

## Our Lady of Victory School

### Objectives

1. This workbook has been designed to continue with the cursive handwriting development and practice for the student at the third grade level.
2. Students will learn from repetitious practice, the proper technique for, and formation of, cursive words, phrases, short sentences, and definitions.
3. This workbook will also be used in conjunction with the spelling component of our program, and will help to improve the student's penmanship while providing additional practice for each quarter's spelling test. Penmanship will be graded on all spelling tests along with proper spelling and definitions.
4. Teachers should emphasize the use of cursive writing only on all work. By week # 29 in the *Second Grade*, all work is submitted in cursive handwriting. Tutors will reduce grades for work that is turned in to school in printed form. Special exceptions must be obtained from the O.L.V.S Office to deviate from this practice, and a unique need demonstrated by the in-home teacher.

### Method

- A. On assigned days of each week's lesson, the student will trace over each of the dotted examples as well as continue practice of the examples to the end of each line. Any unfinished examples for a daily lesson may be assigned for homework, or seatwork where necessary to complete each assignment.
- B. After the student has written a line of the examples, check his/her work for conformity. Carefully note any deviations from the examples at the start of each line. (i.e., letter not reaching full or half height lines, or no loop in letters like b,d,l, or g,q,y etc.)
- C. Have your student copy and write each succeeding example, carefully correcting any deviations noted from the preceding attempts. This will help to improve your students penmanship, and to develop habits that will help produce proper penmanship abilities.
- D. On Fridays a Spelling Test Form is provided for your student to take the weekly spelling test from the Traditional Catholic Spelling Workbook. Be sure to emphasize that using proper penmanship on these tests is very important and will be graded.

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### General Handwriting Instructions

These handwriting pages have been designed as a tool to help the student to learn the proper formation of letters and numbers, words and short sentences, linear and columnar number alignments, and lists, by means of repetitious practice, and reinforcement of the proper cursive writing techniques taught at this level.

Be sure the child sits properly, holds the pencil correctly, and slants the writing paper. The paper should be placed directly in front, slanted at the same angle as the writing arm. (Approximately 15 degrees.) The arm should slide easily across the paper. The pencil should point toward the shoulder of the hand holding the pencil. The child should grasp the pencil between the thumb and index finger, letting it rest lightly on the middle finger. Tutor should demonstrate this often, as well as monitor the students performance throughout the course.

A left handed student should slant the paper in the opposite direction of a right handed student. The student should not be allowed to "hook" by bending the wrist with the hand above the writing line. The slant in either case (for both right and left handed students) should match the slant in this book and in the "Traditional Catholic Spelling Workbooks" available from Our Lady of Victory School for Grades 1B through 8.

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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 10

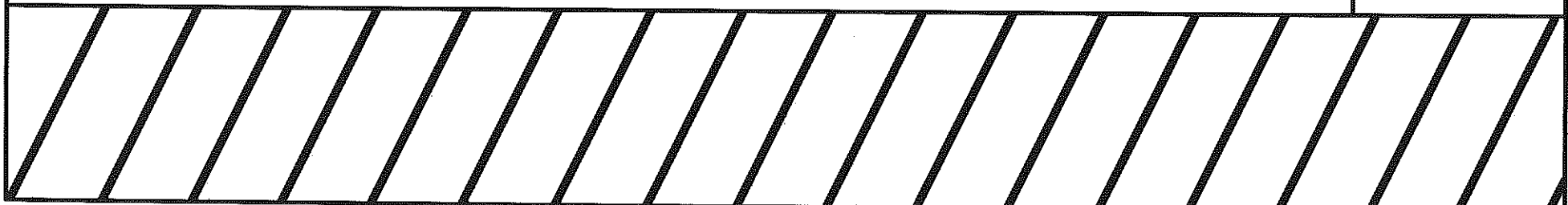
PROPER SLANT ANGLE OF 15°.  
THIS IS APPROPRIATE FOR BOTH RIGHT AND LEFT HANDED STUDENTS

**Example:**  
Cursive Letters  
Upper and  
Lower Case  
with Numbers  
and Punctuation

Use this example  
as a reference  
from which to  
grade proper upper  
and lower case  
letter and number  
formation.

