

HBJ HANDWRITING



BOOK 7

BETTY KRACHT JOHNSON

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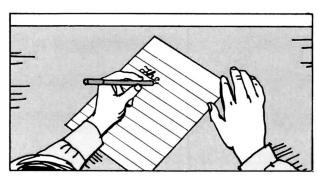
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Posture, Paper Position, Writing Instrument

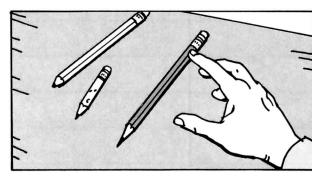
Before you begin writing, sit in the correct position. Both feet should be flat on the floor, and your hips should be toward the back of the chair. Lean forward, but do not slouch.

The position of the paper is important for good handwriting. When your paper is in the correct position, it will help you achieve an even slant to your handwriting.

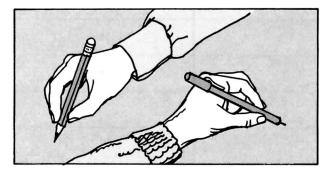
If you are right-handed, slant your paper to the left at a 30-degree angle.



If you are left-handed, slant your paper 30 degrees to the right.



A good writing instrument is also an important factor in clear handwriting. If you are using a pencil, it should be at least five inches long and have a sharp point. If you are using a pen, the ink should flow evenly and smoothly.



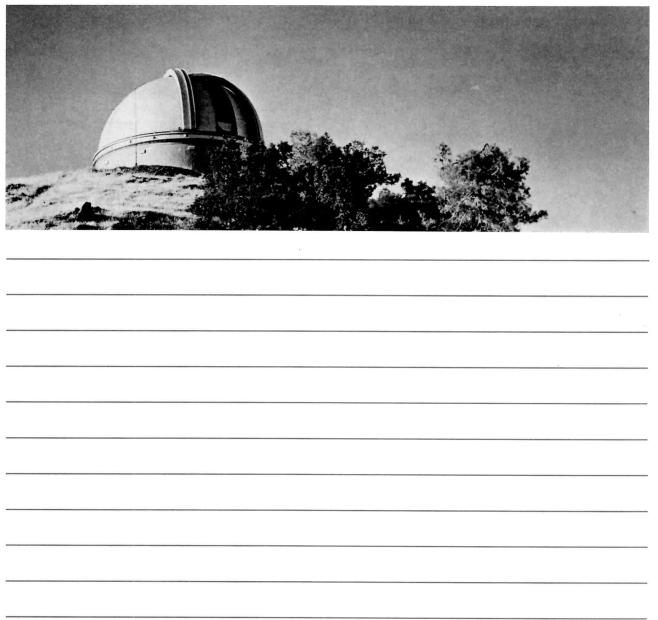
If you are right-handed, hold your writing instrument about an inch from the point. If you are left-handed, hold it about an inch and a half from the point.

PRETEST

Read the following selection and then copy it. Use your best cursive handwriting.

Planets and Stars

Planets and stars look the same in the might sky, but there are two ways to tell them apart. First, planets shine with a steady light, but stars seem to twinkle. Second, planets change their positions in relation to the stars. This movement was first noticed by the ancient Greeks, who called the moving objects planets, meaning "wanderers."



Elements of Handwriting

There are six elements of legibility in handwriting: shape, size and proportion, position, slant, spacing, and stroke. Keep them in mind as you write. The names of seven famous people in music are written incorrectly. Circle three errors in each name. Then write the names correctly. Shape: The letters should be Beverly Sells formed correctly. Size and Proportion: The letters Stervie Wond should not be too short, too tall, too wide, or too narrow. The parts of letters should be the correct size. Stern Stern Position: The letters should sit on the lines. Slant: All the letters should slant Lorretta Ly in the same direction and to the same degree. **Spacing:** The words should not be too close together, too far apart, or unevenly spaced. (Note: There are only two errors in this example.) The letters within the words should not be too close together, too far apart, or unevenly spaced. **Stroke:** The lines should be smooth and neither too dark nor too light.

Circle any of your letters that are incorrect.

There should not be any markovers.

Shape Lowercase Cursive Letters

Look carefully at the way these lowercase letters are formed. Notice the similarities among letters in each group.

it be uwy hk bfjp rs adggco mmwxg

▶ \	Vrite	the	letters.
------------	-------	-----	----------

> Find the Word

Synonyms are words that have similar meanings. Three of the words in each group below are synonyms. One is not. Circle the word that is unrelated. Then write the unrelated word. Use the example to help you.



Example:

talk converse chat imagine

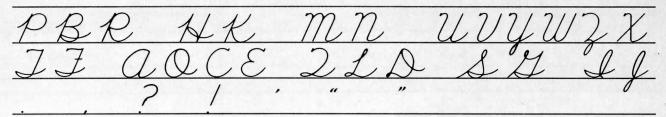
1. search seek hunt ignore



- 2. knife answer dagger blade
- 3. fix repair bracket restore
- 4. qualify examine study inspect
- 5. ready nation country homeland
- **6.** Write two sentences. Use a synonym for the verb *walk* in each sentence.

Uppercase Cursive Letters Shape

Look carefully at the way these uppercase letters and punctuation marks are formed. Notice the similarities among letters in each group.



Write the letters and punctuation marks.

SOCIAL STUDIES: Match the Country

Read the names of the countries in the box. Then match each country to a clue below. Write the name of each country. (Hint: The clues match the names in the box going across the rows from left to right.)

Yugoslavia Gambia Australia Monaco Peru China Qatar India

- 1. This country is on the Adriatic Sea.
 - riatic Sea. 5. This country is in South America.
- 2. This country is in western Africa.
- **6.** This country has the largest population in the world.

3. This country is a continent.

- 7. This country is in eastern Arabia.
- 4. This country is off the southeast coast of France.
- 8. This country is next to the Bay of Bengal.

Joining Lowercase Letters t, c, g, j, w, v, o, b

Look at these letter combinations. Notice the way the letters are joined. Pay close attention to the ending stroke of the first letter in each combination.

undercurve joinings

overcurve joinings

highstroke joinings

teci

go ja

we vo oc ba

- Write each letter combination two times.
- > SCIENCE: California Birds

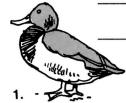
Read the names of the California birds. Match the numbered name with the bird having the same number. Then find the smaller picture of the same bird. Write the name of each bird below its picture. Pay close attention to your ending strokes as you join your letters.

- 1. canvasback duck
- 3. brown pelican
- 5. western gull

- 2. American avocet
- 4. marbled godwit
- 6. California jay











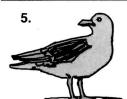














Uppercase Letters A, C, E, R, J, Y, D, O, T, G Joining

Look at these letter combinations. Notice the way the letters are joined. Pay close attention to the ending stroke of each uppercase letter.

undercurve) I (Пī	iinas
	- A		

overcurve joinings

joinings above the bottom line



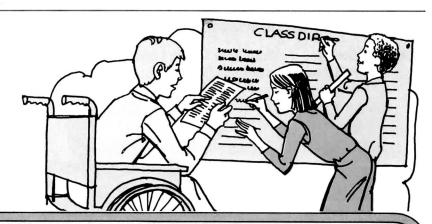
Jo Ya

Do Oc Ih Gr

 ➡ Write the letter combinations two times.

ightrightarrows List in Alphabetical Order

You and your friends are putting together a class directory. List the names of the students in alphabetical order, last names first. Pay close attention to your ending strokes.



