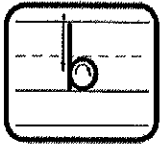


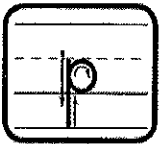
Manuscript Maintenance Lowercase b, p, r

Think About It These letters have clockwise circles and curves. In each, the circle or curve comes after a vertical line that must be retraced. Retrace vertical lines carefully to avoid loops.

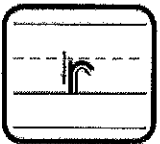
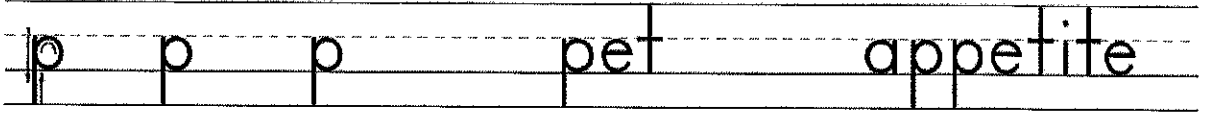


1. Pull down.
Push up; circle forward.

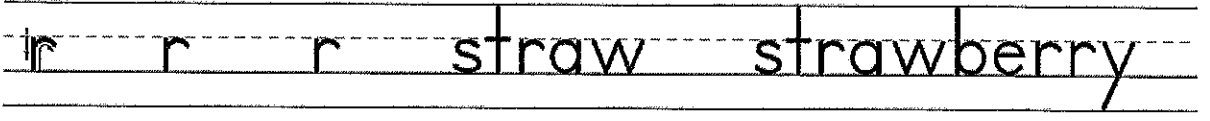
Start at the dot.



1. Pull down.
Push up; circle forward.



1. Pull down. Push up; curve forward.



Write the words and sentences.

beekeeper prairie republic problem

For my research, I read a biography of a ballplayer.

The peanut butter recipe won a blue ribbon.

Check Yourself

My letters **b**, **p**, and **r** have straight vertical lines.

My retraces are smooth, with no loops.

My writing is easy to read.

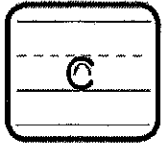
Circle your best word on this page.

Better Letters If the circle comes after the line in a letter, retrace and make a forward circle.



Manuscript Maintenance Lowercase c, e, f

Think About It These letters have counterclockwise curves. Cramped, closed curves make letters difficult to read. Make sure to keep the curves smooth and open.



1. Circle back.

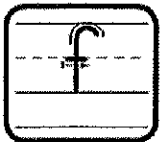
Start at the dot.

c c c clone cyclone



1. Slide right. Circle back.

e e e feat feather



1. Curve back; pull down. Lift.
2. Slide right.

f f f for afford

Write the words and sentences.

creampuff fence commander in chief

Let's meet face-to-face with our faithful friends.

The character slipped on a leaf for comic relief.

Check Yourself

- My curves are smooth and open.
- My letter f has straight vertical and horizontal lines.
- My writing is easy to read.
- Circle your best letter on this page.

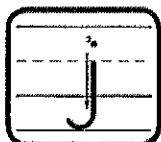
Better Letters For a legible letter e, make sure the circle back stroke touches the slide right stroke.



Manuscript Maintenance Lowercase j, g

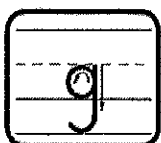
Think About It These letters have tails, or descenders, that drop below the baseline and curve left. For letters that are easy to read, keep curves round and open. Don't forget to dot j.

Start at the dot.



1. Pull down; curve back. Lift.
2. Dot.

j j j just adjust



1. Circle back; push up. Pull down; curve back.

g g g age garage

misjudge adjoining goose egg

Write the words and sentences. Tall letters should not touch the headline.

jumping joking jaw-dropping jug

Are you good at jumping rope or playing Mahjong?

Two adjectives are "jeweled" and "glittering"

Check Yourself

My letter j has a straight vertical line before the curve, and a dot.

My letter g has a round, closed circle.

My writing is easy to read.

Circle your best word on this page.

