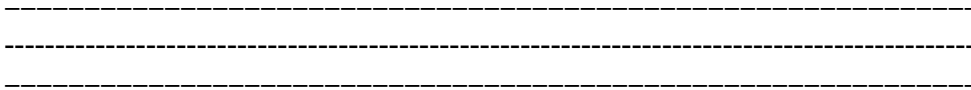


Calligraphy Unit

General Guidelines

1. All projects should be on unlined paper or posterboard. If you write on unlined paper, mount the paper attractively to posterboard or construction paper. Although construction paper is too absorbent to write on, it may be used for mounting.
2. Use rule lines for upper and lower case. Without a mid-line, letters will be disproportionate. Use a guide sheet under your paper, or draw very light pencil lines and erase them neatly after you finish.



3. Illustrate all projects. You may use colors, shapes, larger initial letters, graphic designs, original art, stickers, pictures cut from magazines, photocopies, flat objects, etc.
4. Arrangement on the page or posterboard is very important. You must leave space around the edges to “frame” the writing. Plan ahead so that your writing will fit attractively in the space you have.
5. Follow directions for size and format on each project. When you trim poster board to a smaller size, draw a line with a ruler and cut your poster board neatly. I won't grade any project that exceeds these maximum sizes:

Posters	=	12" x 18"	(one-half standard posterboard)
File Folders	=	12"x 19"	(opened standard letter size folder)
All Else	=	11" x 14"	(1" margin all sides of standard typing paper)
6. You may use any color you like for ink, paper, poster board, and construction paper.
7. Mount all items with rubber cement or a glue stick. Remove excess glue carefully before turning in your projects.
8. Write your name and hour in small letters on the front of anything you want graded.
9. Pay careful attention to spelling, punctuation, and capitalization. To avoid mistakes, write all projects lightly in pencil and have someone proofread before you begin in ink.
10. Neatness counts.