

The Basic Fundamentals

Ontario Native Literacy Coalition

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# Introduction

This resource was developed as a support guide to assist with the basic fundamentals of cursive writing. Cursive Writing is a life skill that many adults use in their daily life and it is essential to develop a legible signature. Adults who know how to read and write in cursive writing will be prepared for everyday activities.

## What is Cursive Writing:

Cursive writing was a way to write quickly before the use of computers. In this style of hand writing, the letters are connected so the writer does not need to to lift the pen from the paper.

Learners are introduced to printing and penmanship skills in the early grades of school. Cursive Writing is no longer included in the curriculum for many reasons, including an increase in technology. Learning cursive writing is an important skill and research indicates that handwriting engages the brain in more ways than typing on a keyboard. Cursive should not be forgotten as it is still an essential skill.

## **Purpose of Cursive Writing:**

What is the purpose of learning Cursive Writing skills in today's environment?

Reading and writing in cursive handwriting remains an important life skill. Many people like family members, teachers, employers, and supervisors still use cursive writing. There are many store signs, logos, and historical documents that use cursive writing. Most importantly, you may be required to write your signature.

## Your Signature:

A signature is your name written in a distinctive way as a form of identification. This may include full names or initials (an initial is the first letter of the name).

## Sample signatures may include:

- 1. First name, last name
- 2. First name, middle initial, last name
- 3. First initial, and last name
- 4. All initials

Writing your signature in cursive makes it difficult to copy and thus preferred on documents. A signature is required for signing legal/government documents, forms, or applications including

licences, health cards, credit cards, bank applications, work related contracts, or signing up for a membership at your local gym.

## **Basic Fundamentals of Cursive Writing**

This resource will teach learners to have a comfortable and appropriate pen grip, posture, and attitude towards handwriting. It will provide worksheets to help learners become comfortable with the movement of cursive writing. It will illustrate the correct movement associated with each letter and the correct formation of each letter. It will also include the correct technique for joining letters and the flow and fluency of writing words. The words included in worksheets are associated with Indigenous culture to provide a connection to our writing. Practice, practice, practice.

# **Understanding Skills for Success**

## What are Skills for Success in Canada?

In May of 2021, the Essential Skills framework underwent an update based on an evolving labour market, the results were the new Skills for Success. The 9 Skills for Success are skills that help you in this new information age that has quickly changed the world. These skills benefit everyone and can help to secure employment, progress in your current employment, or assist in changing to a new employment. These skills also assist everyone adapting to different areas of one's life beyond work such as with social interactions and life skills.

## Why Skills for Success?

Skills for Success are the skills needed to participate and thrive in learning, work, and life. Skills for Success include foundational skills for building knowledge and are important for effective social interaction. These skills overlap and interact with each other, and with other technical and life skills. They are inclusive and can be adapted to different contexts. Skills for Success are for everyone – employers, workers, training providers, governments, and communities.

(Employment and Social Development Canada, 2021: <a href="https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html">https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html</a>)

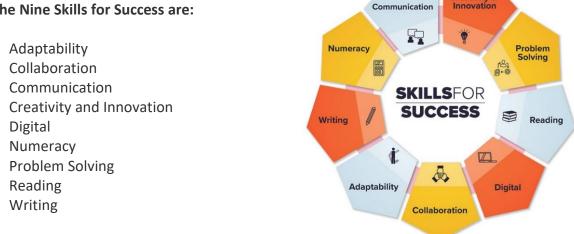
Skills for Success development goes beyond work-skills training. It is important that literacy practitioners, employers and others recognize that developing Skills for Success can be very positive for adult learners and employees.

## Cursive Writing - The Basic Fundamentals

Research indicates that Skills for Success development is associated with:

- Greater independence
- Increased self-respect
- Effective problem solving and communication
- Better overall health and well-being
- Higher learning and earning potential
- An increased ability to use technology
- Flexibility and the capacity to adapt to change

#### The Nine Skills for Success are:



Creativity &

Descriptions for the nine skills can be found at:

https://www.canada.ca/en/services/jobs/training/initiatives/skills-success/understandingindividuals.html

## **Skills For Success:**

This resource will incorporate skills for success in communication, creativity, reading, and writing.

