

TOPFLIGHT COLLEGE HANDWRITING POLICY

Approved by:	School Board
Last reviewed on:	30th July, 2024
Next review due by	31st July, 2025

1. HABDWRITING POLICY STATEMENT

Purpose:

To promote legible, organized, and effective handwriting among students, supporting academic excellence, assessment clarity, and fine motor development.

Policy Guidelines:

1. Handwriting Style

- Students must use **either a print style or the Nelson handwriting method** for written work.
- Students whose cursive handwriting is consistently illegible are **required to purchase the school's Handwriting Correction Booklet** and practice regularly.

2. Importance of Handwriting

- Handwriting is essential for presenting **organized, readable work** in all academic subjects.
- Clear handwriting contributes to **accurate assessment, effective communication, and positive academic presentation**.
- Writing by hand complements 21st-century learning methods, enhancing **hand-eye coordination, memory retention, and cognitive processing**.

3. Writing Materials

- Students are expected to **always have their personal writing materials** (pens, pencils, erasers, notebooks, rulers) in class.
- Teachers may check for readiness and provide guidance on proper use of materials.

4. Practice & Monitoring

- Students with handwriting challenges will **practice under supervision using the correction booklet**.
- Teachers are responsible for monitoring handwriting improvement and providing constructive feedback.
- Regular exercises may be integrated into classwork or homework to ensure consistent practice.

5. Integration with Curriculum

- Handwriting will be **reinforced across all subjects**, not just Language or English.
- Students will be encouraged to **balance handwriting practice with digital tools**, maintaining proficiency in both mediums.

Outcome:

Consistent application of this policy ensures students develop **legible, neat, and confident handwriting**, supporting academic performance, personal organization, and lifelong learning skills.

Excerpt from Handwriting Training Manual available in School N4,000

IMPORTANCE OF HANDWRITING SKILL

Good handwriting is an important skill that will help you throughout your life. It can make your schoolwork more readable, help you take better notes, and allow you to communicate more clearly with others. Plus, neat and legible handwriting can give you a sense of pride in your work!

Benefits of Good Handwriting

Why is good handwriting important? Here are a few reasons:

1. **Communication:** Clear handwriting makes it easier for others to read what you have written, whether it's a note to a friend or a school assignment.
2. **Organization:** Writing neatly helps you organize your thoughts and ideas better. This can be especially useful for taking notes in class or when writing essays.
3. **Creativity:** When you are confident in your handwriting, you can focus more on expressing your ideas and being creative without worrying about how your writing looks.
4. **Confidence:** Knowing that you have neat and readable handwriting can boost your confidence in your academic work and other areas of life.

Overview of Handwriting Styles

In this booklet, we will explore two main types of handwriting: print (manuscript) handwriting and Nelson (cursive) handwriting.

Print (Manuscript) Handwriting

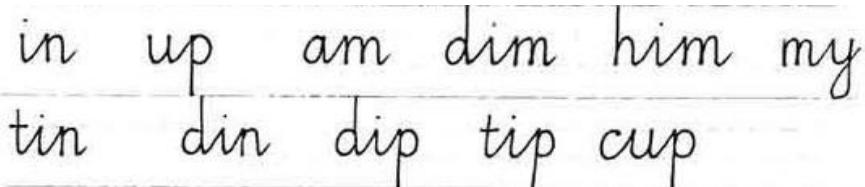
Print handwriting, also known as manuscript handwriting, is the type of writing where each letter is written separately. It is often the first type of handwriting that children learn. Print

handwriting is easy to read and is used in many situations, such as filling out forms or writing short notes.

Aa Bb Cc Dd Ee Ff Gg Hh Ii
Jj Kk Ll Mm Nn Oo Pp Qq Rr
Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9 0

Nelson (Cursive) Handwriting

Nelson handwriting, commonly referred to as cursive handwriting, involves writing letters in a flowing, connected style. This type of handwriting can be faster than print handwriting because you don't have to lift your pen after each letter. Cursive handwriting is not only practical but also elegant, and it can make your writing look more polished.



in up am dim him my
tin din dip tip cup

What to Expect

This booklet is organized to help you gradually improve your handwriting. We will start with the basics and move to more advanced skills, with plenty of practice exercises along the way. Each chapter will build on what you have learned in the previous sections, making sure you feel confident and comfortable as you progress.