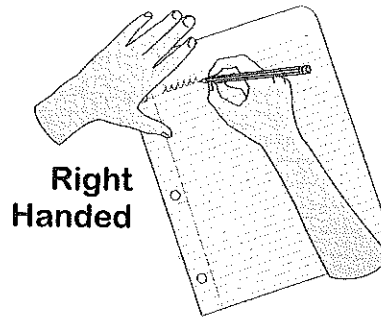
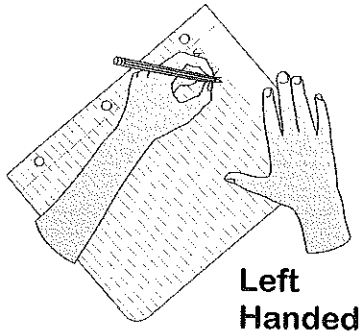
A 15° slant from  
the bottom left to  
the top right shall  
be maintained in  
all upper and lower  
case lettering and  
numbers.

All upper case  
letters extend the  
full line height,  
even for those  
letters which  
extend below  
the bottom line.



# PROPER POSITION FOR PENCIL, PAPER and STUDENT

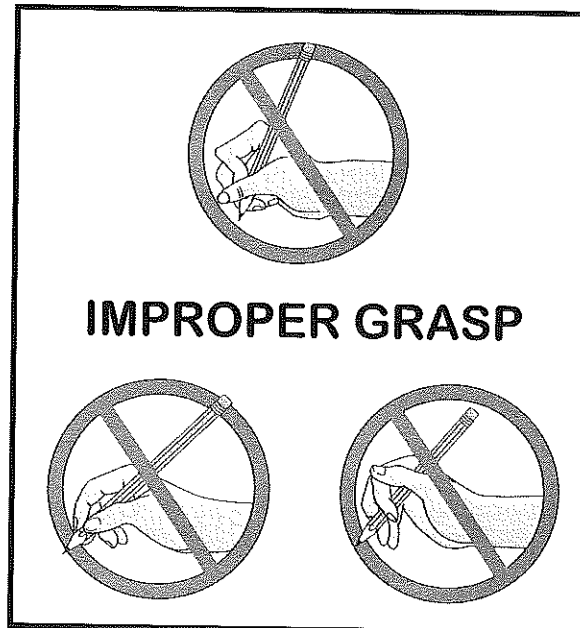
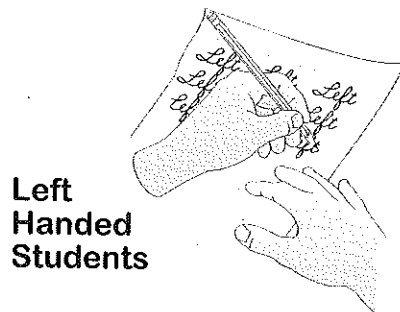
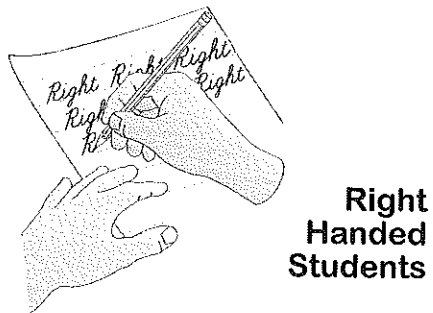
## PROPER PAPER POSITION



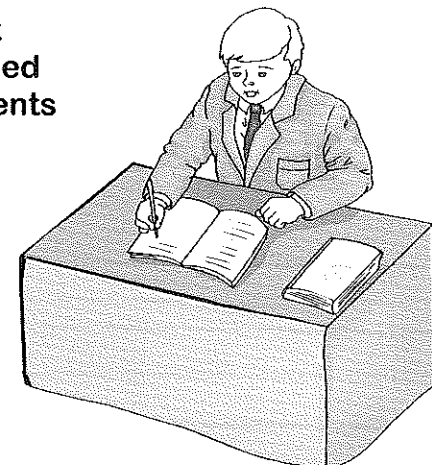
## PROPER WRITING POSTURE



## PROPER GRASP



Right Handed Students



**LESSON 1**

**Review Cursive Letters & Numbers**

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A handwriting practice sheet with ten rows of four-line guides (top, middle, bottom, and descender lines). Each row contains a set of cursive letters or numbers in a dotted font for tracing. The letters are: Row 1: Aa, Bb, Cc, Dd, Ee; Row 2: Ff, Gg, Hh, Ii, Jj; Row 3: Kk, Ll, Mm, Nn, Oo; Row 4: Pp, Qq, Rr, Ss, Tt; Row 5: Uu, Vv, Ww, Xx; Row 6: Yy, Zz; Row 7: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. The remaining three rows are blank for independent practice.