- **Communication** learning and understanding cursive writing is a life skill that will assist • a person to be able to communicate effectively by sharing information and ideas with co-workers, clients, and family.
- Creativity and Innovation learning the cursive writing skill will provide the learner to express their own unique style of written handwriting.
- **Reading** this resource will assist the learner to help understand cursive text in day to • day activities.
- Writing this resource will provide the learner a skill that will assist them to fill out forms and applications in daily life.

# Competency Task Group & Indicator Level: Ontario Adult Literacy Curriculum Framework

Suggested OALCF Competency Task Group and Indicator Level:														
	Find and Use Information					Understanding and Use Numbers			y					
	Read continuous text	Interpret documents	Extract info from film, broadcast &	Interact with others	Write continuous text	Complete and create documents	Express oneself creatively	Manage money	Manage time	Use measures	Manage Data	Use Digital Technology	Manage Learning	Engage with Others
	A1	A2	A3	<b>B</b> 1	B2	B3	<b>B</b> 4	<b>C</b> 1	C2	C3	C4	D	E	F
Lesson 1		2.1			2.1	3.2a						D.1	E.1	
Lesson 2		2.1			2.1	3.2a						D.1	E.1	
Lesson 3					2.1	3.2a						D.1	E.1	
Lesson 4		1.1				3.1a	B4					D.1	E.2	
Lesson 5		1.1				3.1a	B4						E.3	
Lesson 6	1.3					3.3a	B4						E.3	

# **Cursive Writing Unit**

### Length of Unit:

10 Lessons

### **Previous Learning Required by Learners:**

Learners should be able to write using the printed alphabet.

### Writing Cursive Unit Outline:

- Lesson 1 Introduction to techniques and materials.
- Lesson 2 Warm-up: mastering the movements of tails, strokes, and loops. Worksheets included.
- Lesson 3 Demonstrate the correct movement and formation of letters A to Z. Worksheets included.
- Lesson 4 Printed and cursive letter comparison. Includes practice with lowercase and capital letters with words. (worksheets included). Each lesson will review the correct movement and formation of letter and illustrate joining letters for flow and fluency.
- Lesson 5 Signatures and Initials
- Lesson 6 Cursive Writing Tips and Assessment and Evaluation checklist

# **Lesson One: Introduction to Techniques and Materials**

**Lesson Topic:** Discuss and explain why learning cursive writing is important. The techniques and materials required for cursive writing will also be taught during this lesson.

### **Expectations:**

- OALCF: to write continuous text using cursive writing
- OALCF: to interpret documents using cursive writing
- Understand the importance of cursive writing as an important life skill. Importance of a person's signature.
- Understand techniques and the materials required.
- Learner sample of their signature

### **Resource Material:**

- Pen and lined paper
- Cursive writing worksheet: Cursive Handwriting Names (Pg. 8)

### Instructional Strategies:

Lecture/discussion, guided, demonstration or video

Video for pen grip - <u>https://www.youtube.com/watch?v=IY1Pxjdoj18</u>

Video for paper position - <u>https://www.youtube.com/watch?v=MHQ7jW0iemk</u>

### Introduction:

• Introduce topic of cursive writing: what is cursive writing, the purpose of cursive writing, and the importance of a person's signature.

## Lesson 1: Techniques

### **Begin with Techniques**

To begin writing in cursive, use a pencil or pen for a fluid line of ink when writing. There is a recommended technique to hold your pen, recommended paper position, and body position when writing.

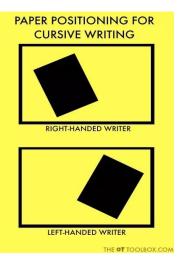


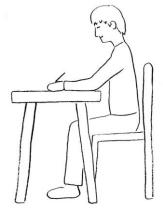
PEN GRIP

Is important to enable the writer to move their fingers and control the pen.