Examples of Poor Handwriting

Can you read this?

My Dear Sir

Many thanks for your kind letter of 30th Oct. I am sure no man is more aware of the horrors of hospitals in another state than yourself and that you always bear in mind not to be ~~too~~ ^{too} ~~hasty~~ ^{hasty} and ~~hasty~~ ^{hasty} foolish a small ~~sum~~ ^{sum} ~~out~~ will ~~keep~~ ^{keep} feet healthy but to ~~revisit~~ ^{revisit} large sums to make a sickly feet healthy besides the immense costs of professional services health cannot be ~~healthily~~ ^{healthily} bought

Bad handwriting
hinders our
communication
and stresses the
eyes!



the snow man feels positive every day. the snow man made him self a large fluffy dog. the snow man is happy with his ~~hated~~ ^{hated} scarf. he ~~feel~~ ^{feel} happy and gives you a hug. he lives in a lonely igloo. he is the very grumpy.



The good news is that we can all improve our handwriting with lots of practice and patience. So, don't get discouraged, even if progress takes time.

Keep practicing and have fun with it!

Feb. 27, 1985
Kaufman
Levitt Hall
645 Beacon St.
Boston, Mass., Room 629

Dear Mr. Presley,
Hi.

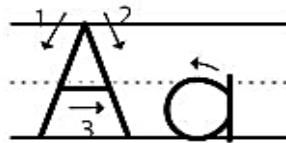
Here I am at the old college desk writing you a letter for the first time in my life.

Here I am twenty years old, I have been an "Elvis Presley fan" since my grandfather bought me a copy of Elvis' Golden Record when I was seven. (Since then I have acquired every record you ever recorded, except those.)

You are Elvis Presley, I am Andy Kaufman. One day I shall meet you. I shall shake your hand. I shall say "Hello."

I know you, you know? I really do know you, I have seen

Print Handwriting



Bb Cc Dd Ee Ff

Gg Hh Ii Jj Kk

Ll Mm Nn Oo Pp

Qq Rr Ss Tt Uu

Vv Ww Xx Yy Zz



This chart shows you
how many strokes & curves form each capital
and lower case letter.

Observe and replicate on
the next page

EXERCISE 6: Form letters A-Z intentionally (Please follow the rules of Print Handwriting)

