

# Table of Contents

Pretest .....	2	Uppercase M.....	40
Posture.....	3	Lowercase m .....	41
Paper & Pencil Position .....	3	Descending Letters.....	42
Manuscript Alphabet.....	4	Writing Activity.....	43
Cursive Alphabet .....	4	Uppercase N .....	44
Spacing .....	5	Lowercase n .....	45
Line Quality .....	6	Uppercase O .....	46
Size & Alignment.....	6	Lowercase o .....	47
Joining Cursive Letters.....	7	Undercurve Joinings .....	48
Cursive Basic Strokes.....	8	Uppercase P .....	50
Uppercase A .....	10	Lowercase p .....	51
Lowercase a .....	11	Uppercase Q.....	52
Uppercase B .....	12	Lowercase q .....	53
Lowercase b .....	13	Uppercase R .....	54
Writing Cursive Numerals.....	14	Lowercase r .....	55
Upper-Loop Letters.....	15	Checkstroke Joinings .....	56
Uppercase C .....	16	Overcurve Joinings .....	57
Lowercase c.....	17	Uppercase S .....	58
Uppercase D .....	18	Lowercase s.....	59
Lowercase d .....	19	Uppercase T .....	60
Uppercase E .....	20	Lowercase t .....	61
Lowercase e .....	21	Uppercase U .....	62
Uppercase F.....	22	Lowercase u .....	63
Lowercase f.....	23	Writing Activity.....	64
Checkstroke Joinings .....	24	Uppercase V .....	66
Uppercase G .....	26	Lowercase v.....	67
Lowercase g .....	27	Uppercase W .....	68
Uppercase H .....	28	Lowercase w.....	69
Lowercase h .....	29	Uppercase X .....	70
Uppercase I .....	30	Lowercase x.....	71
Lowercase i .....	31	Cursive Fluency.....	72
Uppercase J.....	32	Joining Cursive Letters.....	73
Lowercase j .....	33	Uppercase Y .....	74
Overcurve Joinings .....	34	Lowercase y.....	75
Uppercase K .....	36	Uppercase Z .....	76
Lowercase k.....	37	Lowercase z.....	77
Uppercase L.....	38	Writing Activity.....	78
Lowercase l .....	39	Post-Test.....	80

**It is ILLEGAL to copy this book in any manner whatsoever.**

This book is not to be reproduced in any manner whatsoever, in part or whole, without the written permission of the publisher. For additional information contact Universal Publishing.



**Grade 6**

Handwriting Maintenance

Thomas M. Wasylyk  
Jennifer L. Schweighofer

**Universal**  
PUBLISHING

Copyright © 2014, All Rights Reserved

Item #158

ISBN 978-1-934732-28-1

1-800-940-2270

[www.upub.net](http://www.upub.net)

# THE DECLARATION OF INDEPENDENCE

Thomas Jefferson wrote the Declaration of Independence in 1776. This document proclaimed the independence of the Thirteen Colonies from Great Britain. The Congressional Congress voted to adopt the Declaration of Independence on July 4, 1776. The Declaration of Independence has an introduction and three main parts. The introduction explains why the document was written.

The first part discusses natural rights and how no government can infringe upon those rights. The second part discusses the ways in which Great Britain (specifically King George III) betrayed those rights. The third part is a formal announcement of the independence of the Thirteen Colonies.

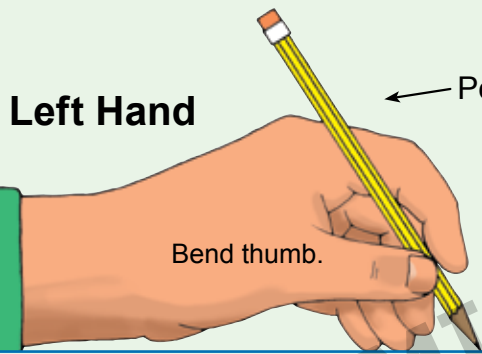
Write the sentences. Check your writing.

