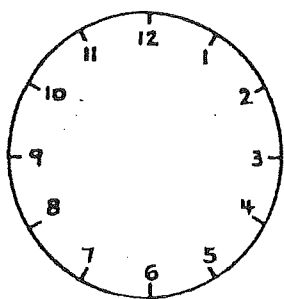


Dear Families,

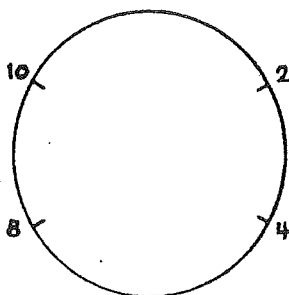
Beginning next week, your child will have daily writing homework (Monday-Thursday). Your child will receive the writing homework for the entire week on Monday. **All writing homework is due on Friday.** The writing homework is labeled by day to coincide with what we are working on in class. Your child should complete one section a night. Please do not allow your child to complete the entire week of writing homework in one night. Our initial focus will be letter formation. Writing homework will be graded. Please read the criteria below as well as the attached rubric.

### Spalding Penmanship Criteria

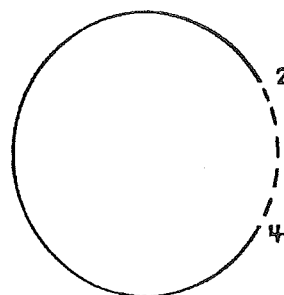
- All letters should be formed in accordance with the letter formation instructions. Letter formation instructions will be sent home each week with the writing homework.
- All letters should sit on the baseline. Lowercase letters with a "tail" (g, j, p, q, y) should be formed at the midpoint and sit on the baseline with the "tail" hanging below the baseline.
- There is no dotted midline. Students must learn to "eyeball" the midpoint. The midpoint is an invisible line that runs horizontally halfway between the top line and the baseline.
- Tall letters are formed just below the top line (not touching it).
- The clock face is used as a reference for letter formation:



Clock face



These are the four points used most often.



This shows how the clock is used to write c (from 2 to 4).

- Attached to this letter you will find the following:
  - Pencil Grip Instructions
  - Letter Formation Homework Rubric
  - Completed Handwriting Homework Example

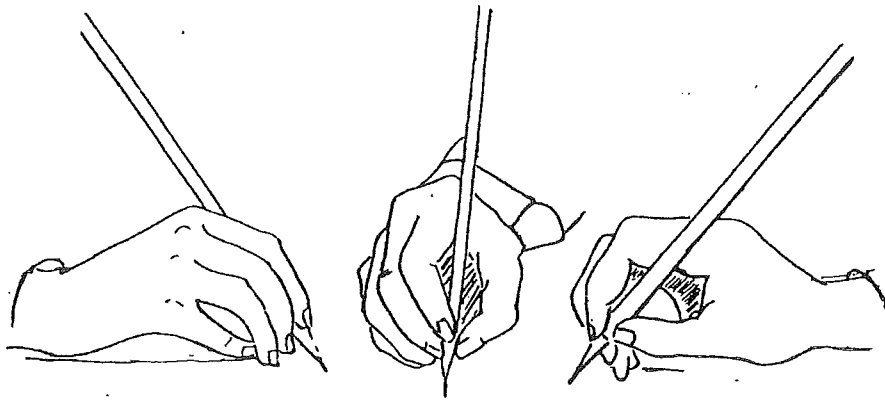
If you have any questions, please email me. Thank you for your support.

Sincerely,

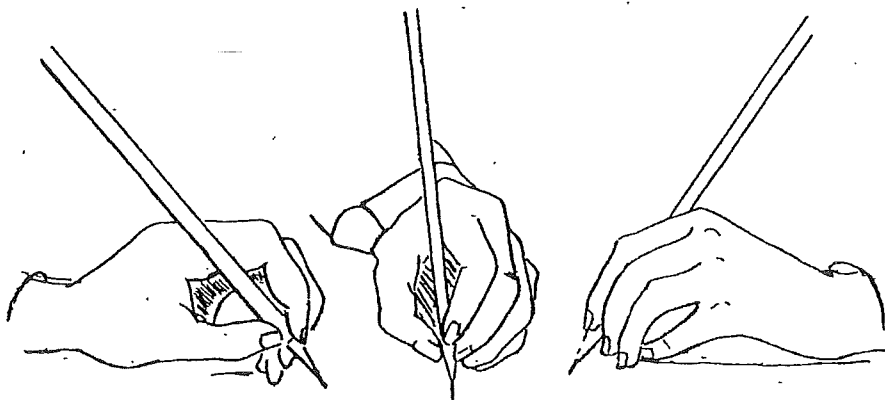
*Ms. Carpenter*

## Pencil Grip Instructions

The *middle* finger and *thumb* form a vise for holding the pencil. The *index*, or pointing, finger rests between the middle finger and the thumb. The pointing finger curves, and the end of the nail sits on the pencil where the paint ends, about an inch from the point. All knuckles, including the thumb, should be bent, and the fingers and thumb should be rounded to the same degree. The pencil should rest on the middle finger.



These sketches show how the pencil is held in the right hand.



The pencil is held this way in the left hand.

## Letter Formation Homework Rubric

- All letters should be written neatly and formed in accordance with letter formation instructions. (2 points)
- All letters should sit on the baseline. Lowercase letters with a "tail" (g, j, p, q, y) should be formed at the midpoint and hang below the baseline. (2 points)
- Short letters should be formed at the midpoint. (2 points)
- Tall letters should be formed just under the top line (not touching it). (2 points)
- There should be one finger space between each letter (group of letters). (2 points)
- Quality is more important than quantity.

Single letters should be written 5 times after the example.

a a a a a

Groups of two letters should be written 5 times after the example.

Bb Bb Bb Bb Bb

Groups of four letters should be written 3 times after the example.

AB ab AB ab AB ab AB ab

Groups of six letters should be written 2 times after the example.

ABC abc ABC abc ABC abc

Groups of eight letters should be written 1 time after the example.

ABCD abcd ABCD abcd

Example

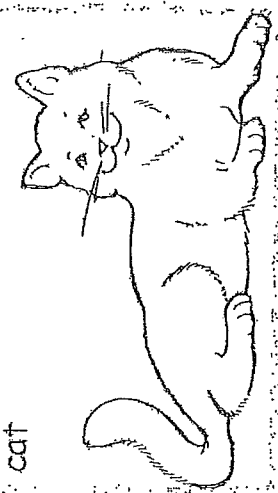
Name: \_\_\_\_\_

C C C C C C

c c c c c c

Cc Cc Cc Cc Cc Cc

ABC abc ABC abc ABC abc



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

D D D D D D

d d d d d d

Dd Dd Dd Dd Dd Dd

ABCD abcd ABCD abcd