Better Letters When writing on notebook lines, adjust spacing so that tall letters do not bump descenders on the line above.

foggy day
The next ← crash

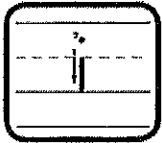
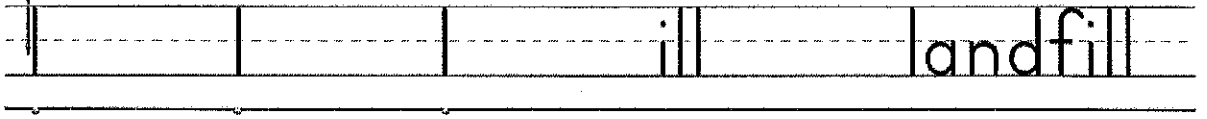
Manuscript Maintenance Lowercase l, i, t

Think About It These letters have vertical lines. They are easy to read when the lines are straight down, not slanted to the left or right. Don't forget to dot i and cross t.

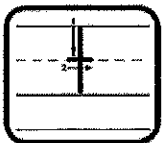
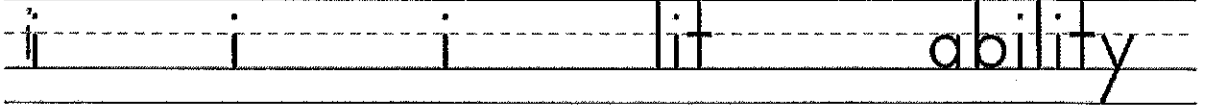


1. Pull down.

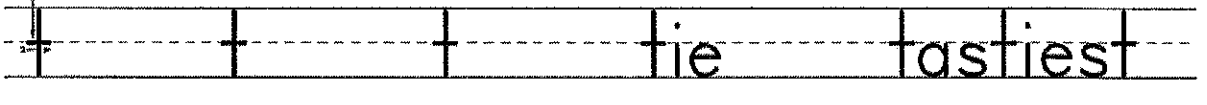
Start at the dot.



1. Pull down. Lift.
2. Dot.



1. Pull down. Lift.
2. Slide right.



Write the words and sentences. Tall letters should not touch the headline.

inspiring test pilot shell intellect

Parallel lines will not intersect at any point.

Satellites orbit the planet, transmitting data.

Check Yourself

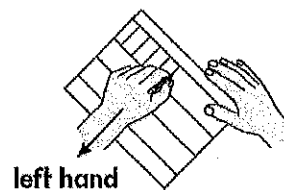
My letters l, i, and t have straight vertical lines.

My i's have dots, and my t's are crossed.

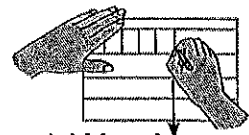
My writing is easy to read.

Circle your best letter on this page.

Better Letters Hold your paper like this for good manuscript writing.



left hand



right hand

Manuscript Maintenance Lowercase n, m, h

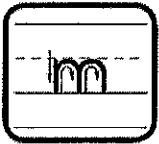
Think About It These letters have clockwise curves that come after a vertical line. Can you see the letter n in both m and h? Retrace vertical strokes carefully before each curve.



1. Pull down. Push up; curve forward; pull down.

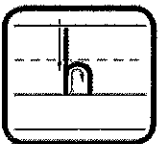
Start at the dot.

n n n ton plankton



1. Pull down. Push up; curve forward; pull down. Push up; curve forward; pull down.

m m m sum summer



1. Pull down. Push up; curve forward; pull down.

h h h itch hitch

Write the words and sentences. Tall letters should not touch the headline.

mushroom harmony monarch home run

The high-tech machine incorporates magnets.

Sample the homegrown honeydew melons.

Check Yourself

My retraces are smooth, with no loops.

My n's are half the height of my h's.

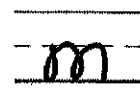
My writing is easy to read.

Circle your best letter on this page.

Better Letters Slow down and retrace carefully for a letter m that is easy to read, with no loops.



not



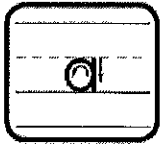
Manuscript Maintenance Lowercase o, a, d

Think About It These letters begin with a counterclockwise circle. Can you see o inside a and d? The letter a inside d? Smooth, closed circles will make the letters easy to read.