Joyce, Frank Quintero, Maria Dooley, Nigel Thomas, Grace Allen, Richard Ladera, Theodore Yamamoto, Sandra Larson, Christine Graham, Rachel Cahn, Erin Johnson, Hal Jolson, Benny Niebaum, Josh Occhi, Kim Chen, Yang Roberts, Zoe

1.	(4)	

7	
---	--

13.	
14.	
15.	
16.	

10. _____

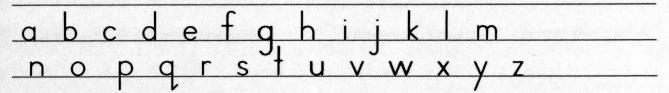
11.

12. _____

vo
this
⊆
earlier
pearing
a
notice
under
ted
yrigh
cop
material
鱼

Skill Maintenance: Lowercase Manuscript Letters

Look at the way the lowercase manuscript letters are formed.



Write the manuscript letters.	

Pat Willis teaches swimming at Camp Lafayette. Next summer, Pat wants to be a counselor. Pretend you are Pat. Fill out the job application. Use manuscript writing.

	[.	72		
)
Please print.				
Date:				
Full Name:	Last Name		First Name	Middle Initial
Address:	Street	City	State	ZIP Code
Telephone No	D.:		_	
		Previous Ex	perience	
Camp Name:				
Position: Description of Duties:			From	

Skill Maintenance: Uppercase Manuscript Letters

Look at the way the uppercase manuscript letters are formed.

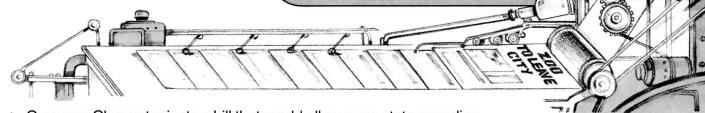
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

▶ W	/rite	the	manuscript	letters.
------------	-------	-----	------------	----------

Match the Headline

Read each headline. Match each one to a sentence that tells about the news story. The underlined words in the sentences are clues. Write your headlines, using uppercase manuscript letters.

BUSES ROLLING AGAIN IN HAVELOCK STORM SPARES JACKSONVILLE SENATOR CONQUERS MOUNT EVEREST GOVERNOR VETOES SPENDING ZOO TO LEAVE CITY



- 1. Governor Clement rejects a bill that would allow more state spending.
- 2. Today Senator Victor Perez climbed the world's tallest mountain.
- 3. Officials announced that the zoo will move to the suburbs.
- 4. Bus drivers end a two-week strike.
- 5. Luckily the <u>hurricane</u> <u>bypassed</u> the city.

Size and Proportion

When you write, keep all tall letters the same height and all short letters the same height.

Special words describe special people.

Write the sentence.

Antonyms

Antonyms are words with opposite meanings. Read each sentence. Underline the adjective in each sentence that does not belong. Write the sentence and replace your underlined word with its antonym. Use the words in the box.

brave graceful proud joyful victorious



- 1. The cowardly woman rescued Billy from the burning building.
- 2. The awkward dancer charmed the audience.
- 3. Jerry was ashamed when he graduated with honors.
- 4. The crowd cheered wildly when the home team was defeated.
- **5.** Karen sang mournful songs at the wedding.

Lowercase Letters f, g, j, p, q, y, z **Position**

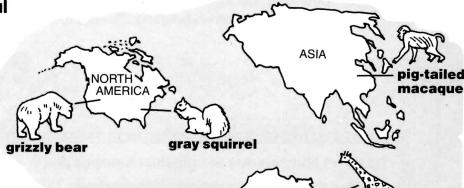
All lowercase letters sit on the bottom line. The tails on tail letters extend one-half space below the bottom line.

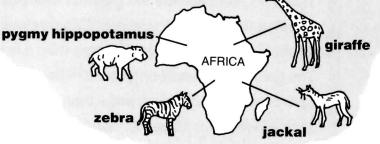
correct

incorrect

- Write the letters two times.
- > SCIENCE: Name the Mammal

The maps show three geographical places where some unique mammals live. Write the name of the mammal below its picture. Pay close attention to the size and proportion of your letters.





2.





Slant

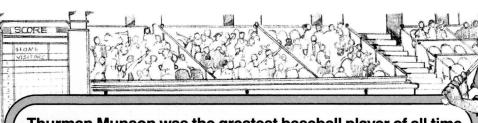
Letters should slant in the same direction and to the same degree.

correct slant

incorrect slant

- Write the sentence using correct slant.

Facts are statements that can be proved. Opinions are beliefs or feelings that people have about something. Decide whether these statements are facts or opinions. Write each statement under the correct heading. Be sure to slant your letters correctly.



Thurman Munson was the greatest baseball player of all time.

The Baseball Hall of Fame is in Cooperstown, New York.

Baseball used to be more exciting than it is today.

The game of baseball originated in the United States.

Sports fans like baseball more than any other sport.

Jackie Robinson played for the Brooklyn Dodgers.

Facts

- 1.
- 2.
- 3.

Opinions

- 4.
- 5.
- 6.

Numerals Slant

Cursive numerals are the same height as tall letters. They slant in the same direction as cursive letters. Look at the way these cursive numerals are formed.

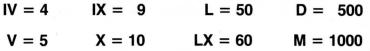
0 1 2 3 4 5 6 7 8 9 10



MATHEMATICS: Interpret Roman Numerals

Roman numerals are used several ways. They are used in outlines and to number volumes of books and periodicals. The chart shows Roman numerals and their Arabic equivalents. Use the chart to convert the Roman numerals to Arabic numerals. Write the Arabic numerals. Remember to slant your numerals. The first one is done for you.

$$I = 1$$
 $VI = 6$
 $XX = 20$
 $XC = 90$
 $II = 2$
 $VII = 7$
 $XXX = 30$
 $C = 100$
 $III = 3$
 $VIII = 8$
 $XL = 40$
 $CD = 400$





1.	MDXXIX	1529
----	--------	------

- 2. CCCXXVIII
- 3. LXIV
- 4. DCCXXXI

- 5. MCDXC
- 6. CCXXIX
- 7. CML
- 8. CDLXVI

Write in Roman numerals the dates of these events.

9. New Year's Eve

10. the year of your birth

Letter and Word Spacing

Your words should not be too close together or too far apart. The spacing between words should be uniform. The spacing between letters within words should be uniform, too. Notice the spacing between letters and words in this sentence.

correct spacing

too close

too far apart

The boys moved to the city.

➡ Write the sentence, using correct spacing.

\Diamond Edit the Paragraph

Writers use editing and proofreading marks when revising their work. Read the paragraph. Notice the changes the writer has made. Then rewrite the paragraph making the changes. Be sure to space your words and letters correctly.

On saturday, Carlos walked outside and stood on the Steps of their new home. In the park across the street, several boys were playing balls Carlos and Juan had always been good at sports. They started across the street to join the other boys.

Editing and

Proofreading Marks

- capitalize
- make a period
- A add something
- add a comma
- add
 quotation
 marks
- take something away
- spell correctly
- indent the paragraph
- make a
 / lowercase
 letter
- transpose

Cursive writing should flow smoothly and evenly. It should not appear to be too light, too dark, or to have any markovers. Look carefully at these words.

correct

not smooth

not even

too dark

too light

How to Develop a Photograph

Write the heading correctly.

