

Although this workbook uses from the vocabulary introduced in Welcome to English, Book I, it is an excellent addition to any ESL program. Intended especially for students who for the first time are learninig a language that uses a Roman alphabet, this compact workbook of 24 lessons introduces the student to both the formation and sight recognition of Roman letters. One page of each two-page lesson gives practice in writing the cursive letters; the other page gives recognition drills for printed letters. In addition, there is an introductory lesson showing how to from the printed letters.

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Alphabet Capital Letters Small Letters

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Good handwriting is very important and easy, fluent style actually helps spelling and composition.



Workbook

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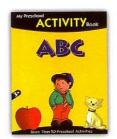
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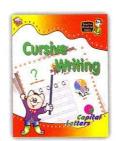


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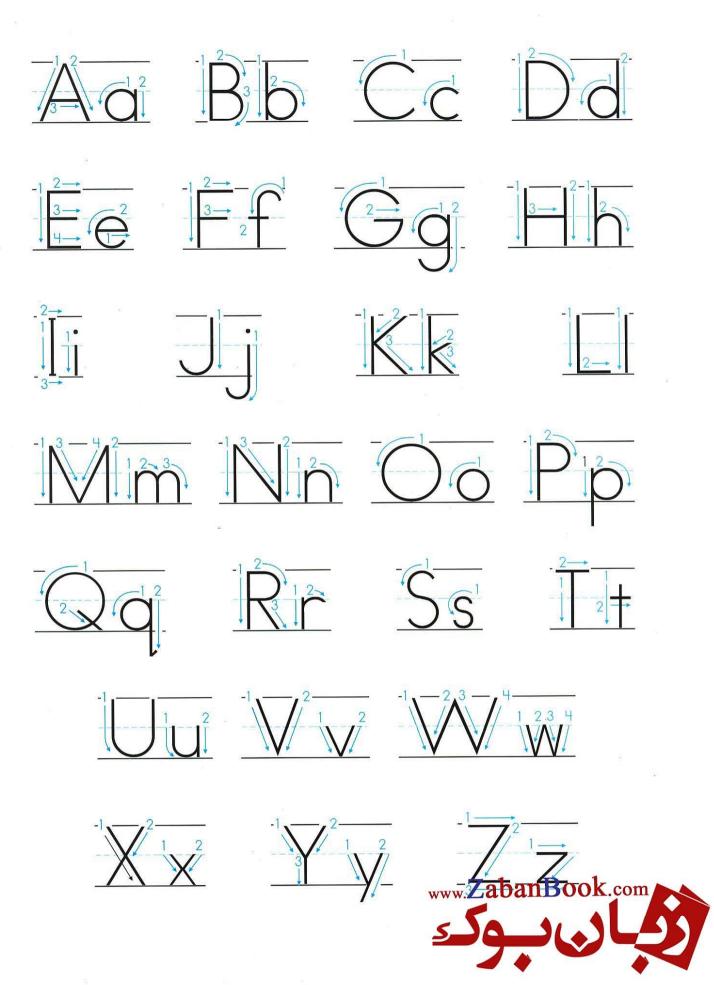
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Cursive **Capital Letters**

Early Learner's

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HANDWRITING WORKBOOK

HANDWRITING AND LETTER RECOGNITION PRACTICE FOR LEARNERS OF THE ENGLISH ALPHABET

This book is co-distributed in the United States of America by English Language Services, Inc. and Oxford University Press, Inc.



ENGLISH LANGUAGE SERVICES, INC.

PREFACE

This workbook is intended for students of English whose native language does not use a Roman alphabet, or who have never studied another language which uses Roman letters. The book gives practice in forming the cursive letters, placing words in alphabetical order, and recognizing the printed form of the letters.

The English alphabet uses 26 different letters. There are four forms of each letter: large and small printed letters and large and small written (cursive) letters. The large letters are called *capital* (or *upper case*) letters: the small ones are called *small* (or *lower case*) letters. The Introductory Lesson of this book shows how to make both forms of printed letters.

Each of the remaining 24 lessons of the book has Parts A and B. In Part A the student forms the cursive letters, as well as letter groups. In Part B he looks for certain letters and letter groups on a printed page. In a few lessons, Part B deals with alphabetical order.

The student who uses this book in conjunction with Welcome to English, Book 1 will be asked to write or read no unknown words. The brief Answer Key will be especially useful for students who are using the book independently or in conjunction with another basic course.

