These skills include utilizing appropriate pencil grasp, seated posture, and paper placement. Providing proper sized furniture prevents fatigue and enhances ease while writing.

### **FREQUENT EVALUATION:**

Evaluate student progress with comparative activity analysis. Utilizing pre and post-tests include in Zaner-Bloser workbooks will assist in evaluating first through fifth graders.

## **INSTRUCTIONAL STRATEGIES**

1. Introduce handwriting in a developmentally sequential manner.
2. Incorporate handwriting goals into daily activities by integrating objectives into meaningful events and activities.
3. Utilize multi-sensory teaching strategies.
4. Encourage appropriate seated posture and pencil grip.
5. Utilize materials and scheduling suggestions included with Zaner Bloser Handwriting Program and Handwriting Without Tears Curriculum.

## **GOALS/OBJECTIVES**

### **Kindergarten:**

The student will:

1. Develop good fine motor skills and posture to enhance success
2. Imitate letter formations (capital and lower case alphabet)
3. Copy letter formations (capital and lower case alphabet)
4. Independently recall and reproduce manuscript alphabet (capital and lower case)
5. Manuscript reproduction of first and last names
6. Reproduction of numerals

### **Grade 1:**

The student will:

1. Improve legibility of manuscript letters (capital and lower case alphabet)
2. Improve legibility of numerals
3. Utilized the *5 Keys to Legibility* (shape, size, spacing, speed, slant) appropriately in letters, words, sentences and numbers
4. Assume and maintain proper writing posture
5. Utilize proper line orientation within written work
6. Use the following suggested writing applications (e.g., friendly letter, invitation, list, number sentences, sentences, stories, tongue twisters, days of the week, months, number words)

## **Grade 2:**

The student will:

1. Improve legibility of manuscript letters (capital and lower case alphabet)
2. Improve legibility of numerals
3. Utilize the *5 Keys to Legibility* (shape, size, spacing, speed, slant) appropriately in letters, words, sentences and numbers
4. Assume and maintain proper writing posture
5. Utilize proper line orientation within written work
6. Apply handwriting skills to life situations (e.g., friendly letter, invitations, calendar, recipe, journals, stories)
7. Master the *5 Keys to Legibility* to legible handwriting for manuscript writing

## **Grade 3:**

The student will:

1. Review and reinforce skills previously taught
2. Transition from manuscript to cursive writing of capital and lower case letters
3. Implement writing applications of increased complexity
4. Infuse handwriting skills across the curriculum (e.g., science reports)
5. Maintain the *5 Keys to Legibility* in manuscript handwriting
6. Transition the *5 Keys to Legibility* in handwriting as cursive handwriting is introduced.
7. Continue to apply handwriting skills to age-appropriate life situations (e.g., friendly letter, invitations, calendar, recipe, journals, stories, homophones, schedules, writing to describe)

**Grade 4:**

The student will:

1. Review and reinforce skills previously taught
2. Develop a more mature, personal style of handwriting
3. Adjust handwriting size according to the allotted space
4. Continue to apply handwriting skills to life situations of increased complexity (e.g., news stories, writing for publication, phone messages)

**Grade 5:**

The student will:

1. Review and reinforce skills previously taught
2. Encourage use of cursive handwriting across the curriculum

**Accommodations and modifications according to student needs and/or as stated in IEP's will be followed.**

## ASSESSMENT

*Handwriting Without Tears* curriculum by Jan Olsen, OTR/L has been implemented for use in Kindergarten. *Zanner-Bloser Handwriting* by Zaner-Boser, Inc. has been implemented for use in grades one through five.

Pre-testing, post-testing and self-evaluation using the *5 Keys to Legibility* as a guide serve as assessment tools.

In order for the program to function effectively, a *Record of Students' Handwriting Skills* will be completed for each student and included in the student's cumulative folder to be passed on to the next grade level teacher and follow the student throughout the grades. This will not only promote student progress, it will also ensure continuity and consistency between grade levels.

**PLACEMENT OF PAPER AND HAND**

**HOLD OF PENCIL**

**(Diagrams in Curriculum Book in Office)**