EXAMINATION COPY  
FOR YOUR REVIEW

Questions?  
Call 1-800-940-2270

## Pencil Position

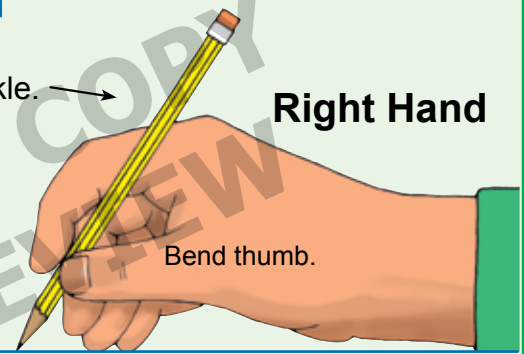
Left Hand



Pencil is held near large knuckle.

First finger rests on top of the pencil.

Right Hand



Bend thumb.

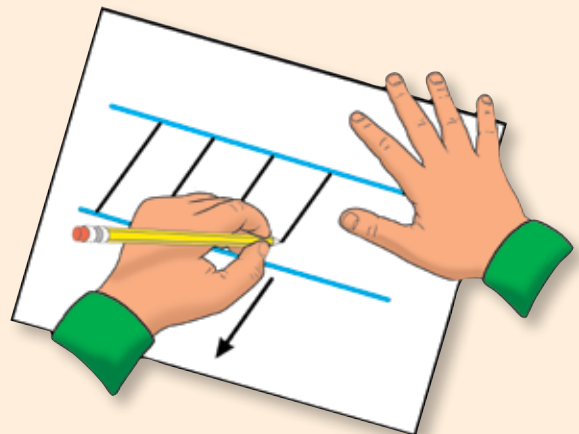
**Pencil Position:** You should hold the pencil in a manner that is comfortable and allows you to write fluently. Gripping the pencil too hard can cause fatigue in your hand, wrist, arm, and shoulder. Fatigue is a major cause of poor handwriting. The illustration above shows one of the most common ways to hold a pencil.

**Paper Position:** The position of your paper or book is important for maintaining consistent slant in your cursive writing. Consistent slant helps with the overall legibility of your handwriting. Study the paper position illustrations to the right.

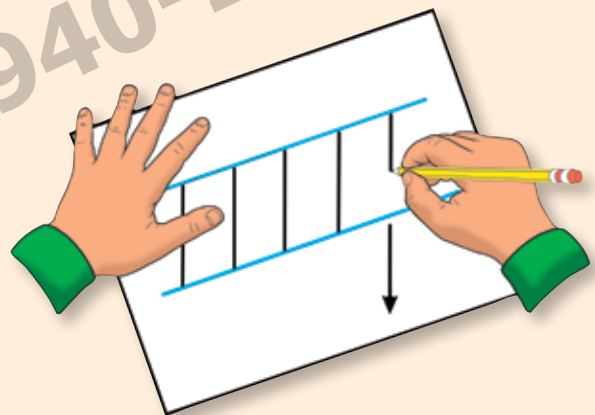
**Posture:** Listed below are five important elements that will help you maintain good posture while writing:

1. Keep both feet on the floor.
2. Keep your elbows just off the edge of the desk.
3. Sit back in your chair.
4. Keep your shoulders slightly forward, allowing both forearms to rest on the writing surface.
5. Be sure the desk is the proper height. Good body posture is impossible if the desk is too big (high) or too small (low) for your size.

## Paper Position for Cursive Writing



LEFT HAND



RIGHT HAND



# Manuscript Alphabet

Write the manuscript letters, punctuation, and numerals directly below the models.

A a

B b

C c

D d

E e

F f

G g

H h

I i

J j

K k

L l

M m

N n

O o

P p

Q q

R r

S s

T t

U u

V v

W w

X x

Y y

Z z

.,;: ' ? ! " " | 2 3 4 5 6 7 8 9 10

# Cursive Alphabet

Write the cursive letters, punctuation, and numerals directly below the models.

A a

B b

C c

D d

E e

F f

G g

H h

I i

J j

K k

L l

M m

N n

O o

P p

Q q

R r

S s

T t

U u

V v

W w

X x

Y y

z z .,;: ' ? ! " " | 2 3 4 5 6 7 8 9 10

## Letter Spacing

This example shows good spacing between letters. Keep your letter spacing consistent for easy reading.

*This shows good letter spacing.*

Write the sentence. Check your spacing between letters.

