

PENMANSHIP: General Guidelines

1. Keep all of your assignments for this unit in a NEW FOLDER with brads. (See sample in class.)

2. Design an attractive COVER for your notebook, and include some kind of illustration. You might use color, graphic designs, shapes, original artwork, or material cut from magazines. Use only a glue stick or rubber cement, and be certain whatever you have glued is firmly and completely attached.

3. Prepare a TITLE PAGE listing your name, the hour you have English, and the date of your final project.

4. Because an attractive appearance is important to your grade on this unit, pick ONE COLOR OF INK (preferably blue or black) and use only that one selected color on all assignments.

5. All assignments should be written on special CURSIVE-RULED PRACTICE PAPER, sometimes called imaginary line paper. You may buy a package of this kind of paper, or you may photocopy the sample page given in class to get as many pages as you need. Write only on the front side of the paper. (See sample paper in class. Do not use the coarse, manuscript-ruled elementary paper or tablets.)

6. Respect the MARGINS on all sides of the page. Leave space around the edges to "frame" your writing. Plan ahead so that your writing fits attractively in the space you have.

7. Pay careful attention to PUNCTUATION, CAPITALIZATION, and SPELLING. Most of your assignments simply ask you to copy something, neatly and accurately, in your best handwriting. There is absolutely no excuse whatsoever for you to make mistakes! To avoid careless errors which will lower your grade severely, proofread all assignments and make the corrections needed.

8. The SIZE, PROPORTION, STYLE, and BEAUTY of your handwriting will be graded. Write tall letters tall, short letters short, round letters round, etc. Your letters should be shaped like the letters in your penmanship model--the correct number of bumps or loops or whatever, the correct height above or below your base line, etc.

9. NEATNESS counts.

10. DONENESS counts.

Weekly Projects

Date all weekly projects and put them in the front of your penmanship notebook in order. Although they may not be taken up each week, I reserve the right to "spot check" your progress.

Every Week:

1. **Alphabet Sentences:** Each week copy the fifteen (15) sample alphabet sentences in your best penmanship.

2. **Selected Prose Passage:** Each week select a prose passage of at least ten (10) lines from a short story, an essay, a news article, or a novel. Copy it accurately in your best penmanship. Include the title, author, and page number.

3. **Poem:** Each week select a poem from your textbook which is at least ten (10) lines long. Copy it accurately in your best penmanship. Include title, author, and page number.

Special Projects

1. **Personal Recipe:** Write a symbolic recipe for yourself. Include a title, ingredients, and directions in recipe format. Illustrate with objects or symbols representing your interests and/or values.

2. **Original Alphabet Sentences:** Make up ten (10) sensible sentences of your own in which you use words which include every letter of the alphabet at least once. For each original sentence, count the total number of letters you needed to intelligibly include one of each. Put that number in parentheses at the end of each sentence, just as it was done on your "Alphabet Sentences" Handout.

3. **Original Poem:** Write an original poem and illustrate it appropriately. Arrange your poem attractively on the page, taking into consideration margins and white space. Include a title and your name as author.

4. **Personal Book of Quotations:** Using quotation books available in class or in the library, select at least thirty (30) quotations. Each quotation should be appropriate for class and should be informative or thought-provoking. Attribute each quote (In other words, write down the name of the writer).