SCIENCE: Label the Steps in Photograph Development

The pictures below show how photographs are developed. Label each picture with the correct sentence. Make your strokes smooth and even.

After washing and drying, the print is ready.

A print is made by placing the negative in an enlarger.

The film is put in a developing tank to make negatives.

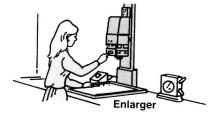
Then the print is put in developing trays.

1.

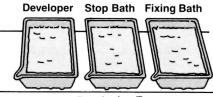


Developing Tank

2.

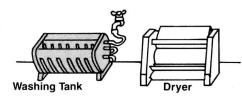


3.



Developing Trays

4.



SPFFD DRILL

Read this paragraph. Write the time on the line. Then write the sentences as quickly as you can. Write the time you finish.

Great art treasures of the world sometimes change hands. Sales of these treasures often take place at Sotheby's, the famous London auction house. Sotheby's has been handling the world's most valuable fine art sales for almost 250 years. One of the most valuable works of art Sotheby's has ever sold is a painting that went for an incredible \$1,265,000 in 1984!

Start time	
	·
End time	
Circle any letters that are not formed correctly.	



EVALUATE Elements of Handwriting



There are six elements of legibility to remember as you write: shape, size and proportion, position, slant, spacing, and stroke.

Each of these place names is written incorrectly. Circle the three handwriting errors in each example. Then write the sentences correctly.

6 1	
Shape: Are the letters formed correctly?	Paris, France
	vaca, varia
Size and Proportion: Are the	
letters too short, too tall, too wide, or too narrow? Are the	Greve, Denmark
parts of letters the correct size?	
Position: Do the letters sit on the lines?	Jokyo, Japan
Slant: Do all the letters slant in the same direction and to the	Sima, Peru
same degree?	W11W, / WW
Specing: Are the words to a	
Spacing: Are the words too close together, too far apart, or	New Delhi, India
unevenly spaced? (Note: This example contains two errors.)	
Are the letters within words	Ottawa, Canada
too close together, too far apart, or unevenly spaced?	Oudur, Carlada
Stroke: Are the lines smooth;	
are they too dark or too light;	ankara, Jurkey
are there any markovers?	8

righted under notice appearing earlier in this	N	
pyrighted under no	V	5

Are your letters shaped correctly?	Yes O	No O	
Are the size and proportion correct?	Yes O	No O	
Is the position correct?	Yes O	No O	
Is the slant correct?	Yes O	No O	
Is the spacing of both your letters and your words correct?	Yes O	No O	
Is your stroke even and smooth?	Yes O	No O	

Size and Proportion

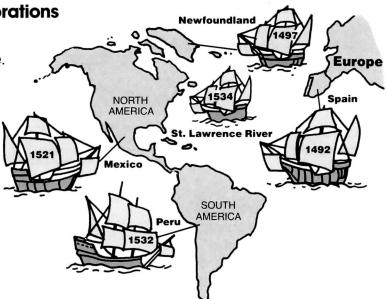
When you write, keep all tall letters the same height, all short letters the same height, and all tails on tail letters the same length.

Aldt mroe Zyjp

Write the letters.

SOCIAL STUDIES: Write About Explorations

Study the map. The ships show when and where early explorations took place. Then read the sentences below. Use the map to match the dates to the explorers. Rewrite each sentence to include the date of exploration. Be sure your tail letters extend one-half space below the line.



- 1. Columbus sailed from Spain to find the New World.
- 2. John Cabot explored Newfoundland.
- 3. Cortés conquered the Aztecs in Mexico.
- 4. Pizarro conquered the Incas in Peru.
- 5. Cartier explored the Gulf of St. Lawrence.

Size and Proportion

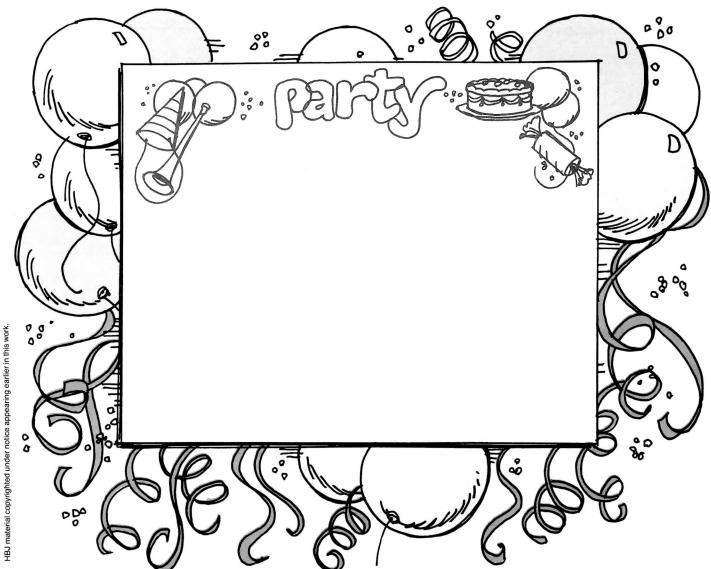
At times you need to write neatly and legibly in a small amount of space.

low are invited to a party!

Write the sentence.

> Write an Invitation

Make up an invitation. An invitation tells who, what, when, and where. Give any special information that the guests may need such as what they may bring. Pay close attention to the size and proportion of your letters.



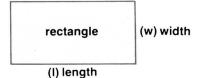
Joining Lowercase Letters b, o, v, w

The letters **b**, **o**, **v**, and **w** join other letters with a high stroke.

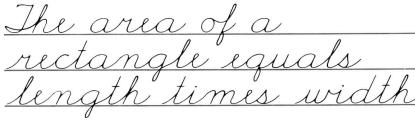
Write the words.

MATHEMATICS: Write Geometric Formulas

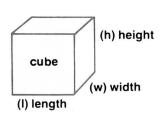
Read each formula to find the area, perimeter, or volume of a geometric figure. Write a sentence that states each formula. The first one is done for you. Be sure to join the letters correctly.



 $area = I \times w$

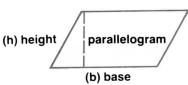


2.



volume = $I \times w \times h$

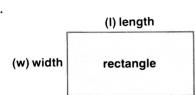
3.



 $area = b \times h$

(h) height	parallelogram	
	(b) base	

4.



perimeter = $(2 \times I) + (2 \times w)$

Lowercase Letters Joining

Notice the way the joining strokes of most lowercase letters touch the bottom line.

a super sale is exciting!

Write the sentence.

Make Comparisons

Read the ads. Then answer the questions. Pay close attention to your joining strokes.







- 1. Which hairdryer cost the most originally?
- 2. If you buy one of these hairdryers, which one will cost the least?
- 3. Which hairdryer offers the smallest discount?
- 4. List four pieces of information that all three advertisements include.
- 5. Write two sentences that tell which hairdryer you would buy and why.

Circle any letters that are not joined correctly.