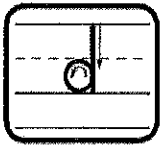
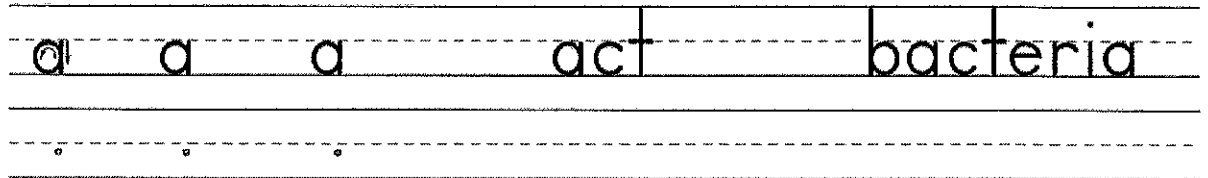
Start at the dot.



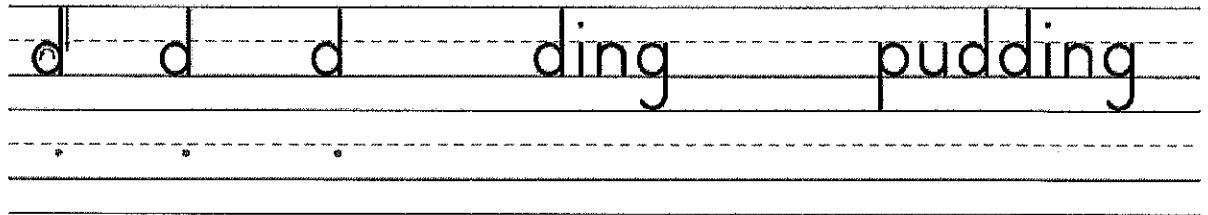
1. Circle back.



1. Circle back; push up. Pull down.



1. Circle back; push up. Pull down.



Write the words and sentences. Short letters are half the height of tall letters.

adjective armor avocado old-fashioned

Having your own original idea is as good as gold.

If in danger, armadillos dig into the ground.

Check Yourself

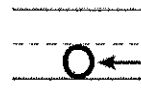
My circles are closed.

My letter d is twice as tall as my letter a.

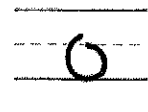
My writing is easy to read.

Circle your best word on this page.

Better Letters Having trouble getting your counterclockwise circles all the way closed? Try starting them a little lower (at about 3:00 on a clock face).



not



Manuscript Maintenance Lowercase u, q, s

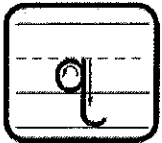
Think About It On this page, you'll practice more letters with curves. Make the curves smooth and round. Keep **u** open at the top so it is not mistaken for **a**.

Start at the dot.



1. Pull down; curve forward; push up. Pull down.

u u u pun punctuation



1. Circle back; push up. Pull down; curve forward.

q q q aqua aquamarine



1. Curve back; curve forward.

s s s salt saltiness

Write the words and sentences. Short letters are half the height of tall letters.

quadruplets erasure bureau bouquets

The structure is made from antique brass.

Four neighbors are earthquake survivors.

Check Yourself

My letter **u** is open at the top.

My letters have smooth, round curves.

My writing is easy to read.

Circle your best letter on this page.

Better Letters Think of the top of the **s** as being the top part of a circle and the bottom as the bottom part of a circle.



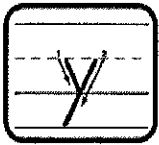
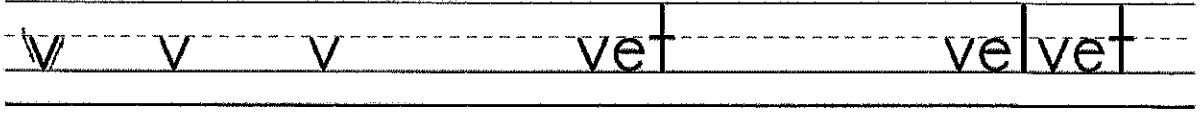
Manuscript Maintenance Lowercase v, y, w

Think About It These letters are made from diagonal lines. Don't write them too quickly, or they will be difficult to read. Follow the arrows to write the letter y correctly.