**Example:**  
**Cursive Letters**  
**Upper & Lower**  
**Case with**  
**Numbers**

Use this example as a guide to REVIEW proper letter formation.

A 15° slant from the bottom left to the top right shall be maintained in all upper case lettering and numbers.

All upper case letters extend the full line height, even for those letters which extend below the bottom line.

All cursive numbers are 3/4 line height and have the same 15° slant as the letters.

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**BASELINE EXAMINATION**

To be graded by OLVS Tutor

Penmanship: \_\_\_\_\_ %

**LESSON 2**

Write Cursive Letters A - Z Lower &  
Upper Case, and Numbers 1 - 10

Handwriting practice lines consisting of multiple sets of solid top and bottom lines with a dashed midline.

**LESSON 3**

**Spelling Test #1 - Words & Definitions**

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Words: -      /20

Defs: -      /2

Penmanship:            %

*Name:*

1.

7.

13.

2.

8.

14.

3.

9.

15.

4.

10.

16.

5.

11.

17.

6.

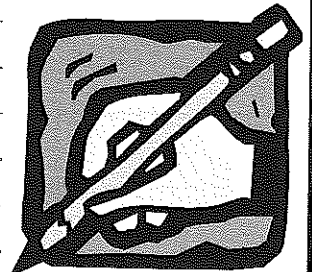
12.

18.

19.

20.

*You're Being Graded,  
So Remember...  
Neatness Counts !!*

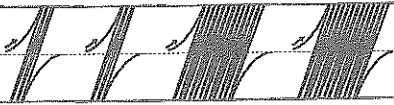


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## LESSON 4

**Top Line:** Basic Stroke Practice - Trace and finish the first row at the start of each lesson.

Continue letter set across each line.



iii

iii

oooo

uuuu

uuuu

uuuu

ooo

ooo

uuu

uuu

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## LESSON 5

**Top Line:** Basic Stroke Practice - Trace and finish the first row at the start of each lesson.

Copy over and re-write definition



Character: how a person thinks, feels, and acts will determine the quality of his character.

Rewrite this definition below

There is no right way to do a wrong thing.

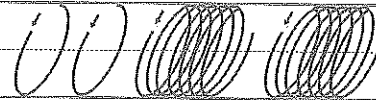
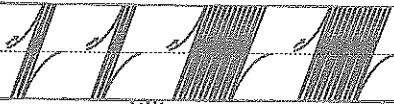


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LESSON 6

**Top Line:** Basic Stroke Practice - Trace and finish the first row at the start of each lesson.

Copy over and follow directions.



By his inclinations (thoughts, words, deeds), a child is known if his works be clean and right.

- Proverbs 20:11

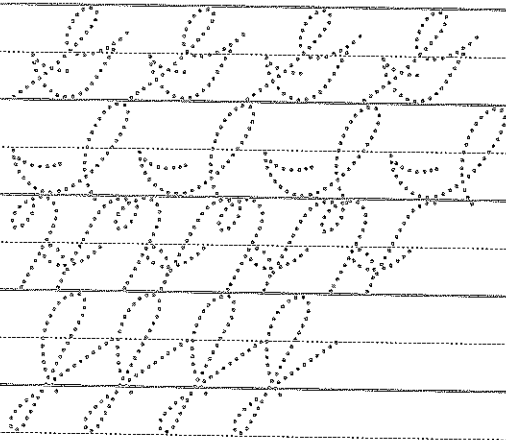
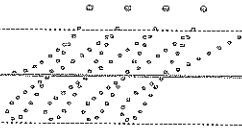
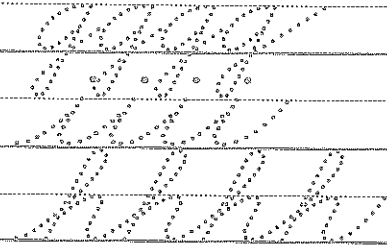
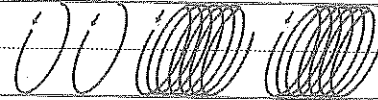
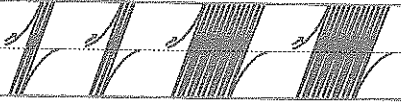
On three lines below, write three virtues that a person with good character would have.

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LESSON 60

**Top Line:** Basic Stroke Practice - Trace and finish the first row at the start of each lesson.

Continue letter set across each line.



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LESSON 4

Top Line: Basic Stroke Practice - Trace and finish the first row at the start of each lesson.

Continue letter set across each line.