Joining Uppercase Letters P, V, W

WIL	Wi	Po	Vi	
Write each letter combination	on twice.			
Use a Card Catalog				
The card catalog can help yon the library. Read the lists		s		
Decide in which drawer you	u would look for			
Then put the titles in alphat begins with <u>A</u> or <u>The,</u> use th				
		of Oregon Pro	ofiles in Courage	仙山
Voyage of the Lucky Drago			ttory on the Mhool	1 111.7
Voices from the Southwest People of the Verde Valley	The West The White	ting Game Por e Mountains Wh	ttery on the Wheel nere the Lilies Bloon	·
Voices from the Southwest	The West The White	ting Game Por e Mountains Wh		
Voices from the Southwest People of the Verde Valley	The West The White	ting Game Por e Mountains Wh	nere the Lilies Bloon	

Wa-We

Wh-Wo

Uppercase Letters D, O, H, B, T, F, G, S, I Joining

The uppercase letters **D**, **O**, and **H** join with the lowercase letters below the midpoint. The uppercase letters B, T, F, G, S, and I join with the lowercase letters slightly above the bottom line.

De Om Ha Be Ih Fr Gr Su It

•	W	rite the letter combinations.	
•	Ev se an	OCIAL STUDIES: Match Countries with Currencies very country has its own currency with which people buy goods and ervices. Write a sentence that matches the country with its currency and an item from that country. Pay close attention to your joinings with opercase letters. The first one has been done for you. Thailand, baht	Denmark, krone
		drachmas/olives: In Irrece, people use drachmas to buy olives. (lir'əz) liras/pasta:	Oman, rial
	3.	(krōnz) krones/bread:	- Italy, lira
	4.	(rē'ôlz) rials/dates: (bät)	Haiti, gourde
oearing earlier in this work.	5. 6.	baht/rice: (frangks) francs/perfume:	France, franc
erial copyrighted under notice appearin	7.	(goordz) gourdes/beans:	IOC APAXMAI

Circle any letters that are not joined correctly.

HBJ material copyrighted under notice appearing earlier in this work.

Greece, drachma

Slant Lowercase Letters

Notice where the **straight slant stroke** is in each of these letters. Mark the straight slant. The first one has been indicated.

4 b de fgijklrptvxz

	Write	the	letters.
-			

Write Analogies

An **analogy** is a comparison that shows the relationship between different things. Here is an example of an analogy: *Car is to garage as airplane is to hangar.* Use the words in the box to complete each analogy. Write your answers in complete sentences. Pay close attention to your straight slant strokes.

food dove daughter lock sport bowling



- 1. Mother is to son as father is to ______
- 2. Glass is to beverage as plate is to _____.
- 3. Knob is to door as key is to _____
- 4. Jazz is to music as baseball is to _____.
- 5. Court is to tennis as lane is to _____.
- 6. Love is to heart as peace is to _____

Lowercase Letters Slant

correct incorrect mmhuwy mmhuwy Write the letters two times correctly. > Write Homophones **Homophones** are words that sound alike but have different meanings and spellings. Choose the correct homophone in the parentheses. Then write the sentence using the correct word. Pay close attention to your straight slant strokes. 1. There is always a long _____ at the doctor's office. (weight, wait) 2. Chuck Mosley is a funny and _____ man. (dear, deer) 3. Tim's new bicycle has _____ on the rear wheels. (breaks, brakes) HBJ material copyrighted under notice appearing earlier in this work 4. The children walked out in _____. (pears, pairs) **5.** We did not let the food go to _____. (waist, waste)

The lowercase letters n, m, h, u, w, and y each have more than one straight slant stroke.

Skill Maintenance: Manuscript Writing on Unlined Paper

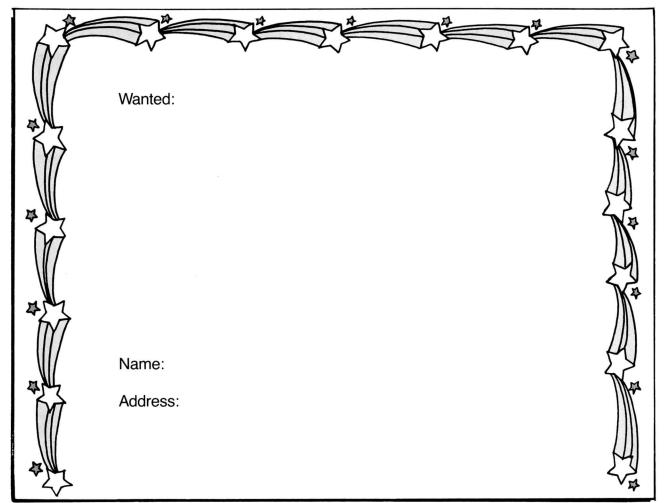
When you write manuscript letters on unlined paper, write the top line straight. Use the top edge of your paper as a guide. As you get closer to the bottom of the page, use the bottom edge as your guide.

Wanted: A rewarding job in advertising. I am young, energetic, and eager to learn.

Write the sentences in manuscript.

Write an Advertisement

Suppose you are seeking your ideal job. Write an advertisement for a Situations Wanted column that states the job title and your qualifications for the job. Write in your best manuscript. Make up a name and an address.



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Cursive Writing on Unlined Paper

When you write on unlined paper, write the first line straight. Use the top edge of the paper as a guide. To keep each succeeding line straight, follow the line immediately above it.

Help us help the needy and homeless.

Write the sentence.

SOCIAL STUDIES: Write a Press Release

Your civics club is organizing a fund-raiser to help needy and homeless people in your community. Write a press release to send to the local newspaper. As a **prewriting** activity **brainstorm** ideas for the type of fund-raiser and decide on a date, time, and place. Make up a telephone number where people can call for more information. Then **compose** your press release. Look at your work again. **Revise** for content and spelling. Also be sure that your lines are straight.

Kennedy School _____

Letter and Word Spacing

Correct spacing is important within words and between words.

correct spacing

too close

too far apart

This team is the sport's best.

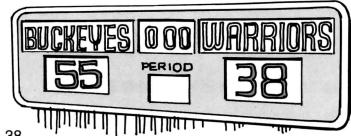
Write the sentence. Use correct letter and word spacing.

Choose the Stronger Statement

Read these sentences:

The Buckeyes won the game 55-38.

The Buckeyes destroyed their opponents 55-38.



The first sentence states a fact. The second sentence uses a stronger word, destroyed, to suggest more than an ordinary defeat. Write the sentence in each pair that uses the stronger word or words. Be sure to space your letters and words correctly.

- 1. The singer's voice is good. The singer's voice is extraordinary.
- 2. Expect URA's new release to be a blockbuster. Expect URA's new release to do well.
- 3. Tim makes beautiful, miniature clay figures. Tim makes nice, little clay figures.
- 4. Company profits are down. Company profits are plunging.
- 5. Joan is an enthusiastic runner. Joan likes to run.

Numerals Spacing

When you write numerals, space the digits evenly. When you write columns of numerals, keep the columns straight.

26,470 28,146 1,953

•	Write the numerals in a column.			
		·		

MATHEMATICS: Identify the World's Tallest Peaks

The tallest mountain peaks in the world are in the Himalayan range of central Asia. Read the chart and use it to answer the questions. Be sure to space your numerals correctly.

Peaks Higher Than 26,000 Feet				
First Successful Climb				
1953	Mount Everest	29,002		
1954	K2 (Mount Godwin Austin)	28,250		
1955	Kanchenjunga	28,146		
1956	Lotse	27,890		
1953	Nanga Parbat	26,660		
1956	Manaslu (Kutang I)	26,658		
1950	Annapurna I	26,502		
1958	Gasherbrum I	26,470		
1956	Gasherbrum II	26,360		
1964	Shisha Pangma	26,290		
1960	Annapurna II	26,041		



- 1. How tall is the tallest peak in the world?
- 2. How tall is the last peak to be conquered?
- 3. In what year was the first peak climbed?
- 4. How many feet taller is Everest than Annapurna I?
- 5. How many feet taller is Everest than Annapurna II?
- 6. How much taller than Nanga Parbat is Everest?