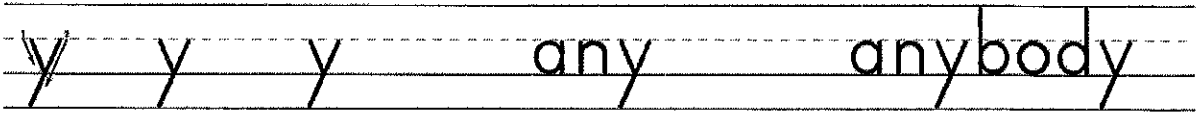


1. Slant right.
Slant up.

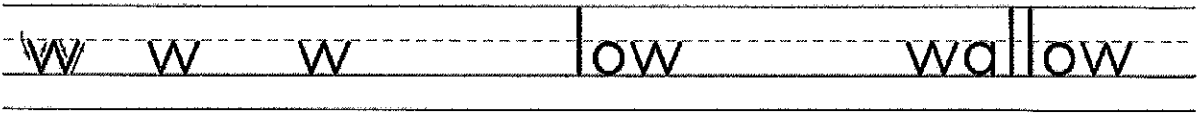
Start at the dot.



1. Slant right. Lift.
2. Slant left.



1. Slant right. Slant
up. Slant right.
Slant up.



Write the words and sentences. Short letters are half the height of tall letters.

envy weekday anchovy willow

The weaver's cloth has waves of vivid yellow.

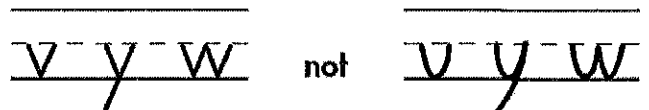
Watch out for poison ivy on the walkway.

Check Yourself

- My y's are written with two lines.
- My diagonal lines are sharp, not rounded.
- My writing is easy to read.

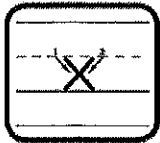
Circle your best word on this page.

Better Letters Don't round diagonal strokes at the bottom. Letters v, y, and w should look like incomplete triangles.



Manuscript Maintenance Lowercase x, k, z

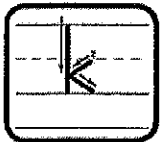
Think About It On this page you'll practice more letters with diagonal lines. Slow down to join strokes smoothly in k and z and to cross the two strokes that form x.



1. Slant right. Lift.
2. Slant left.

Start at the dot.

x x x sixty sixty-six



1. Pull down. Lift.
2. Slant left. Slant right.

k k k keep keepsake



1. Slide right. Slant left. Slide right.

z z z fizz fizzled

Write the words and sentences.

zigzag kickboxer puzzle chicken pox

Liz's next test is an open-book examination.

Hit the buzzer for a deluxe prize package.

Check Yourself

In k, my diagonal lines touch the vertical line.

My diagonal lines are sharp, not rounded.

My writing is easy to read.

Circle your best letter on this page.

Better Letters Do not curve z. Pause after each stroke.

z not z

Manuscript Maintenance Uppercase A, N, M

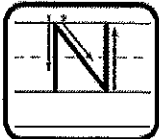
Think About It Notice that each of these letters begins at the top, not on the baseline. Lift the pencil to begin the second stroke. Without the lift, letters may be cramped and illegible.

Start at the dot.



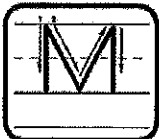
- 1. Slant left. Lift.
- 2. Slant right. Lift.
- 3. Slide right.

A A A AK Alaska



- 1. Pull down. Lift.
- 2. Slant right. Push up.

N N N NY New York



- 1. Pull down. Lift.
- 2. Slant right. Slant up. Pull down.

M M M MI Michigan

Write the words and sentences. Short letters are half the height of tall letters.

Appalachian Mountains Nepal Mickey Mantle

Managua is the capital of Nicaragua.

My first stop in Maine is Acadia National Park.

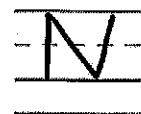
Check Yourself

- My letters A, N, and M begin at the top.
- My writing has consistent slant.
- My writing is easy to read.
- Circle your best word on this page.

Better Letters Push the final stroke straight up for a legible letter N.