*Anthony has a bright green tractor.*

## Word Spacing

Allow enough space between words for a small oval. The example below shows good word spacing.

*This shows good word spacing.*

Write the sentence. Check your spacing between words.

*There are big fish in this stream.*

## Sentence Spacing

Allow enough space between sentences for a large oval. The example shows good sentence spacing.

*I heard thunder. I saw lightning.  
The wind blew hard. The storm  
is now over. The sun is shining.*

Write the two sentences below. Check your spacing between sentences.

*I have a horse. Her name is Flash.*

## Indent Spacing

When you indent for a new paragraph, allow enough space for two large ovals. Study the example below.

*This shows correct indentation for  
a new paragraph.*

# Line Quality

Line quality is the smoothness, evenness, color, and thickness of the pencil line.

## CORRECT

*blink*

- Consistent pressure on the pencil
- Good #2 pencil lead

## TOO HEAVY

*blink*

- Too much pressure on the pencil
- Pencil lead too soft

## TOO LIGHT

*blink*

- Not enough pressure on the pencil
- Pencil lead too hard

## VARYING

*blink*

- Varying pressure on the pencil
- Pencil lead too soft

# Size & Alignment

Size and alignment refer to the evenness of the letters along the bottom line and along their tops. All letters of the same size are even in height.

Maximum letters fill almost the entire writing space. All uppercase letters and the lowercase letters b, f, h, k, and l are maximum size.

*A B C D E F b f h k l*

Intermediate letters **d** and **t** fill approximately two-thirds of the writing space.

*d t*

Minimum letters fill approximately one-half of the writing space.

*a c e i m n o r s u v w x*

Descenders fill approximately one-half the space below the bottom line.

*f g j p q y z Y Z*

Write the sentences.

Handwriting is a vehicle that carries a message to the reader. If the handwriting is illegible the message will never reach its destination. What you write, someone must read. Be sure it is legible.



**CHECK-UP**

☐ Letter Spacing

☐ Alignment

☐ Letter Size

☐ Word Spacing



# Joining Cursive Letters

*ri be ol*

Joining one letter to another is what cursive writing is all about. Cursive means “flowing” or “continuous writing motion” where the letters are joined together. The joining stroke influences letter spacing, letter form, and slant. Study and then trace the joinings below.

*ri*

The undercurve-to-undercurve joining is easy because the ending stroke of the first letter is the same as the beginning stroke of the second letter.

*ge*

In the overcurve-to-undercurve joining, the overcurve changes into an undercurve at the bottom line.

*bi*

The checkstroke-to-undercurve joining never gets near the bottom line. The checkstroke ending swings right, into the top of the next letter.

## Checkstroke Joinings

The letters **b**, **o**, **v**, and **w** are checkstroke-ending letters. These letters join to the next letter above the bottom line. Study the examples below.

*br*

1. Pause, then retrace slightly
2. Swing right forming the top of the letter **r**.

*oa*

1. Pause, swing wide right
2. Swing right forming the top of the second letter **a**.

*ve*

1. Pause, then retrace slightly
2. Swing low and right forming the loop of the letter **e**.

*wo*

1. Pause, then retrace slightly
- 2-3. Swing right, forming the top of the letter **o**.

Write each joining two times. Write the words.

*br*

*brief*

*brim*

*ve*

*veins*

*waive*

*wo*

*word*

*wool*

*oa*

*oats*

*boat*

*be*

*best*

*begin*

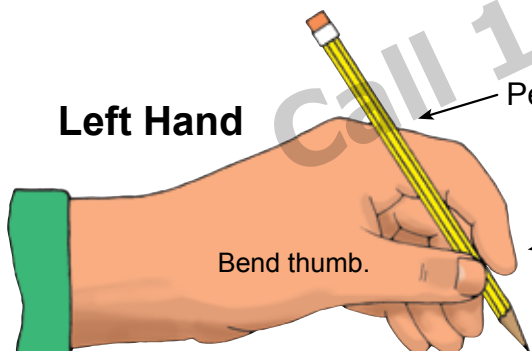
*oo*

*cook*

*pool*

## Pencil Position

Left Hand

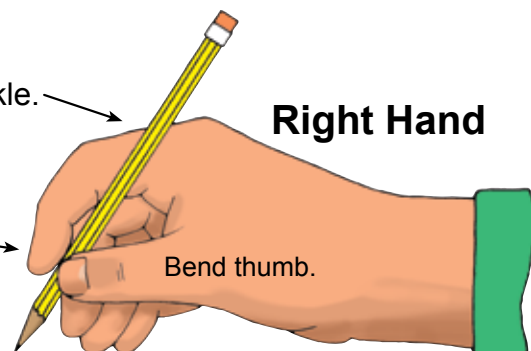


Bend thumb.