NOTES TO THE TEACHER

The student should work slowly and carefully when he is first forming the letters. He should follow the strokes shown by the little arrows. When writing on unlined paper, the student should nevertheless imagine that he is writing on a line—that is, the base of all the letters should seem to rest on a line. In addition, letters of the same form should all be of the same size, and there should be equal spacing between words.

In cursive writing, all letters take on a slight slant in the direction lower left to upper right. It is important to distinguish between letters with loops and letters with open curves; small e has a loop, e has an open curve. Small e and e and e have high loops, but for e and e the down stroke retraces the upward stroke and no loop is formed. Note also that a few end strokes (tails) are high (for example, e) but most are on the line (e.g., e).

Part B of each lesson will help the student become familiar with recognizing the shapes of printed letters. It is the printed form that he will be reading for the most part in books and newspapers, rather than the cursive. Generally, the student is asked to pick out a letter or letter group from a short line of items. He should try to look at each line at a glance and make the identification. It may be useful to do these exercises as timed pieces and try to better the time on the second try. In that case have the student time himself on the whole page, not on the individual parts.

All the English letters are introduced two or three at a time in the first twelve lessons. They come not in alphabetical order, but according to their general shape. Letters whose lower case is short (for example, a or s) are first, followed by tall ones (for example, I) and then long ones (for example, g). As new letters become available, vowel combinations (oo, ea, etc.) and consonant plus vowel combinations (Ia, Iu, etc.) are practiced. The last twelve lessons practice combinations of consonant letters (II, br, etc.) and word final letter groups (oII, ite, etc.).

If the student will be reading and writing from the first lesson of his English course, he must be taught all the letters at once. He will use the lessons of this book to perfect and consolidate his skills. Alternatively, he can do the Introductory Lesson and Lessons 1-12 of this book rapidly before or at the beginning of his other course material.

In teaching the Introductory Lesson it may be helpful to explain that there are two acceptable printed forms of lower case $a:\mathcal{A}$ and \mathcal{A}

The following alphabetical list of the cursive letters is provided for convenience in giving the students an initial rapid presentation.

a-BbCc-Dd-Ee-Ff Ly Xh	-
Li-Jy-Kk-Ll-Mmnnoo-Pp	
2 gRv & s J t - Ww V v Ww Xx	
W-y-2, g	

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KEY

INTRODUCTORY LESSON: Printing the Capital and Small Letters

Printed letters can be thought of as being formed from several basic strokes. There are straight lines (vertical \mid , horizontal — and slanted \mid , —with both longer and shorter variants); curves (closed \mid , open \mid), \mid —again with larger and smaller variants); and strokes which combine the straight line and the curve \mid , \mid , \mid , \mid , \mid . You may find it necessary to practice some of these basic strokes individually, as you proceed with this lesson.

1. Write over these printed letters. Follow the suggested strokes starting at the heavy dots.



2 · INTRODUCTORY LESSON

CAPITAL LETTERS (UPPER CASE)	ourse, the <i>tails</i> of small <i>g, j, p, q, y</i> do go below the line. small letters (lower case)			
A	a			
B	b			
C	c			
-	d			
	e			
F	-			
G	g			
H	h			
	i			
J	J			
	k			
M	m			



4 · LESSON ONE HANDWRITING PRACTICE: Letters A and O 1. The letters a and o are short letters. Write the cursive forms of a and o. Note: the tail of a is low and the tail of o is high. First write over the dotted lines; then write more letters by yourself. Write these combinations. 3. All capital letters are tall. Write the capital forms of A and O. First write over the dotted lines: then write more letters by yourself. Complete the words in these sentences. Fill in A and O. Join the tails of letters next to each other. Mr. J. nes is I wyer. Hw rey w, B b?



30 · LESSON FOURTEEN

A	HANDWRITING	PRACTICE:	Capital	Letters
-	HAMDAMIIIAG	PHACTICE.	Capitai	Perreis

be joined to the following letter because the letters are tall, and that J, Y, Z are also lor		ends low. Be sure that all of your capital
apapril	Be-	Betty
-CaCanada		0
HeHelen	- Gr	Green
IrIrene	Ju-	- June
Kn Know	Lo	-Jong
Mamarch	no-	North
2u Tuestion	Ro-	Ross
Su-Sunday	- Tu	- Tuesday
Un University	Ke-	- Terox
yo young	2	Zero
Write these letters and words. Do not join the cannot be joined to the following letter be		
Do Dorothy	Fr	Friday
Oc October	Pl	- Place
-Ve Very	- We	-Wednesday
0		www.ZabanBook.com

1. Write these letters and words, joining the capital letter to the second letter. Most capital letters can