Position

All of your letters should sit on the bottom line. All tall letters are the same height.

et cetera et cetera et cetera

▶ Write the phrase three times correctly.

> Find the Meaning

Many terms that are used in law and government are Latin phrases. Match the number of the meaning to the number of the phrase. Write the meaning of each phrase. Be sure that your letters sit on the bottom line.

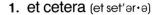
- 1. and so on
- 4. you should have the body
- 7. word for word

- 2. without end
- 5. for each year

8. by itself

- 3. for each person
- 6. in good faith

9. in the place of a parent



2. ad infinitum (ad in'fe·nī'təm)

3. per capita (pûr kap'e·te)

4. habeas corpus (hā'bē·əs kôr'pəs)

5. per annum (pûr an'əm)

6. bona fide (bō'nə fīd')

7. verbatim (vər·bā'tim)

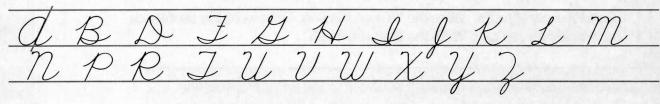
8. per se (pûr sā)

9. (in) loco parentis (lō'kō' par'ən·təs)

Choose one of the phrases and use it in a sentence.

Uppercase Letters Slant

All of these uppercase letters have **straight slant strokes**. Look at the letters and notice which strokes form the straight slant. Mark the straight slant. The first one has been indicated.



Write the letters and circle the straight slant strokes.

SOCIAL STUDIES: Locate the National Parks

The United States has many beautiful national parks. Write the name of each park under the picture. Be sure to slant your letters correctly.

1. Crater Lake Nat. Park



4. Zion Nat. Park



2. Yosemite Nat. Park



5. Isle Royale Nat. Park



3. Mesa Verde Nat. Park



6. Acadia Nat. Park



Read the paragraphs. Write the time on the line. Then write the sentences as quickly as you can. Write the time you finish.

There are many famous cooking schools in the world. One of the top-ranked schools is the *Cordon Bleu*, or "Blue Ribbon," school in Paris, France. The school was founded in 1895.

At the school, students learn to make classic French dishes, pastries, and sauces. The school also gives tests to demonstrate the cooking ability of the students. When the tests are over, the students get to eat the results!

Start time	
	,
End time	
Circle any letters that are not formed correctly.	



EVALUATE Elements of Handwriting



Write the poem. Keep in mind these elements of legibility: size and proportion, spacing, slant, and position. As you write, pay particular attention to how you join your letters.

		~	
Rainbows The rainbow streaks across the sky			
In misty colors That beckon me To climb aboard The purple streak And take a ride To the very end.			
Are the size and proportion of your letters correct?	A	Yes O	No O
Is the spacing of both your letters and your words correct?		Yes ○	No O
Is the slant correct?		Yes O	No \bigcirc
Is the position correct?		Yes O	No O

Punctuation Marks

Look at the sentences. Notice how the punctuation marks are formed.

Sue asked. "What is del chef?" "It's a chef salad," said Mike.

➡ Write the sentences. Form and place the punctuation marks correctly.	
--	--

SOCIAL STUDIES: Write About Spanish Food

Use the menu to help you describe an imaginary meal at a Spanish restaurant to a friend. The conversation has been started for you. Use Spanish names for the food. Be sure to form your punctuation marks correctly.

	E)	Mag	mífico		
Sopas (Soups)	Sopa de cebolla (Onion soup)	\$3.00	Ensaladas (Salads)	Del chef (Chef's salad)	4.50
Aperitivos (Appetizers)	Torta pascualina (Spinach pie)	3.50	Platos principales	Filete a la pimienta (Pepper steak)	11.00
	Tomato relleno con pollo (Tomato stuffed with chicken)	4.00	(Main Dishes)	Camarones empanados (Breaded shrimp)	10.50

"How was dinner last night?"
"How was dinner last night?" asked Sue. "Delicious," said
Mike. "We started with

Punctuation Marks

Look at the sentence. Notice how the punctuation marks are formed.

"Im going to the matinee!"

write the sentence. Form and place the punctuation marks correctly.

SOCIAL STUDIES: Recognize French Words

Use the sentences to answer the questions. The underlined words are words that come from French. Form your punctuation marks correctly.

The prince arrived in a <u>limousine</u> that was driven by his personal chauffeur.

Look at the varied materials in this collage.

Tell the <u>chef</u> that the pastry at this <u>restaurant</u> is superb. Kim, the flowers in the <u>bouquet</u> are the perfect touch! Does this <u>brochure</u> describe a <u>tour</u> of China?



- 1. Which sentence would you hear at an art gallery?
- 2. Which sentence would you hear at a florist?
- 3. Which sentence would you hear at a travel agency?
- 4. Which sentence would you hear after a wonderful dinner?
- 5. Which sentence would you hear at the White House?

Spacing

When you have to write in a small space, keep your writing clear and legible. Space your letters and words correctly.

Take clear telephone messages.

Write the sentence.	

> Write a Message

Write each message on a message slip. Space your letters and words correctly.

 Someone from Printers Ink Books called at 2:15 P.M. to tell Mrs. Convers that the books she requested are in and can be picked up on Wednesday before 5:30 P.M. The charge is \$16.25. To: ________

Time: ______

From: ______

Message: ______

2. Mrs. Rivera called for Mr. Rivera at 3:05 P.M. She said to tell him to pick up Maria at school after band practice. Maria should be ready by 4:30.

 Dr. Boyle's office called at 4:30 P.M. to cancel your mother's dental appointment on Friday, October 13. The receptionist wants her to call and reschedule the appointment.

Letter and Word Spacing

Correct spacing is important within words and between words. correct spacing too crowded too far apart Write the sentence, using correct spacing. FINE ARTS: Compare the Paintings "Battle of Fishes," Andrew Masson, 1927 "Road Near L'Estaque" Georges Braque, 1908 Decide which of the paintings you like. As a prewriting activity, make a list of phrases describing what you like about the painting. Include style and subject matter. Then compose a paragraph that tells why you like the painting. Revise your paragraph for content and spelling. Be sure letter and word spacing is correct. HBJ material-copyrighted under notice appearing earlier in this work

Joining Lowercase Letters i, j, t, x

Look at the letters **i**, **j**, **t**, and **x**. When you write a word that contains one of these letters, complete the entire word before you return to dot or cross the letter.

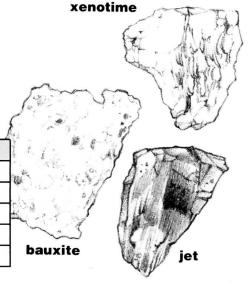
mext joining stroke

1 A luita	460	words	4	1:
vvrite	ıne	words	IWO	umes.

SCIENCE: Name the Mineral

Read the chart. It lists information about some minerals. The primary colors are the colors in which the mineral is usually found. The variety is the group to which each mineral belongs. Write the answers to the questions. Pay close attention to your joining strokes.

Primary Colors	Variety
brown and yellow	zircon
red and yellow	chert
brown and violet	sodium
black	lignite
white and gray	aluminum
	brown and yellow red and yellow brown and violet black



- 1. Which mineral is primarily white and gray?
- 4. Which variety is black?

