

# HOW TO IMPROVE THE HANDWRITING SKILLS IN SCHOOLS

## KEY PRINCIPLES

Handwriting as one of the three basic pillars of learning must be;

1. Known by every teacher in the school.
2. Handled by every subject teacher.
3. Must be taught uniformly.
4. Must be paid much attention to by every teacher and other supervisors in the school.

### ➤ **HOW SHOULD A TEACHER PREPARE A LEARNER BEFORE HE/SHE STARTS WRITING?**

1. Budget for your time allocated for a lesson appropriately and make sure a learner is given enough time for writing.
2. Make sure the learner sits in the right place that suits his sight and the hand he/she uses to write.
3. Confirm that the learner's writing material (a pen or a pencil) is completely ready for the exercise.
4. Verify that every learner has received all the necessary writing materials and completely reject sharing during the writing process.
5. Instruct the learners to start writing at the same time.
6. Talk about the learners mistakes prior to the writing process as a preventive measure.

### ➤ **WHAT MUST BE DONE DURING THE WRITING PROCESS?**

1. Discourage any unnecessary movements in the classroom during the writing process.
2. Control the unnecessary noise to help your learners concentrate while writing.
3. As a teacher move around the classroom and reach to every learner as you monitor their handwriting.

### ➤ **HANDLING OF LEARNERS' BOOKS**

1. Make sure the learners' books are wrapped
2. Draw a rectangular boundary on each page of the learner's books.
3. After the lesson, ensure that learners books are collected in an orderly manner and all of them should hand in at the same time.
4. When marking the learner's book, confirm that the ticks/crosses given are up to the standard.
5. All comments written in the learner's book are specifically for the learner and therefore must be written in the very best handwriting.
6. Remember every learner's work must be marked therefore; notes and examples must be all marked and to the side of nursery and infant section, even the name and the date must be marked.

### **LETTER FORMATIONS**

#### ➤ Roman print style

- Under this style of handwriting, the letters in words are written separately i.e. not connected to one another.
- The letters written in this style must be formed upright.
- The space left between two words should not be too big and not too small. Therefore it should only be able to accommodate one letter.
- All letters in this style of handwriting must be written sitting on the line.
- All capital letters/uppercase letters under this format are written covering a full lane.
- No work is supposed to be written in the margin even when numbering.

### **LETTER FORMATIONS UNDER THIS STYLE OF HANDWRITING**

**TO BE CONTINUED.....**