Pencil is held near large knuckle.

First finger rests on top of the pencil.

Right Hand



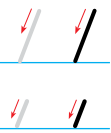
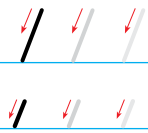
Bend thumb.

# Basic Strokes

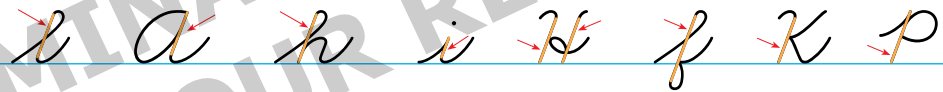
The basic strokes are: slant, undercurve, downcurve, and overcurve.

## Slant

Trace and write the slant strokes. Is your book in the correct position?



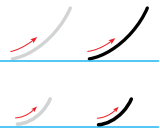
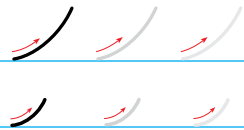
Study the slant strokes in the letters to the right.



Write the words **million**, **billion**, and **trillion**. Check your slant strokes.

## Undercurve

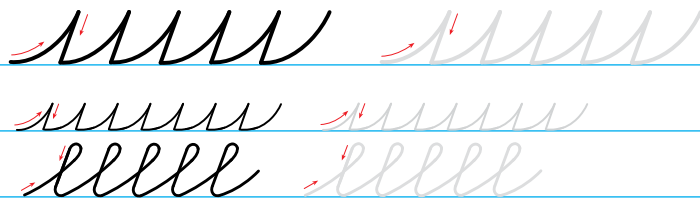
Trace and write the undercurves. Make your undercurves wide.



Study the undercurves in the letters to the right.



Trace and write the undercurve-slant exercises.

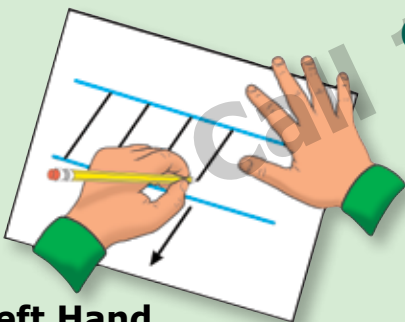


Write the words **maintaining**, **identified**, and **reference**. Check your undercurves.

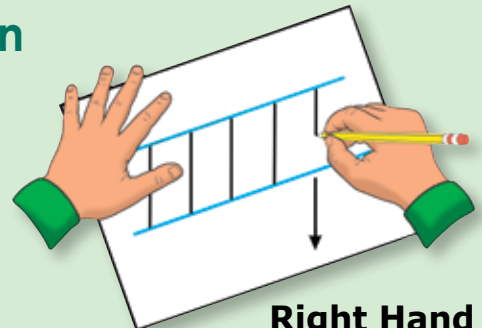
## Cursive Paper Position

The position of your paper or book is important for maintaining consistent slant in your writing. It also helps with the overall legibility of your handwriting.

Left Hand



Right Hand





# Basic Strokes

The basic strokes are the building blocks for cursive writing.

## Downcurve

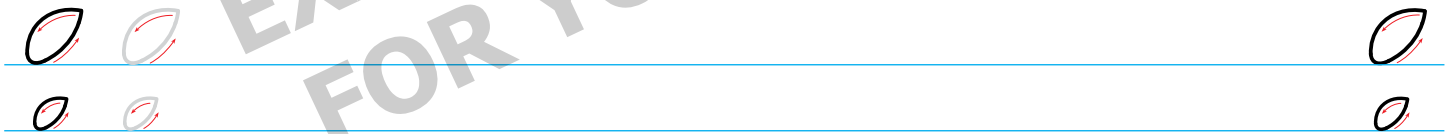
Trace and write the downcurves. Make your downcurves wide.