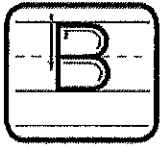


not



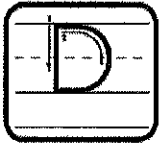
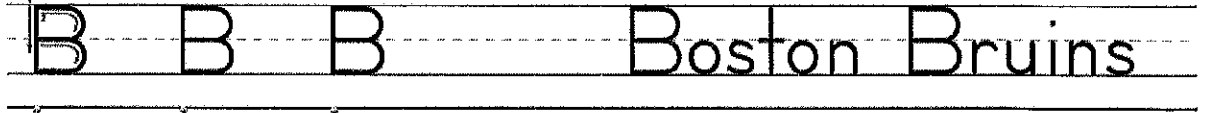
Manuscript Maintenance Uppercase B, D

Think About It: The slide right/curve forward/slide left combination appears in these letters as well. In D, it extends the full height of the letter. Make vertical lines straight and tall.

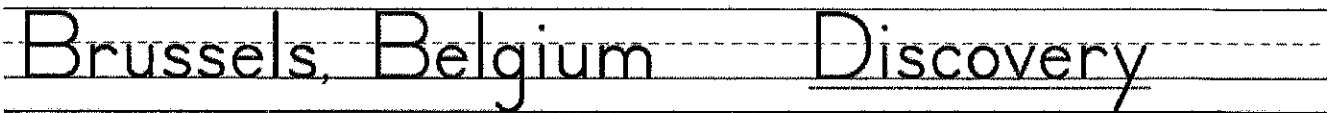
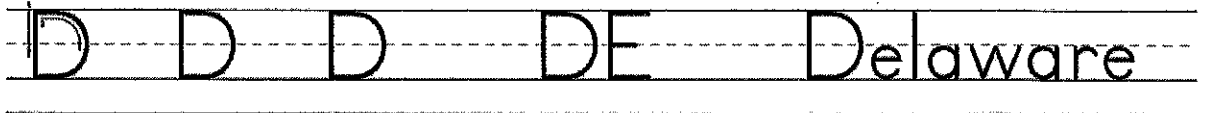


1. Pull down. Lift.
2. Slide right; curve forward; slide left.
Slide right; curve forward; slide left.

Start at the dot.



1. Pull down. Lift.
2. Slide right; curve forward; slide left.



Write the words and sentences.

Daniel Boone Dorothea Dix Bonnie Blair

Batman and Robin are the Dynamic Duo.

The BFG is by British author Roald Dahl.

Check Yourself

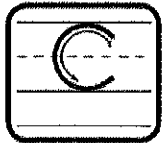
- I used slide lines when writing B and D.
- Slide lines do not overlap vertical lines in my letters B and D.
- My writing is easy to read.
- Circle your best word on this page.

Better Letters In between words, there should be enough space for your little finger or a paper clip.

Daniel Boone

Manuscript Maintenance Uppercase C, G

Think About It These letters are parts of circles. They may become illegible if the curves are too closed or too open. Practice good shape. G's slide stroke shouldn't tilt up or down.



1. Circle back.

Start at the dot.

C C C CO Colorado



1. Circle back.
Slide left.

G G G GA Georgia

Galileo Galilei Central College

Write the words and sentences. Tall letters should not touch the headline.

Germany Chicago Cubs Jane Goodall

Grover Cleveland was a U.S. president

Gymnast Nadia Comaneci inspired young athletes

Check Yourself

In my C and G, curves are not too closed.

In my C and G, curves are not too open.

My writing is easy to read.

Circle your best word on this page.

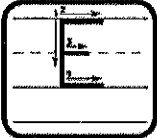
Better Letters Use the dashed midline to help place G's slide left stroke in the center. Keep this shape when writing on notebook lines.



Manuscript Maintenance Uppercase E, F, H

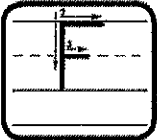
Think About It These letters have vertical and horizontal lines. Can you see F in E? For legible letters, write slide strokes straight across, not tilted up or down.

Start at the dot.



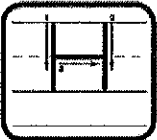
1. Pull down. Lift.
2. Slide right. Lift.
3. Slide right; stop short. Lift.
4. Slide right.

