

HBJ

HANDWRITING

BOOK 8

June 12, Mercer Field - s
packed (compare: meet - the
ring circus - excitement,
variety)

ally Lewis: "grace and
"- three events! 100m, 200m, 400m
record in 400m

Richard "Quick Silver" Coe -
winner, boys 200m, 400m

4. Raoul Alvarez - wins 100m,
1600m relay - Newton
wins despite dropped
baton (credits R. Alvarez -
big sprint, erases 12-yard
lead). Timing device fails.



HBJ HANDWRITING

BOOK 8



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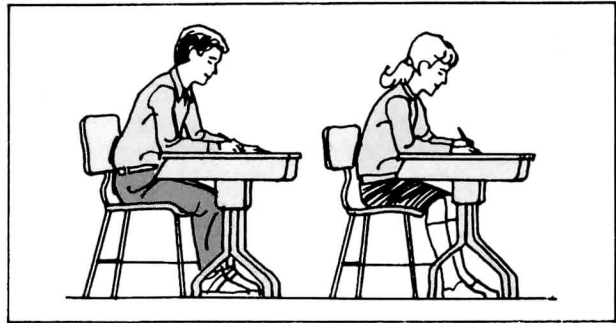
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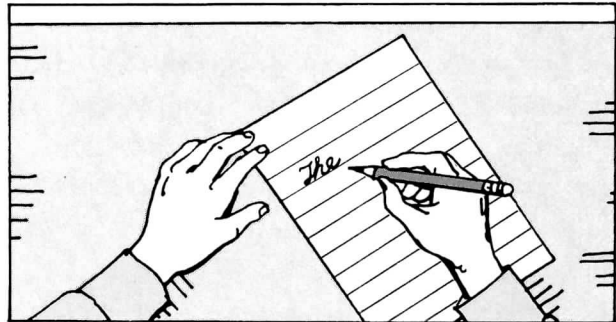
Posture, Paper Position, Writing Instrument

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.

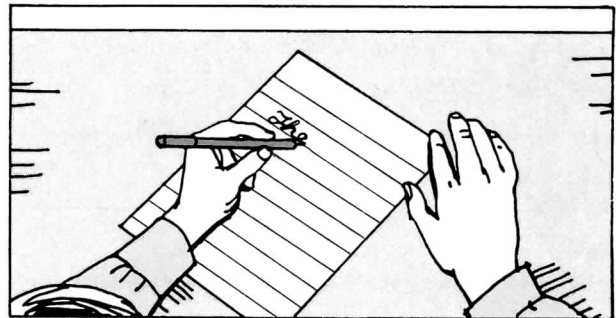


The position of the paper is important for good handwriting. When your paper is in the correct position, it will help you achieve an even slant to your handwriting.

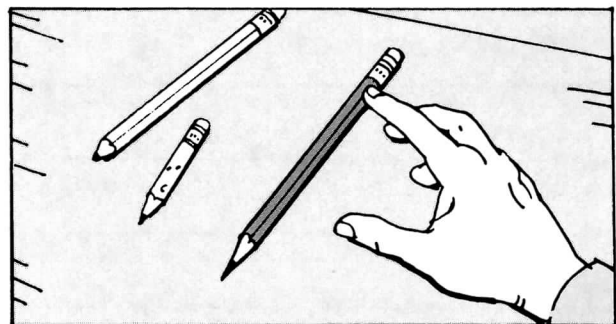
If you are right-handed, slant your paper to the left at a 30-degree angle.



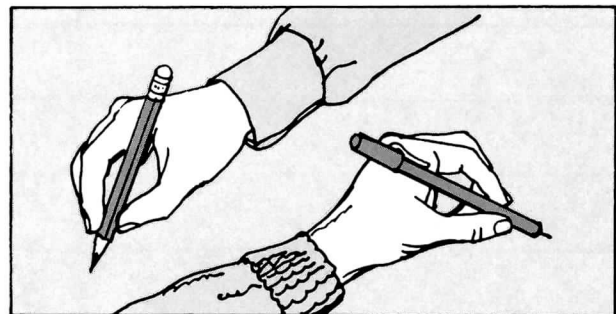
If you are left-handed, slant your paper 30 degrees to the right.