Study the downcurves in the letters to the right.



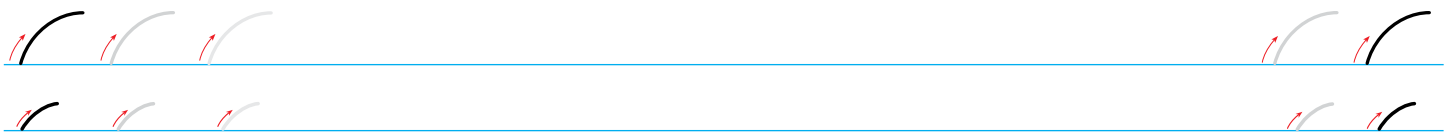
Trace and write the downcurve-undercurve strokes. Be sure you close the two strokes.



Write the words **addition**, **garage**, **drag**, and **gorge**. Check your downcurves.

## Overcurve

Write the tall and short overcurves. Make the overcurves wide.



Study the overcurves in the letters to the right.



Trace and write the overcurve-slant exercise.



Write the words **minimum**, **yummy**, and **gymnast**. Check your overcurves.

Write the sentence. **The cost of the new computer was minimal.** Check your basic strokes.



### CHECK-UP

☐ Line Quality

☐ Letter Forms

☐ Word Spacing

☐ Slant

☐ Letter Spacing

## Uppercase A



1. Downcurve
2. Undercurve
3. Slant
4. Undercurve

The initial direction of the downcurve is made wide to the left, then it curves down. The undercurve that follows ties to the beginning of the downcurve.

*A*

Trace and write the letter.

*A*

*A*

*A*

*A*

*A*

*A*

*A*

*A*

Trace and write the joinings and words.

<i>Ar</i>	<i>Arizona</i>	<i>Al</i>	<i>Alabama</i>	<i>Ad</i>	<i>Adam</i>
<i>At</i>	<i>Atlantic</i>	<i>An</i>	<i>Anaheim</i>	<i>Af</i>	<i>Africa</i>

Write the sentences. Check your writing.

*A continent is a large land mass.*

*Our planet has seven continents:*

*North America, South America, Europe,*

*Asia, Africa, Australia, and Antarctica.*

*Asia is the largest continent. Australia is the smallest continent, and the only continent that is also a country.*



### CHECK-UP

☐ Letter Spacing

☐ Alignment

☐ Letter Size

☐ Word Spacing

☐ Slant

## Lowercase a



1. Downcurve
2. Undercurve
3. Slant
4. Undercurve

When you write the lowercase **a**, be sure to close the letter by joining the end of the undercurve to the beginning of the downcurve.



Trace and write the letter.

*a*     *a*  
*a*     *a*  
*a*     *a*  
*a*     *a*

Trace and write the joinings and words.

*al*   *allegiance*   *ab*   *abundant*   *ar*   *arid*  
*ad*   *adapt*   *ap*   *apparel*   *au*   *audition*

Write the sentences. Check your writing.

*James Buchanan Eads was  
an American inventor and  
civil engineer. He designed  
the world's first steel arch railroad  
bridge. He was named after his  
mother's cousin, James Buchanan,  
who was the 15th U.S. President.*

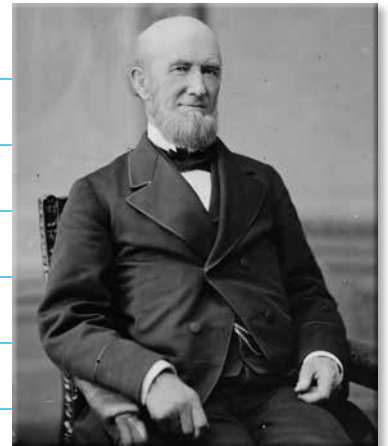


Image Credit: Mathew Brady [Public Domain], via Wikimedia Commons



## CHECK-UP

☐ Line Quality   ☐ Letter Forms   ☐ Word Spacing   ☐ Slant   ☐ Letter Spacing