## PAPER POSITION

If the lerarner is right handed, the paper should be slanted towards the left and if they are left handed, the paper should be slanted towards the right.





## **BODY POSITION**

The learner should be writing at a desk with their feet on the floor, back upright inclined towards the desk, and with forearms resting on desk

## Task Objective:

The learner will begin with a sample of their name, facilitators will write each learners name for them to copy and practice. Or provide printable tracing worksheet for names.

## Worksheet – Sample Names

Cursive Handwriting - Names Undrew tmy andon He artes avid elicia Edward trank ODE 1 ackie eorge Henry CU สรม ason ancy win ayna arri int ara ni Vtc For

# Lesson Two: Warm Up and Cursive Letters A-Z

### Expectations:

- OALCF: to write continuous text in cursive writing
- OALCF: to express oneself creatively using cursive writing
- to understand that everyone has their own writing style
- to understand the proper technique of each cursive letter of the alphabet

### Materials and Equipment:

- Pen and lined paper
- Cursive Writing worksheet with tails and loops practice (Pg. 11)
- Cursive Handwriting Techniques worksheet (Pg. 12-13)
- Cursive Handwriting Alphabet worksheet (Pg.14)

### Instructional Strategies:

Lecture/discussion, guided demonstration, learners trace letters on practice sheet, or video

Video demonstrating each cursive letterhttps://www.youtube.com/watch?v=iTF0AhQjU0k

### Introduction:

#### <u>Discuss</u>

Each person has a unique handwriting style. When learning to cursive write, learners can add their own style to letters.

### Cursive Writing (warm up)

When connecting cursive letters together, there will be loops, flicks, and tails at the beginning and end of each letter. The tail is what connects each letter to letter.

### Examples of Tails, Slanted Strokes, and Loops:

<u>Tails:</u>

Loops:



00000

## Sequence of Learning:

- Explain Tails and Loops (can be used as a warm up). Tails are the small curls at the end of a letter or the lines that connect letters together. Look at the previous page for an example. Loops are lines that intersect to form a loop. Look at the previous page for an example.
- Provide the practice sheet: Cursive Writing worksheet tails and loops (pg. 11)
- Explain how each cursive letter has a proper movement. See practice worksheet: Cursive Writing Technique worksheet (pg. 12-13)
- Demonstrate how each letter is written using proper movement and formation
- Practice Cursive Handwriting Alphabet worksheet (pg. 14)

## Task Objective:

Learners will begin learning the cursive alphabet. They will practice loops and tails before moving onto the capital letter and lower case letters. Have learners trace each of the letters then practice individually.

# Worksheet – Cursive Writing – Tails and Loops

Cursive Handwriting Practice - Tails and Loops Slant Tail ellell Loop tll

Worksheet – Cursive Handwriting Techniques

Cursive Handwriting Technique 0

Cursive Handwriting Technique 2 5/ 3 7

Cursive Handunit	ng Alphabet
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Ee	
Da	
Ji	
-K.k	L
M.m.	
Øz	P-w
Q-a;	R.T
An and a second	J£
-71/20	
-715-11-	
-74-77	
y y	r iz

# Worksheet – Cursive Writing Alphabet

# Lesson Three: Review Cursive Letters A-Z

### Expectations:

- OALCF: to write continuous text in cursive writing
- OALCF: to express oneself creatively using cursive writing
- To understand the proper technique of each cursive letter of the alphabet. See the Cursive Handwriting Techniques worksheet.

### Materials and Equipment:

- Pen and lined paper
- Cursive Handwriting Techniques Wooksheet (pg. 12-13)
- Cursive Handwriting Alphabet worksheet (pg. 14)

## **Instructional Strategies:**

Lecture/discussion, guided demonstration or video, or learners can trace letters

### Introduction:

- Review demonstration of cursive letters
- Youtube video to demonstrate each cursive letterhttps://www.youtube.com/watch?v=iTF0AhQjU0k
- Reminder of having own writing style

## Sequence of Learning:

- Explain how each cursive letter has a proper technique
- Demonstrate how each letter is written with the cursive writing technique worksheet

### Task Objective:

Learners will practice each of the letters. Using the Cursive Handwriting Techniques Wooksheet (pg. 12-13) practice each capital letter and small letter. Begin by tracing each of the letters and then practice letters individually.