E E E New England



1. Pull down. Lift.
2. Slide right. Lift.
3. Slide right; stop short.

F F F FL Florida



1. Pull down. Lift.
2. Pull down. Lift.
3. Slide right.

H H H HI Hawaii

Write the words and sentences. Short letters are half the height of tall letters.

Harry Houdini English Finland

Heroic Hercules slays the Hydra in this myth.

Gertrude Ederle swam the English Channel in 1926

Check Yourself

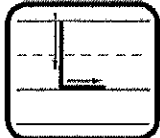
- My slide strokes go straight across.
- In my letters E and F, the center strokes stop short.
- My writing is easy to read.
- Circle your best word on this page.

Better Letters Make sure horizontal lines touch but don't cross vertical lines.

E F H not E F H

Manuscript Maintenance Uppercase L, I, T

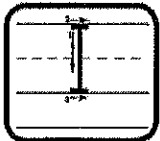
Think About It These letters begin with vertical lines written by pulling your pencil straight down. They are easy to read when they don't lean to the left or right.



1. Pull down. Slide right.

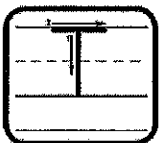
Start at the dot.

L L L L L L A Louisiana



1. Pull down. Lift.
2. Slide right. Lift.
3. Slide right.

I I I I I I Illinois



1. Pull down. Lift.
2. Slide right.

T T T T T T TX Texas

Write the words and sentences. Tall letters should not touch the headline.

Iditarod India Tyrrell Tecumseh

Liam and LaTisha stayed on Long Island

Lewis found Taipei, the capital of Taiwan

Check Yourself

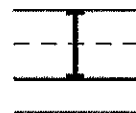
My letters L, I, and T have straight vertical lines.

Horizontal lines touch the vertical lines in my letters.

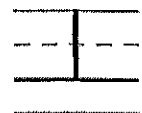
My writing is easy to read.

Circle your best letter on this page.

Better Letters Write I with two short horizontal strokes so it is not mistaken for l.



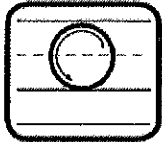
not



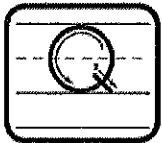
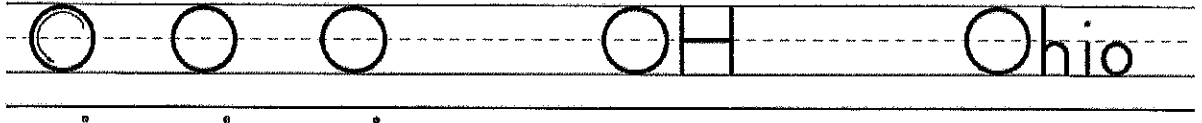
Manuscript Maintenance Uppercase O, Q

Think About It These circle letters are easy to read when they are round and open. Slow down a little as you write them to avoid cramped oval shapes.

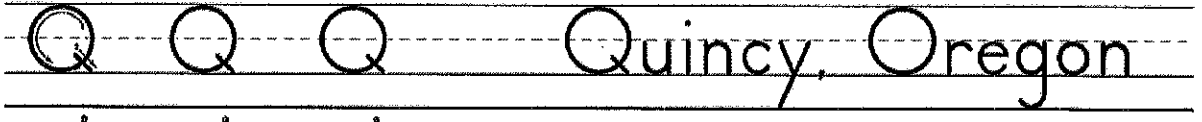
Start at the dot.



1. Circle back.



1. Circle back. Lift.
2. Slant right.



Omaha Quad Cities Orlando

Write the words and sentences.

Ellen Ochoa Okinawa Qatar Quebec

Oliver Quincy and Quinn O'Dell spied the ocean.

Quick Jesse Owens won four Olympic gold medals.

Check Yourself

My circles are round and open.

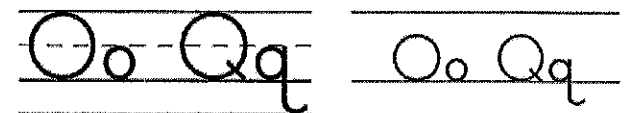
In Q, my diagonal stroke sits on the baseline.