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.

Athletic Competition

Have you ever wondered where an Olympic athlete gets the drive and determination to compete? Athletic competition requires hard work, physical discomfort, and the single-mindedness that frequently means missing out on other activities. An Olympic athlete may work for years to get ready for a competition. Yet a split second of inattention, a pulled muscle, or just plain bad luck and all that work may seem for nothing. Still, the athlete has the chance to compete with the best and to do the best he or she can.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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 winners of the Nobel Peace Prize are written incorrectly. Circle two errors in each name. Then write the names correctly.

Shape: The letters should be formed correctly.

Jane Addams

Size and Proportion: The letters should not be too short, too tall, too wide, or too narrow. The parts of letters should be the correct size.

Ralph Bunch

Position: The letters should sit on the lines.

Albert Schweitzer

Slant: All the letters should slant in the same direction and to the same degree.

Woodrow Wilson

Spacing: The words should not be too close together, too far apart, or unevenly spaced. (Note: There is only one error in this example.)

Anwar Sadat

The letters within the words should not be too close together, too far apart, or unevenly spaced.

Linus Pauling

Stroke: The lines should be smooth and neither too dark nor too light. There should not be any markovers.

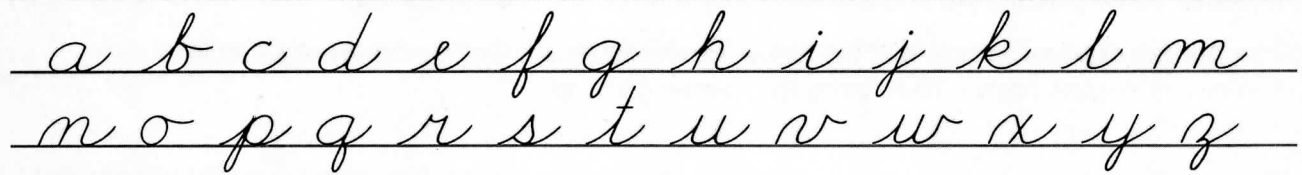
Mother Theresa

Circle any of your letters that are incorrect.

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Shape Lowercase Cursive Letters

Look carefully at the way these lowercase letters are formed.



► Write the letters.

► Identify Word Categories

Find the three words in each group that do not belong. Cross out the words. Then write them. Form your letters carefully.



1. newspaper book elephant letter magazine igloo fork pamphlet

2. teach coach quiet instruct whistle tutor train king

3. hide joke conceal bury cover possess disguise value

4. lodge pleasant dwell live rest zone reside inhabit

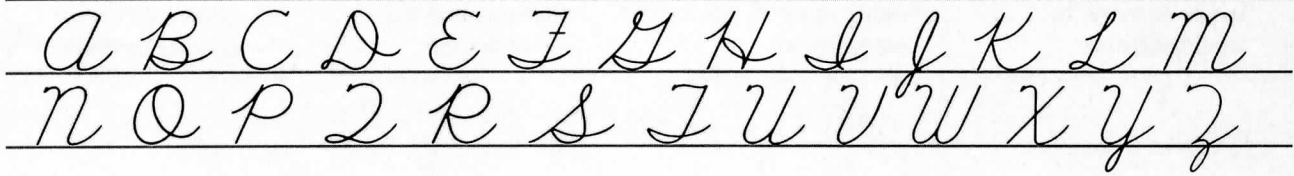
5. disorder mess zebra whether jumble glorious muddle confusion

6. spade hoe violent rake xylophone jungle shovel pitchfork

Circle any letters that are not formed correctly.