# Lesson Four: Printed Letters Compared to Cursive Letters

Each lesson learners will review the correct movement and formation of letters and illustrate how to join letters.

### Lesson Topic:

Printed letters compared to cursive Letters. Practice words in cursive and include the printed letter next to the cursive letter. This will benefit learners by helping them read cursive writing.

### **Expectations:**

- OALCF: to assist to read continuous text in cursive writing documents
- OALCF: to interpret documents in cursive text
- OALCF: to interact with others using cursive writing
- OALCF: to express oneself creatively in cursive writing
- To understand the similarities and differences between the printed penmanship and cursive letters of the alphabet
- Practice writing words in cursive

### Materials and Equipment:

- Pen and lined paper
- Cursive Writing Practice worksheets (printed and cursive letter)

## Instructional Strategies:

Guided demonstration or learners can trace sample cursive words

### Introduction:

- Explain how viewing the printed letter next to the cursive letter assists in reading and writing cursive letters and words
- Explain where to join letters together to form words

## Sequence of Learning:

- Review demonstration of cursive letters
- Youtube video to demonstrate each cursive letterhttps://www.youtube.com/watch?v=iTF0AhQjU0k
- Reminder of having own writing style
- Explain how each printed letter is similar or different to each cursive letter. Provide practice sheets with printed and cursive words for each letter, this will help in reading and provide cursive practice
- Explain how letters are joined together when creating words

<u>NOTE</u>

The practice worksheets model the words and show how the letters are joined together to create the words. Learners must understand that the dotted line indicates the middle of the line and when writing on lined paper, letters and words are much smaller

\_\_\_\_\_\_\_

- EXAMPLE:

COMPARED TO LINED PAPER:

## **Task Objective**

Learners will practice writing words that start with different letters of the alphabet. They will use the practice sheet to trace words and then practice writing words on lined paper.

# Worksheets - Cursive Writing Practice (printed and cursive letter)

C	ursive Handur	riting Practic	e	
Printec	l Letter	Cursive Letter		
Capital	Small	Capital	Small	
A	a	a	A	
Aanii - aan	ii			
Algonquin-6	lgongui	t		
a boriginal-a	boriginal	<u> </u>		
ancestors a	ncestors			
Capital	Small	Capital	Small	
B	b	B	b	
Boozhoo-Bi	ozhoo			
Beausoleit	Beausolei	l		
beaver be	aver			
1				

Cursive Handwriting Practice **Cursive Letter Printed Letter** Small Capital Capital Small ppewas nnewa ake V an5 caribou and DU Capital Capital Small Small RAM OA. DG WAVID ances tances EE

Cursive Handwriting Practice **Printed Letter Cursive Letter** Capital Capital Small Small ē Cante ag mo ers P Capital Small Capital Small First Ha TTONG T oather ēa

Cursive Handwriting Practice **Printed Letter Cursive Letter** Capital Small Capital Small ran aw Pa P nni Capital Small Capital Small DN TITAL trat Ves Tar

Cursive Handwriting Practice **Printed Letter Cursive Letter** Capital Small Capital Small ndigenous igenous roanor GUOIS D 0 maepena independer Capital Small Capital Small tm The umaan