My writing is easy to read.

Circle your best letter on this page.

Better Letters

All uppercase letters are tall letters.



Manuscript Maintenance Uppercase P, R

Think About It Can you see P in R? Practice the slide right/curve forward/slide left combination to make letters that are easy to read.

Start at the dot.



1. Pull down. Lift.
2. Slide right; curve forward; slide left.

P P P Pikes Peak



1. Pull down. Lift.
2. Slide right; curve forward; slide left. Slant right.

R R R Red River

Pocahontas Rio Grande

Write the words and sentences. Short letters are half the height of tall letters.

Ronald Reagan Pennsylvania Rosa Parks

Please visit Pamela's Rocky Mountain retreat.

Rinny hurried to a rehearsal for Peter Pan.

Check Yourself

Slide lines join vertical lines smoothly in my letters P and R.

My letters P and R could not be mistaken for D.

My writing is easy to read.

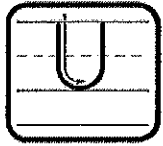
Circle your best letter on this page.

Better Letters Don't forget to include the slide strokes when writing P and R.



Manuscript Maintenance Uppercase U, S, J

Think About It These letters have curved lines. They will be legible when the curves are round and open, not cramped. Practice curving smoothly in two directions for S.

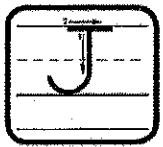
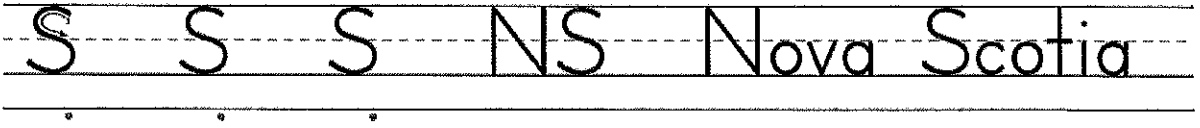


1. Pull down; curve forward; push up.

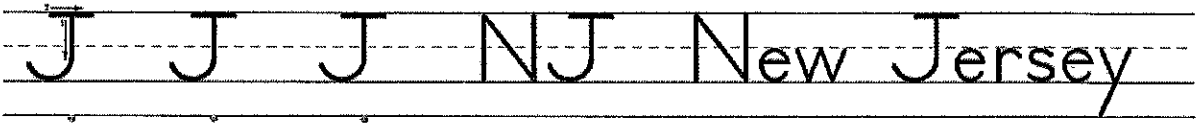
Start at the dot.



1. Curve back; curve forward.



1. Pull down; curve back. Lift.
2. Slide right.



Write the words and sentences. Tall letters should not touch the headline.

Jacksonville State University John Philip Sousa

Uncle Sam is a symbol of the United States.

Shanghai's Jin Mao Tower is among the tallest.

Check Yourself

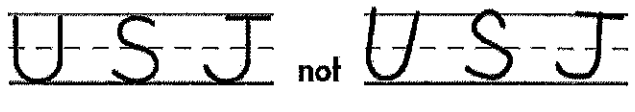
My letters have round, open curves.

My J has a good slide line at the top.

My writing is easy to read.

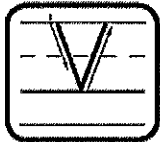
Circle your best letter on this page.

Better Letters Make sure your letters "sit" on the baseline.



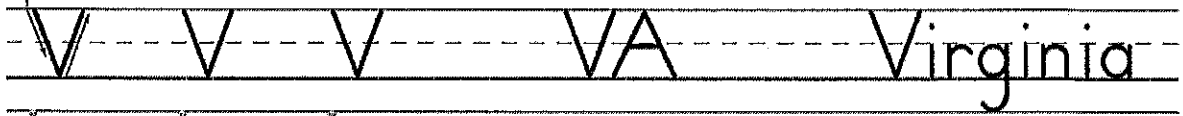
Manuscript Maintenance Uppercase V, W, Y

Think About It Letters V and W are written in one continuous stroke. They will be legible when wide open, not cramped. Notice that the top of Y is written with two separate lines.