- 2. Which mineral is brown and violet?
- 5. Which mineral is of the chert variety?
- 3. Which mineral is of the lignite variety?
- **6.** The color yellow and the variety zircon classify which mineral?

Cursive Writing on Unlined Paper

You will sometimes have to write on unlined paper. Write the first line straight. Use the top edge of the paper as a guide. To keep each succeeding line straight, follow the line immediately above it.

What job do you want after school?

Write the sentence.

Think About a Career

Career counselors help people to identify the kind of work they are best suited for. They ask people to respond to certain statements. Read the list of statements and consider which ones are true for you. Then write a paragraph that begins with the words: When I finish school, I think I would like to become a Explain which statements helped you make your choice.

I want to work with people. I want to work alone.

I want a lot of responsibility.
I want to do work that pays well.

I want variety in my work.
I want to help people.
I want to work out-of-doors.

I want to manage others. I want job security.

I want to do interesting work.





Skill Maintenance: Manuscript Size and Proportion

At times you will need to use manuscript writing to write neatly and legibly in a small space.

Complete the information card.

Write the sentence using manuscript writing.



Toby Ramsden is attending a computer fair. Toby is thinking about purchasing a computer. A computer salesperson has asked Toby to fill out a form to identify Toby's interests. This will help the salesperson suggest the best computer for Toby. Pretend you are Toby. Fill in the form in manuscript writing. Remember to form your letters neatly and legibly.

Please print Name	Age		
Address			
City	State	ZIP Code	
Favorite school sub	jects		
Hobbies			
Favorite games and	d sports		
How would you make use of a computer?			

Skill Maintenance: Manuscript Size and Proportion

Use adult-size writing when you write manuscript letters. Reduce the size of each letter so that your tall letters do not reach the top line. Keep the proportions of the letters the same.

labels diagram

Write each word two times. Use manuscript letters.

Label the diagram of a typewriter. Use manuscript letters. The numbered typewriter parts in the box will help you.

- 1. type ball
- 2. tab key
- 3. return key
- 4. margin release key
- 5. back space key
- 6. space bar
- 7. shift keys
- 8. lock keys
- 9. power switch

1.

2.

4.

5.

6.

7.

Size and Proportion Lowercase Letters k, d, b, h

All **tall letters** are the same height as uppercase letters. All **short letters** and some parts of tall letters are the same height. Look at the short parts of the letters **k**, **d**, **b**, and **h**.

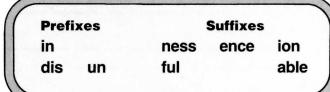
kindness

dishonorable

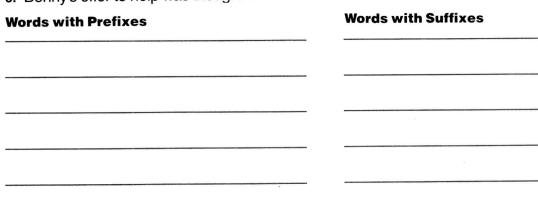
Write the words.	

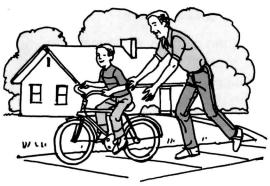
□ Identify Prefixes and Suffixes

A **prefix** is a syllable or syllables added to the beginning of a word to change the word's meaning. A **suffix** is a syllable or syllables added to the end of a word to change its part of speech. Read each sentence. Underline the words that have prefixes or suffixes. Write the words under the correct heading. Two words can be written under both headings. Use the information in the box to help you.



- 1. Her kindness and independence made her well liked.
- 2. I have an uncomfortable feeling that he is dishonest.
- 3. The test results were invalid.
- 4. Bears go into hibernation during the winter.
- 5. Benny's offer to help was thoughtful.





dependence



independence

8	
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<u></u>	
earlier	
appearing	
ap	
notice	
under	
yrighted I	
pyrig	
8	
ateria	
HBJ m	
_	

Size and Proportion

Notice the size and proportion of this handwriting.

1568 Magnolia Boulevard

Write the address.

Address an Envelope

It is important to write addresses legibly so that letters reach their destination. Use the following information to address two envelopes:

Mailing

Mr. Thomas B. Sullivan, President

Return

Mr. Dan Cobb

address:

Sullivan Electronic Company

address:

28 Main Lane Rockville, MD 20852

Houston, TX 71348

319 First Street

Mailing address: **Top Hits Record Company** 820 Washington Avenue

Boston, MA 02170

Return address:

Ms. Consuela Garcia 22-130 Shore Road

Baton Rouge, LA 72600

Uppercase and Lowercase Letters Jj, Yy, Zz Shape

The uppercase and lowercase letters Jj, Yy, and Zz extend the same distance below the bottom line.

Write each pair of letters three times.

Write two alliterative sentences for each

pair of letters. In alliterative sentences the beginning consonant sounds are repeated. The first one is done

for you.



2.

6.

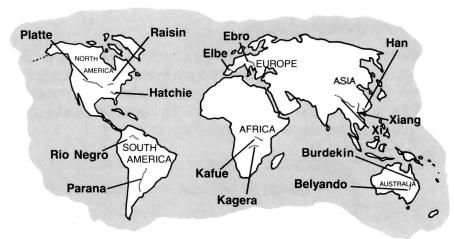
Uppercase Letters E, P, R, B, K, H, X Shape

All uppercase letters are the same height. Several have specific **touchpoints** midway between the top and bottom of each letter. Notice the **touchpoints**. The first one has been indicated.



- ➡ Write each letter two times. Find and circle the touchpoints in each letter.
- SOCIAL STUDIES: Locate the Rivers

Look at the map. Each line leads to a river on a specific continent. Write the names of the rivers under the correct continent. Pay close attention to the shape of your uppercase letters.



North America	Europe	
		e .
	Asia	
South America		
	·	
	·	
Africa	Australia	

Uppercase and Lowercase Letters Shape Notice the similarities in the formation of these uppercase and lowercase letters. Write the uppercase and lowercase letters. Prepare a Bibliography A **bibliography** is a list of sources an author has used in preparing a research report, book, or article. The sources are listed alphabetically by the last name of the author. Rewrite each of these bibliographic sources on photography in proper form. Use the source in the box as a model. Be sure to capitalize and punctuate each one correctly. List the sources in alphabetical order. Langford, Michael. The Darkroom Handbook. New York: Alfred Knopf, 1984. The Craft of Photography, by David Vestal, was published by Harper & Row in New York in 1978.

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in 1978.