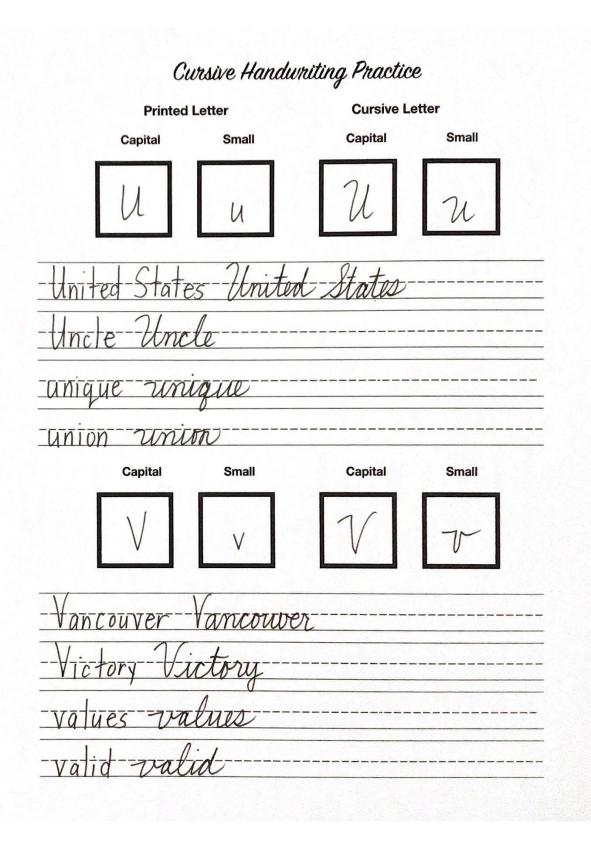
Cursive Handwriting Practice **Printed Letter Cursive Letter** Capital Small Capital Small İDWA towa IMA eeper Repers gar gan Capital Small Capital Small ta ong hake ong a TINO onghou P and

Cursive Handwriting Practice								
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Capital	Small	Capital	Small					
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-Nibinamik7	libinam	ik						
-Nipissing-72.	ipissing							
nations nati								
-north-north	/							

Cursive Handwriting Practice **Printed Letter Cursive Letter** Capital Small Capital Small JWAN Itwan eida ODZAAW aawa history ora S Capital Small Capital Small Kangi Kum Pikangikum eacemaker pasi a5

	Cursive Handuriting Practice							
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C	Cursive Handwriting Practice						
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S	S	S	S				
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-status-sta	itus						
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	Ierritory Iemagam	L					
Temagami	Ierritory Ierragam reaty	L					
Temagami	,	i.					



Cursive Handwriting Practice **Cursive Letter Printed Letter** Small Small Capital Capital alpole Island stā DA wisdom Wisdom WO Capital Small Capital Small X avter Kavier xylophone ophone

(	Cursive Handwriting Practice					
Printe	d Letter	Cursive Letter				
Capital	Small	Capital	Small			
Y	У	Y	¥			
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-tork-for	<i>k</i>					
year yea	r					
yes yes						
Capital	Small	Capital	Small			
Z	Z	3	3			
-Zhiibaahaa	sing-Zhii	baahaasin	и <b>д</b>			
-ZanderZa	ander					
zebra-zeb	ra					
zero zero						

# **Lesson Five: Signatures and Initials**

### **Rationale:**

Cursive writing may not be as popular as it was in the past but it is still a significant piece of dayto-day life. Signatures and initials are still used when signing important documents, autographs, or signing birthday cards. Each signature is unique and personalized.

In this lesson, learners will practice writing their own names in cursive and adopting their own unique signature.

### **Expectations:**

- OALCF: to assist to read continuous text in cursive writing documents
- OALCF: to interpret documents in cursive text
- OALCF: to interact with others using cursive writing
- OALCF: to express oneself creatively in cursive writing
- To understand the similarities and differences between cursive letters and signatures
- Practice writing signatures and initials

## **Resource Material:**

• Pen/pencil and paper

## Task Objective:

Learners will practice writing their signatures using proper cursive handwriting and their personalized signature and initials.

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alin ant OUL and man

# Lesson Six: Cursive Writing Tips, Assessments, and Evaluation Checklist

Lesson Topic: Cursive Writing Tips and Assessment and Evaluation checklist

### **Expectations:**

- Everyone can use helpful tips to improve their cursive writing skills
- Everyone has their own unique cursive writing style and letters in cursive writing need to be joined together. Letters must be neat and same size.