Aa

Bb

Cc

Dd

Ee

Ff

Gg

Hh

Ii

Jj

Kk

Ll

Mm



Nn

Oo

Pp

Qq

Rr

Ss

Tt

Uu

Vv

Ww

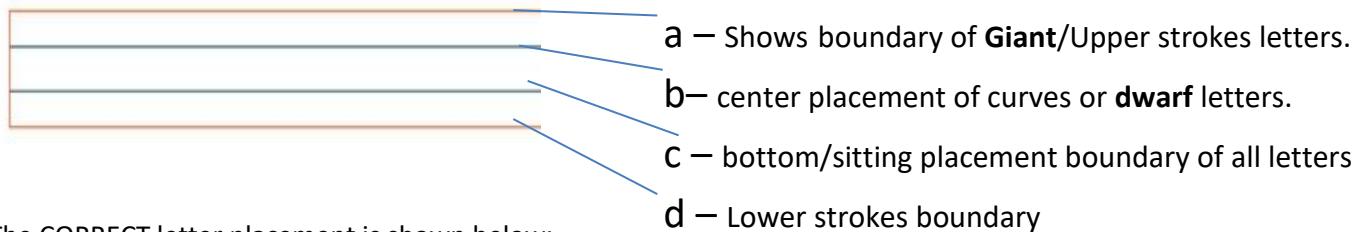
Xx

Yy

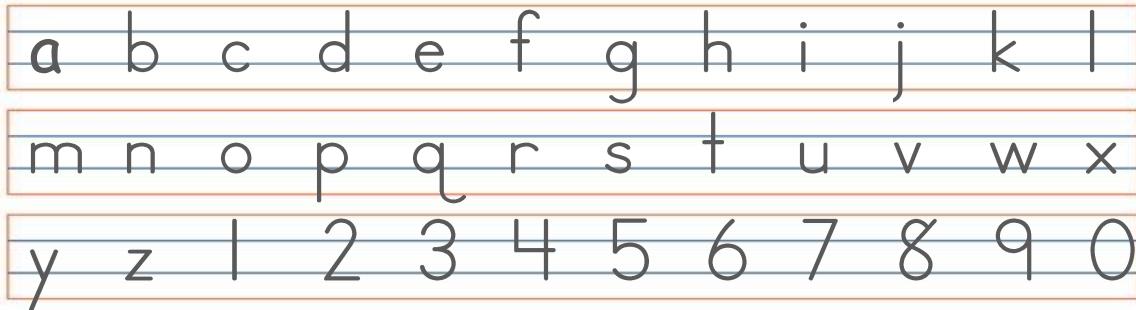
Zz

1.3: Correct Letter placement on Lines

The lines on a page of note book are often straight and vertical. The type of notebook determines the placement of the line. E.g. Handwriting Book



The CORRECT letter placement is shown below:



What if you see just black lines with the Centre dotted lines?

a	b	c	d	e	f	g	h	i	j	k	l
m	n	o	p	q	r	s	t	u	v	w	x
y	z	l	2	3	4	5	6	7	8	9	0

3: REGULAR NOTEBOOK PAGE with no center-dotted line?

a	b	c	d	e	f	g	h	i	j	k	l
m	n	o	p	q	r	s	t	u	v	w	
y	z	l	2	3	4	5	6	7	8	9	0.

EXERCISE 7: LETTER PLACEMENT USING MOVEABLE ALPHABETS:

Objective: To see the correct placement of letters.

Materials Needed:

1. Montessori Moveable Alphabets (Large or small)
2. Alphabet Placement mat (floor mat or table mat)

ACTIVITY 1:

Correctly place the letters of the sentences below on the alphabet mat (see example).

Ensure the *lower strokes* go *below* the blue line and the *upper strokes* go *above* the blue lines. The other letters stay within the



CATEGORIES OF PRINT LETTER SHAPES

Another way to look at letters is by their shapes. We will look at four types of letters

 <p>1. Giant Letters <i>Includes all capital letters because their top part reaches the upper boundary line and they sit on the line e.g.</i></p> <p>A B C D E F</p>	 <p>2. Dwarf Letters <i>Includes all shorter lower case letters without upper or lower strokes i.e.</i></p> <p>a c e i m n o r s u v w x z</p>
 <p>3. Giraffe Letters <i>Includes all lower case letters with upward stroke. E.g.</i></p> <p>b d f h k l t</p>	 <p>4. Monkey Letters <i>Includes all lower case letters with 'descenders' or lower strokes below the baseline. E.g.</i></p> <p>g j p q y</p>

All letters sit on the baseline. They do not float in the middle.

REVIEW: Close the book and describe the following with examples:

1. **Giant Letters:** _____
2. **Dwarf Letters:** _____

3. Giraffe Letters: _____

4. Monkey Letters: _____

SIMPLE WORD FORMATION

Remember the Rules of Handwriting:

1. Words should similar size and equal spacing of letters.
2. Form letter shapes correctly.
3. All letters should sit on the baseline. They should not float in the middle.
4. Letters should be distinct, not overlapping.
5. Start slowly and carefully.

EXERCISE :



Water Water Water Water Water Water



Peter



Hope



Fox



Lazy



Brown



Dog



Quick



The



Over



After



Nigeria