Dan O'Neill's The User's Guide to Photographic Film was published in 1984 in New York by Watson-

Image Magic, by Jim Zuckerman,

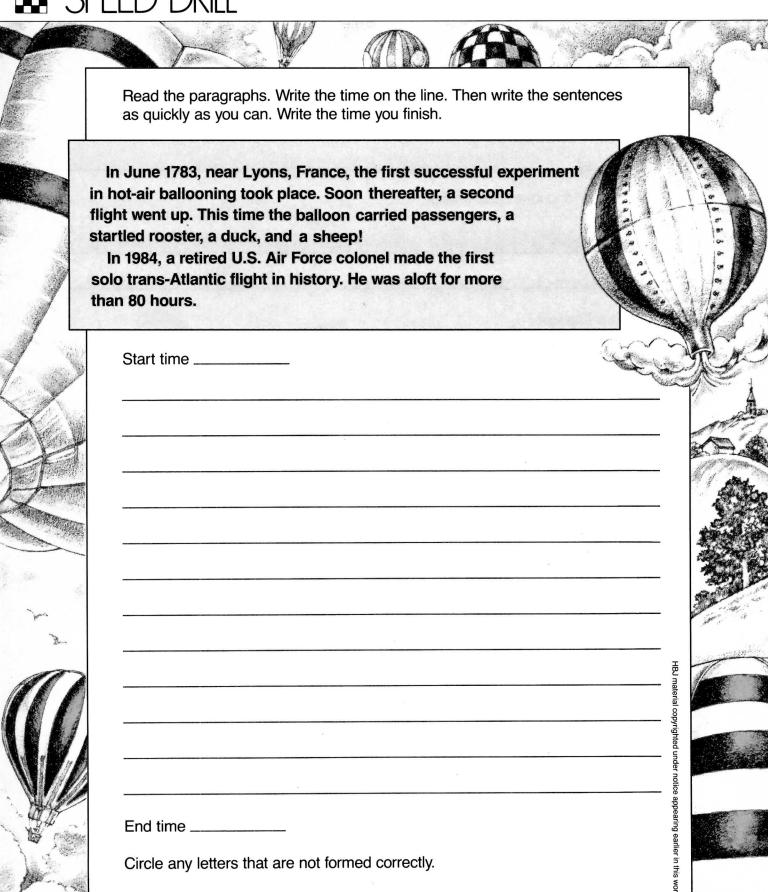
was published by Petersen Publishing Co. in Los Angeles

Guptill Publications, Inc.

John Szarkowski's The Photographer's Eye was published in New York by the Museum of Modern Art.

Uppercase and Lowercase Letters Shape

	Notice the differences in the formation of these uppercase and lowercase letters.
	Bb Dd Ee If Yg Hh Ji Jj Kk Il Zg Pr Ss It
	Write the uppercase and lowercase letters.
	Write Science Fiction Write the first paragraph of a science-fiction story. Your paragraph should present the setting and the characters and introduce the plot of the story. Include the words in the box in your paragraph. The first sentence has been started for you. Pay close attention to your uppercase and lowercase letters.
	planet Jupiter galaxy command spacecraft terminal mission control
	Jeff Saunders gave the thumbs up signal as our
erial copyrighted under notice appearing earlier in this work.	
rial copyrighted under	





EVALUATE Elements of Handwriting



Write the lyrics to "America, the Beautiful." Keep in mind these elements of legibility shape, size and proportion, and spacing.

America, the Beautiful

O beautiful, for spacious skies,
For amber waves of grain,
For purple mountain majesty
Above the fruited plain.
America! America! God shed His grace on thee,
And crown thy good with brotherhood
From sea to shining sea.



Are your letters shaped correctly?

Are the size and proportion of your letters correct?

Is the spacing of both your letters and your words correct?



Yes O

Yes O

Yes O

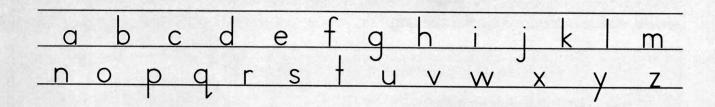
No O

No O

No O

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Skill Maintenance: Lowercase Manuscript Letters



- Write the lowercase alphabet.
- Complete the Crossword Puzzle

Use the words in the box to complete the puzzle.

athlete blew pet answer

capital neighbor imperfect rain retake announcer eleventh board

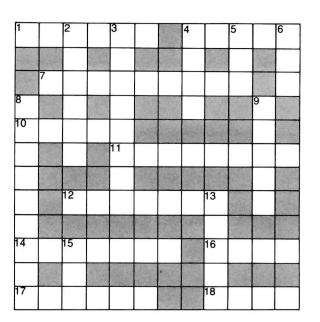
day stole summer niece early year act

Across

- 1. It follows a question.
- 4. You write on this with chalk.
- 7. Not perfect
- 10. Son is to daughter as nephew is to
- 11. The person next door
- 12. A person who plays sports
- 14. Washington, D.C.
- 16. Umbrellas protect you from _____.
- 17. To take again
- 18. It has 365 days.

Down

- 2. It comes between spring and fall.
- 3. It comes after the tenth.
- 4. Homophone for *blue*
- 5. Actors do this.
- 6. It follows night.
- 8. One who announces
- 9. Past tense of steal
- 13. Opposite of late
- 15. Animal you keep at home



Numerals Shape

Cursive numerals are the same height as tall letters. When you write numerals, space the digits evenly. Be sure to form the numerals correctly. The numerals 5 and 7 can easily be confused with 6 and 1.

correct

incorrect

32,751,560,489

32,751,660,489

Write	the	numerals	s correctly.

Use the Telephone Directory

Use the page from the telephone directory to answer the questions. Remember to write your numerals correctly.

Government se		f Orange alphabetically by departi	ment
Fire Department Fire Calls Only Fire Safety Health Department Ambulance Chest X rays Information Mayor's Office	911 or 0 555–6712 911 or 0 555–4343 555–2000 555–0330	Police Department 24-hour Emergency Chief of Police Crime Prevention Information Recreation and Parks Information Summer Camps Swimming Pool Hanson Memorial	911 or 0 555–9798 555–SAFE 555–1000 555–7565 555–9088 555–8329 555–6178

1. What number do you call in any emergency?

- 4. What is the mayor's number?
- 2. What number would you call to find out where to get a free chest X ray?
- 5. What is the number of Hanson Pool?

- 3. What number would you call to inquire about summer camps?
- 6. What number would you call to get information on fire safety in the home?

Shape Lowercase Letters

Notice how these pairs of letters are alike and how they are different.

bflthkad ao einm

\A/rita	tha	lattoro
AALIG	uie	letters

> HEALTH: Vitamins

Use the chart on vitamins to answer the questions. Pay close attention to letters that are similar.

	VITAMINS YOUR BODY NEE	EDS
Vitamin	Uses in the Body	Food Source
А	helps keep skin and body healthy; helps night vision	milk, green and yellow leafy vegetables, cheese
B₁ thiamin	helps appetite; helps keep nervous system healthy; helps body get energy	Liver, milk, whole-grain cereals
${\sf B_2}$ riboflavin	helps keep skin healthy; helps body get energy from food	green leafy vegetables, liver, eggs, milk
B ₃ niacin	helps keep skin, nervous system, and other tissues healthy; helps body get energy from food	beans, fish, eggs, peas, meat
C ascorbic acid	helps keep gums healthy; helps wounds heal	citrus fruits, tomatoes, potatoes, dark green vegetables
D	helps body take in and use calcium and phosphorus; helps keep bones and teeth strong	fortified milk, eggs, saltwater fish

- 1. Which three vitamins help to keep your skin healthy?
- 2. Which vitamin does your body need to improve your appetite?
- 3. List three food sources your body needs for strong teeth and bones.
- 4. List two foods you would eat for breakfast that would provide niacin and thiamin.

Uppercase Letters Shape

Notice how these letter groups are alike and how they are different.

PRB JJ NM UVW KK DO

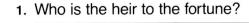
Mrita	tho	letters.
AALIFC	uic	iciteis.

Identify the Culprit

Read the incomplete mystery story. Answer the questions, using complete names. Pay close attention to the shape of your letters.