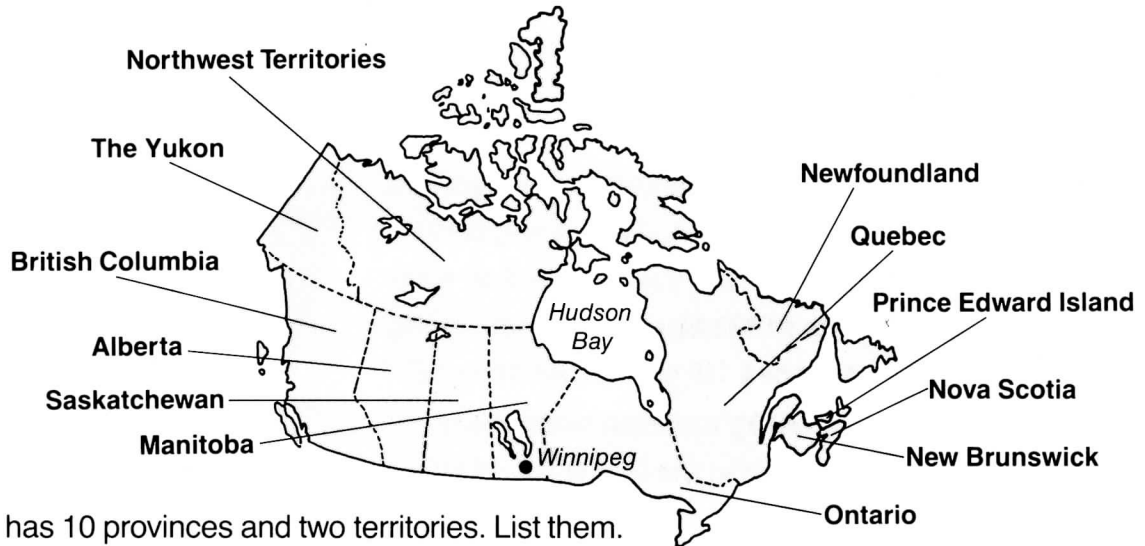
Uppercase Cursive Letters Shape

Look carefully at the way these uppercase letters are formed.



Write the letters.

SOCIAL STUDIES: **Study the Geography of Canada**



1. Canada has 10 provinces and two territories. List them.

2. Name the capital of Manitoba.

3. Name the largest bay in Canada.

Joining Lowercase Letters a, u, c, i, y, j, g, z

Look at the letter combinations. Notice the way the letters are joined.

**undercurve to
undercurve**

as ut

**undercurve to
overcurve**

co im

**overcurve to
overcurve**

ya jo

**overcurve to
undercurve**

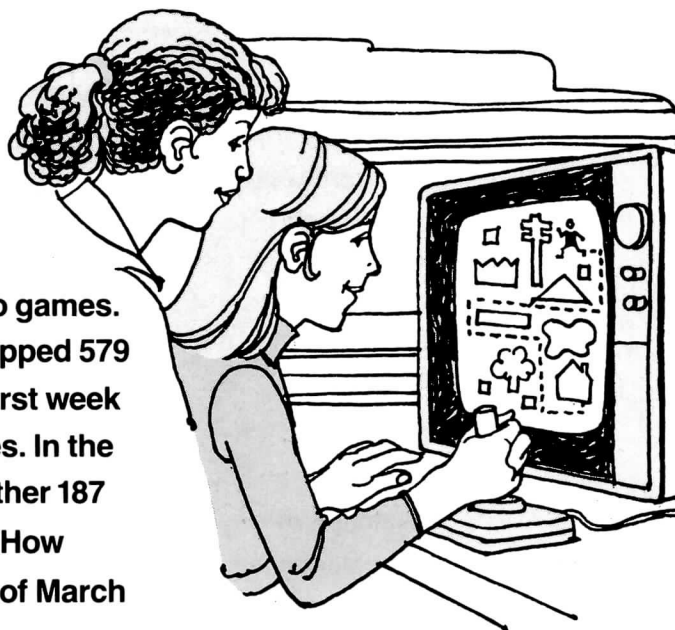
gi ze

► Write the letter combinations.

◀ MATHEMATICS: **Solve a Word Problem**

Read the word problem. Underline the sentences that provide information necessary to solve the problem. Write the sentences. Then write the solution to the problem.