### Materials and Equipment:

• Pen and lined paper

### Instructional Strategies:

• Discussion and lecture

### Introduction:

• Explain the tips of cursive writing

### Sequence of Learning:

### TIPS FOR CURSIVE WRITING

- 1. Lowercase letters are all the same size.
- 2. Capital Letters can be different types and styles.
- 3. Keep it neat when joining letters.
- 4. Practice warm-up drills with slants, loops, and tails
- 5. Letter O and U and V have only one stroke
- 6. Avoid writing fast, flow and be neat.
- 7. Don't press too hard when writing, have a relaxed grip.
- 8. Practice on lined paper.
- 9. Embrace your OWN Style.
- 10. Practice, practice, practice

### **Assessment and Evaluation**

- 1. Assessment checklist
- 2. Evaluation sheet included Copy Poem by E. Pauline Johnson

### Task Objective:

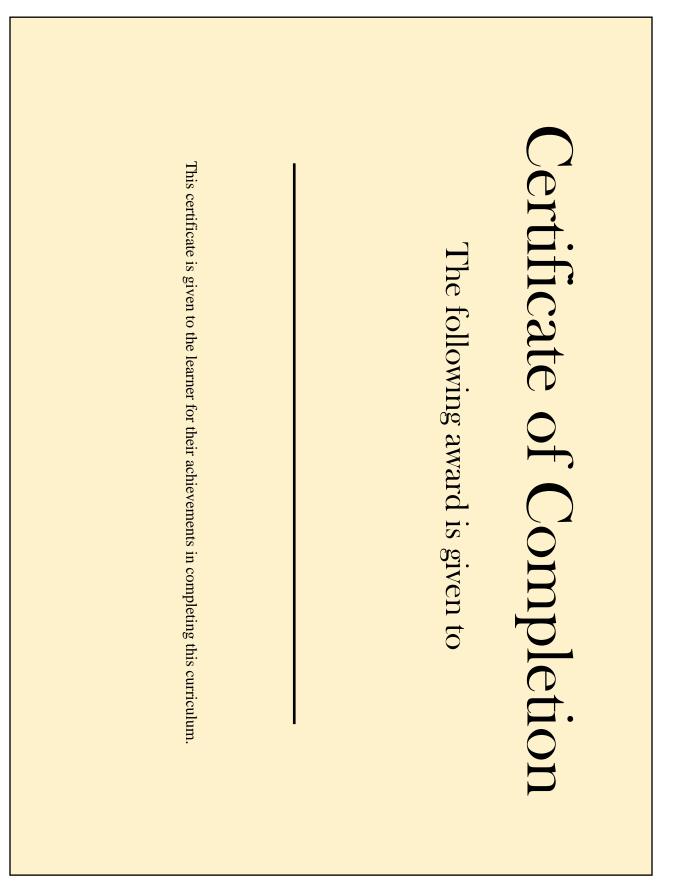
Learners will practice the tips of cursive writing and complete Assessment and Evaluation.

Evaluation sheet – Copy Poem by E. Pauline Johnson

Cursive Handwriting Evaluation - Copy poem Good-Bye by Emily Pauline Johnson he sea arow have par to spend and dead summer awar en our night shute out the day

## Assessment Checklist

Technique	Demonstrated	Needs More Practice
Comfortable pen grip, paper position, and posture		
Positive attitude towards writing - completes in a timely manner		
Ability to develop letters using proper movement and formation of each letter		
Visual memory of letter shapes		
Writing is fluent and legible		
Ability to correctly form letters of the alphabet - capital and small letters		
Ability to correctly form words and join letters		
Ability to correctly form signature		
Ability to follow instructions		



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Cursive Writing – The Basic Fundamentals

This resource was developed to be used as a support guide to assist with the basic fundamentals of cursive writing. Cursive Writing is a life skill that many adults use in their daily life and it is essential to develop a legible signature. Adults who know how to read and write in cursive writing will be prepared for everyday activities.

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