Ursula Van Wyck, heir to a huge fortune, has been found wandering on her estate. Apparently, Ursula is the victim of amnesia. Dr. Oscar Orlov, the family physician, is called. Upon his arrival, Dr. Orlov takes Ursula into the drawing room for a cup of tea. Suddenly, Professor Rupert Booke arrives. Professor Booke is aflutter. He has just discovered that a rare book about prehistoric tools is missing from the library. Worried, the three decide to turn the case over to Kirk Holmes, the local investigator. Holmes discovers that Nigel Montgomery, Ursula's latest suitor, has disappeared as well. Holmes tracks Nigel to The Three Friends, a nearby inn, and begins to question the young man closely.





- 2. Who is the family physician?
- 3. Who was "aflutter"?
- 4. Who is Ursula's suitor?

- 5. Who is the famous investigator?
- 6. Where did Holmes find Nigel?
- 7. Who do you suppose took the rare book?

Position

All of your letters should sit on the bottom line. Look at these words.

songs of the past

Write	the	words
VVIILE	uic	WOIGS

FINE ARTS: Identify Songs of the Past

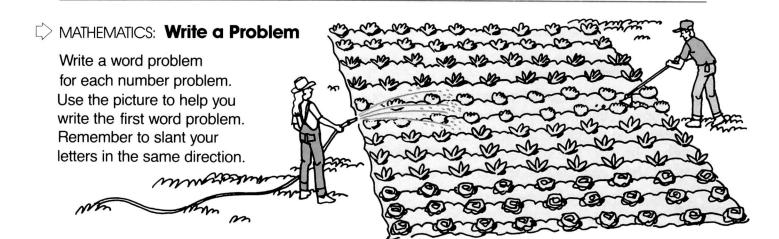
Many of the songs we sing today were written long ago. Use the chart that tells about some old but familiar songs to answer the questions. Remember to position your letters correctly.

	Song	by	Date	Excerpt from Song	
"Δ	auld Lang Syne"	Robert Burns	1788	Should old acquaintance be forgot and never brought to mind	
"}	lome Sweet Home"	John Payne Henry Bishop	1823	Be it ever so humble, there's no place like home.	
"Т	he Star Spangled Banner"	Francis Scott Key	1814	Oh! say, can you see, by the dawn's early light, What so proudly we hailed at the twilight's last gleaming?	
"C	0h! Susanna"	Stephen Foster	1846	I come from Alabama with a banjo on my knee. I'm bound for Louisiana, my true love for to see. Oh! Susanna	
" -	lappy Birthday to You"	Mildred Hill Patty Hill	1893	Happy birthday to you, Happy birthday to you, Happy birthday dear	

- Which song was written by Francis Scott Key in 1814?
- 2. Which song was written by two sisters?
- 3. Who wrote the song "Oh! Susanna"?

- 4. Which song, written by Robert Burns, means "the good old days"?
- 5. From which song is the line, "... Be it ever so humble, there's no place like home"?

Write the sentence.



- 1. 12 × 9 108
- 2. 142 - 29 113
- 3. <u>400</u> 12)4800
- 4. 243 + 97 340

Stroke

When you write, your stroke should be smooth and even. It should not be too dark or too light.

correct

not smooth

not even

too dark

too light

The cattle drive began at dawn

Write the sentence.

> Write a Western

Write the first paragraph of a western story. In your paragraph present the setting and the characters and introduce the plot of the story. Use some of the words in the box. The first sentence has been written for you. Make your strokes smooth and even.

dusty wagon sheriff general store

posse balcony outlaws canyon



The lone, tall stranger rode into town, just as the sun set over the horizon.

Circle any strokes that are not smooth and even.

Writing Style D

Your signature is your personal way of writing your name. Your signature should be neat and legible.

Write your own signature. Include your first, middle, and last names.

You may write your whole name or your first name only, depending on the kind of letter or card. Write your signature on the postcard, friendly letter, business letter, and library card. Be sure your signature is neat and legible.

May 8. 19—

Nam

Nam

Nam

Nam

Southern California

is beautiful. Yesterday I

shotographed the beach 2 Follo

is beautiful. Yesterday I
photographed the beach
at dawn. I can't wait
to show you the
pictures.
Love.

Signature

Library Card

ZIP code 33103

Telephone 305-262-3481

School Randolph School

Grade_____7

Signature

Name in manuscript

Signature

Friendly Letter

898 Wellington Rd. Westbury, NY 18721 October 24, 19—

Dear Sam, I look forward to your visit.

I'll pick you up at the airport as planned. Be sure to wait for me in the baggage claim area. Ill

check with the

airlines to confirm your arrival time.

Adele and John will be joining us for dinner on Sunday. Love,

Signature >

Business Letter

128 Columbia Dr. Shaker Heights, OH 44120 December 10, 19__

Mr. Marc Valdez Chamber of Commerce Tucson, AR 10210

Dear Mr. Valdez:

I will be vacationing in the Tucson area next month. Please send me information on hotels, restaurants, and historic places to visit.

I would appreciate a map of the city, too. Thank you.

Sincerely,

Signature

Name in manuscript



Read the paragraphs. Write the time on the line. Then write the sentences as quickly as you can. Write the time you finish. An unusual park lies in the northern city of Harbin in China. In the park is a city built entirely of ice that has ice pagodas and ice trees. Because Harbin's climate is so cold, the ice sculptures remain frozen throughout most of the year. Winter sports, such as ice sailing on the Sungari River, are popular in Harbin. The ice park is the favorite winter wonderland. Start time _____ End time _____ Circle any letters that are not formed correctly.



EVALUATE Elements of Handwriting



A **limerick** is a humorous verse with five lines. Write the two limericks in your best cursive writing. Keep in mind the six elements of legibility: **shape**, **size** and **proportion**, **position**, **slant**, **spacing**, and **stroke**.

There was a young person of Dover, Who rushed through a field of blue clover; But some very large bees, stung his nose and his knees, So he very soon went back to Dover.

There was a strange person of Dutton, Whose head was as small as a button; So to make it look big, he purchased a wig, And he rapidly rushed around Dutton.





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		 		W-1	

N.

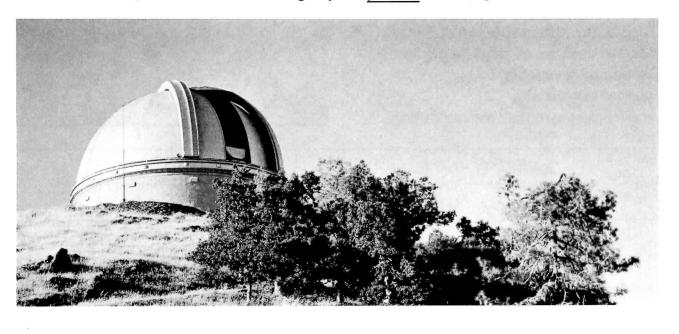
Are your letters shaped correctly? Yes O No O Are the size and proportion correct? Yes O No O Is the position correct? Yes O No O Is the slant correct? Yes O No O Is the spacing of both your letters and your words correct? Yes O No O Is your stroke even and smooth? Yes O No O

POSTTEST

Read the following selection and then copy it. Use your best cursive handwriting.

Planets and Stars

Planets and stars look the same in the night sky, but there are two ways to tell them apart. First, planets shine with a steady light, but stars seem to twinkle. Second, planets change their positions in relation to the stars. This movement was first noticed by the ancient Greeks, who called the moving objects planets, meaning "wanderers."



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