The Azmyo Company manufactures video games. Last year, in the month of March, Azmyo shipped 579 units of its Sprinter game. This year, in the first week of March, Azmyo shipped 123 Sprinter games. In the second week, they shipped 119 games. Another 187 games were shipped during the third week. How many units will Azmyo ship in the last week of March to equal last March's sales?



Solution _____

Uppercase Letters R, E, N, L, J, Y, Z Joining

Look at the letter combinations. Notice how letters are joined.

**undercurve to
undercurve**

Re El

**undercurve to
overcurve**

No La

**overcurve to
overcurve**

Ja Yo

**overcurve to
undercurve**

Ju Ze

➡ Write the letter combinations.

➡ SOCIAL STUDIES: **Name the Place**

Match each description to a place name in the box. Read the place names from left to right. Pay close attention to your joinings.

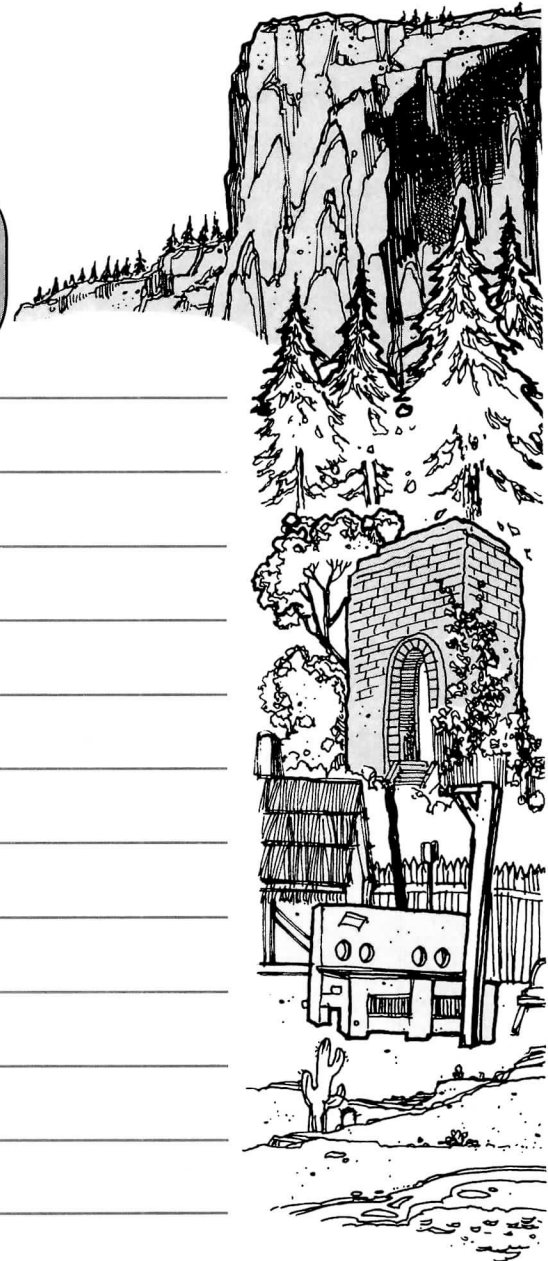
**Redding
Reading
Norfolk**

**Jackson
Yosemite
Jamestown**

**Lake Mohave
North America
Lansing**

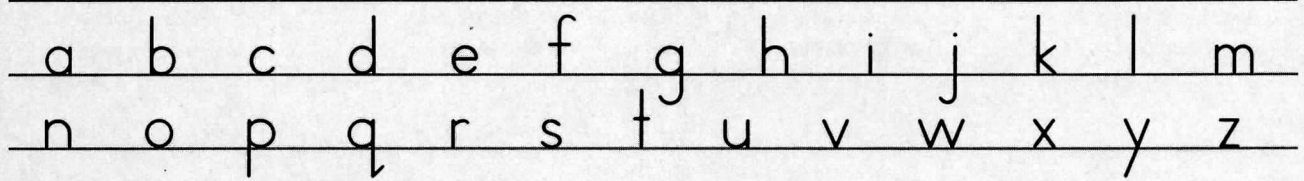
**El Paso
Juneau
Zebulon**

1. a city in California
2. the capital of Mississippi
3. a lake in Arizona
4. a city in Texas
5. a town in Massachusetts
6. a California national park
7. a continent
8. the capital of Alaska
9. a city in Virginia
10. the first permanent English settlement in America
11. the capital of Michigan
12. a town in Georgia