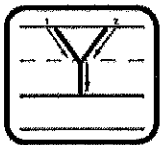
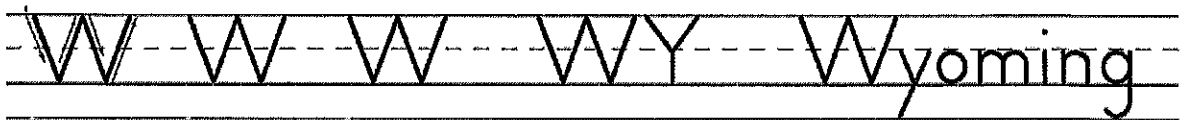


1. Slant right. Slant up.

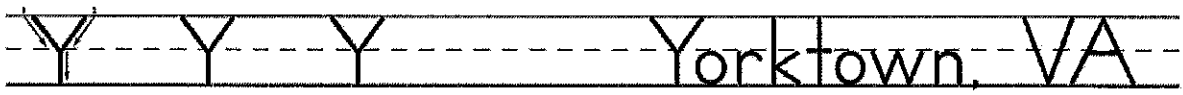
Start at the dot.



1. Slant right. Slant up. Slant right. Slant up.



1. Slant right. Lift.
2. Slant left. Pull down straight.



Write the words and sentences.

Venezuela Washington, DC Yosemite

Vince's favorite Star Wars character is Yoda.

Water vapor can be found on the planet Venus.

Check Yourself

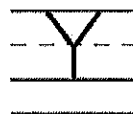
My diagonal stroke letters are wide, not cramped.

My spacing between letters and words is good.

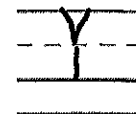
My writing is easy to read.

Circle your best letter on this page.

Better Letters For a wide, legible Y, join three separate strokes.

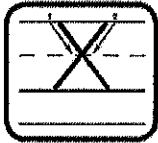


not



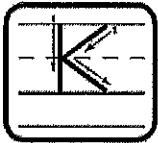
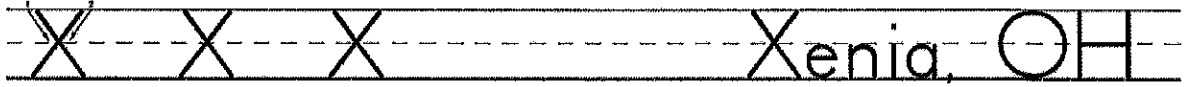
Manuscript Maintenance Uppercase X, K, Z

Think About It Look at the center of each of these letters. X crosses in the middle. K's diagonal lines touch the vertical line in the middle. The middle of Z is formed by a diagonal stroke.

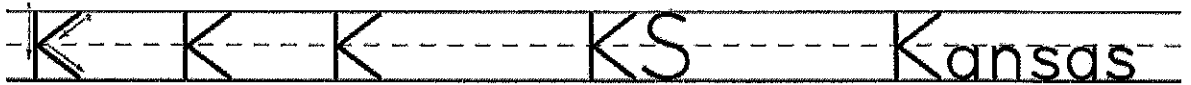


1. Slant right. Lift.
2. Slant left.

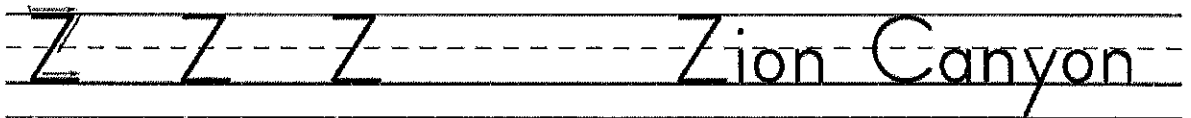
Start at the dot.



1. Pull down. Lift.
2. Slant left. Slant right.



1. Slide right. Slant left. Slide right.



Write the words and sentences. Tall letters should not touch the headline.

Zaire Xerxes Kalamazoo Key West

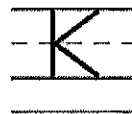
Zoey read about Babe Didrikson Zaharias.

Kris hopes to compete in the X Games someday.

Check Yourself

- My diagonal line letters have good shape.
- My tall letters are twice the height of my short letters.
- My writing is easy to read.
- Circle your best word on this page.

Better Letters For a legible K, slant left and touch the vertical line, pause, then slant right.



not