Skill Maintenance: Lowercase Manuscript Letters

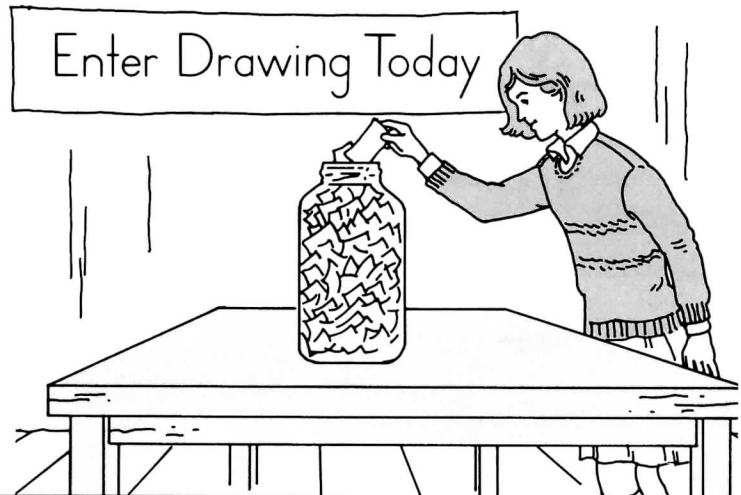
Look at the way the lowercase manuscript letters are formed.



► Write the manuscript letters.

◀ Fill Out an Entry Form

The local department store is sponsoring a contest. You have to guess the number of beans in the bottle. The first prize is a video-cassette player. Fill out the entry form. Use manuscript writing. Make up a name and the other information needed.



Please print

Today's Date _____

Name _____
First Middle Last

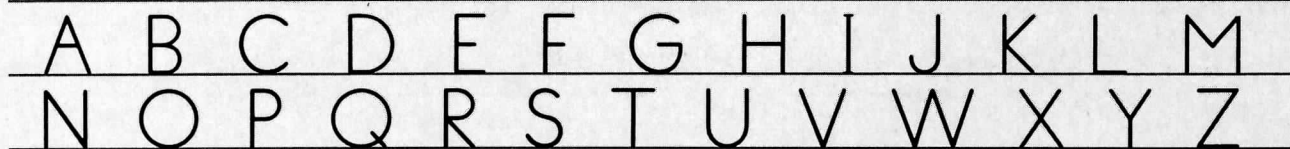
Address _____
Street City State ZIP

Telephone Number () _____

Number of beans in bottle _____

Skill Maintenance: Uppercase Manuscript Letters

Look at the way the uppercase manuscript letters are formed.



➡ Write the manuscript letters.

➡ HEALTH: Find the Nutrients

The names of 13 nutrients are hidden in the puzzle. The names go across and down. Circle each name and then write it in uppercase manuscript letters. Use the words in the box to help you. The first one has been done for you.

cobalt	niacin
copper	iron
lysine	ascorbic acid
riboflavin	vitamin K
magnesium	iodine
biotin	calcium
zinc	

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

- _____
- _____
- _____
- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Numerals Size and Proportion

All cursive numerals are the same height. The numerals 3, 4, 5, 6, 8, and 9 have parts that are half the size of the whole numeral. Be sure to form the numerals correctly.

correct

incorrect

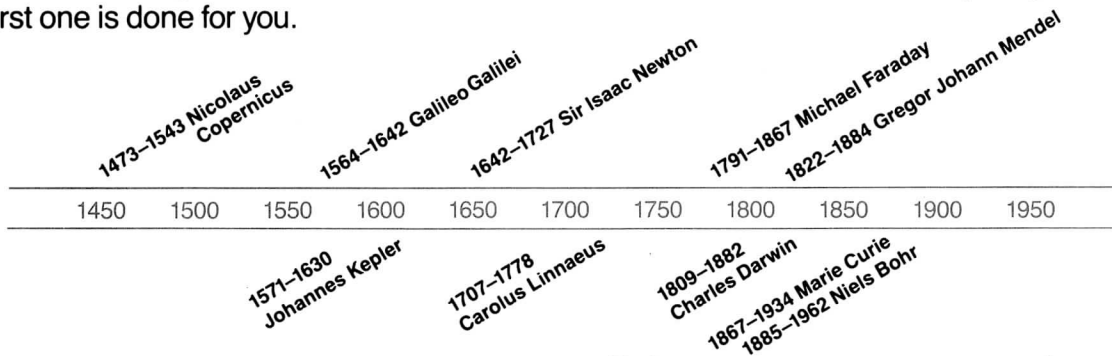
1536 1649

1536 1649

Write the dates correctly three times.

MATHEMATICS: Use a Time Line

Use the time line to make a chart. The time line shows the lifespans of several famous scientists. Determine how long each scientist lived. Then list the scientists from oldest to youngest. The first one is done for you.



Name	Dates	Age
1. Isaac Newton	1642-1727	85
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
10.		

Size and Proportion

When you write in adult-size writing, reduce the entire letter, but keep the proportions the same. Keep all tall letters the same height, all short letters the same height, and all tails on tail letters the same length.

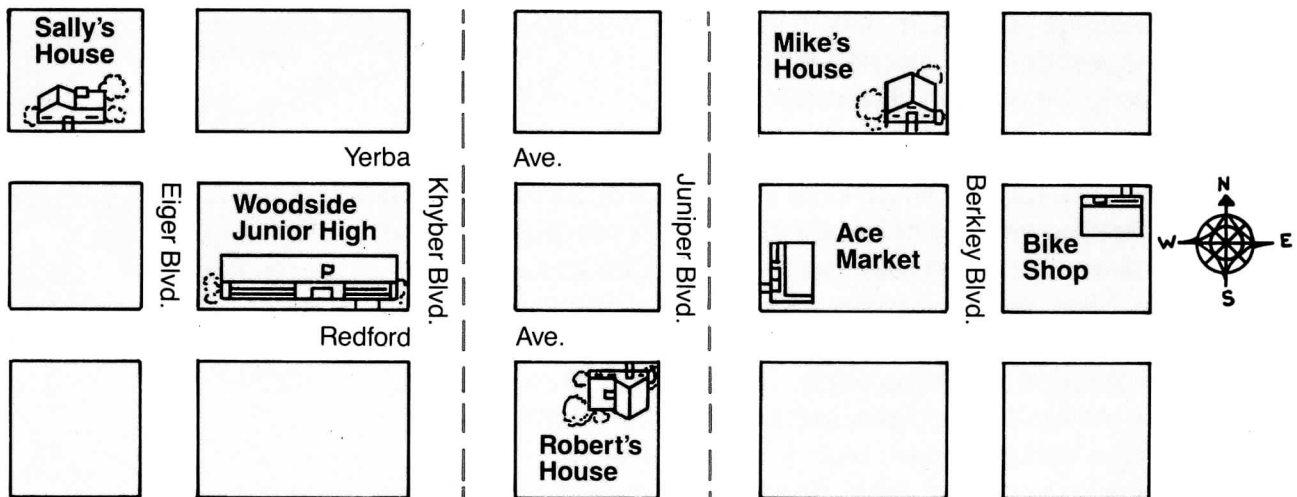
full size

reduced size

Sally's house is on Yerba Ave.

➡ Write the sentence in adult-size writing.

➡ SOCIAL STUDIES: **Read a Street Map**



1. Write simple, clear directions to get from Sally's house to Ace Market.

2. Write simple, clear directions to get from Mike's house to Woodside Junior High.

3. Write simple, clear directions to get from Robert's house to the Bike Shop.

Position

All lowercase and uppercase letters should sit on the bottom line.

correct

incorrect

"Somewhere over the Rainbow"

► Write the song title correctly.

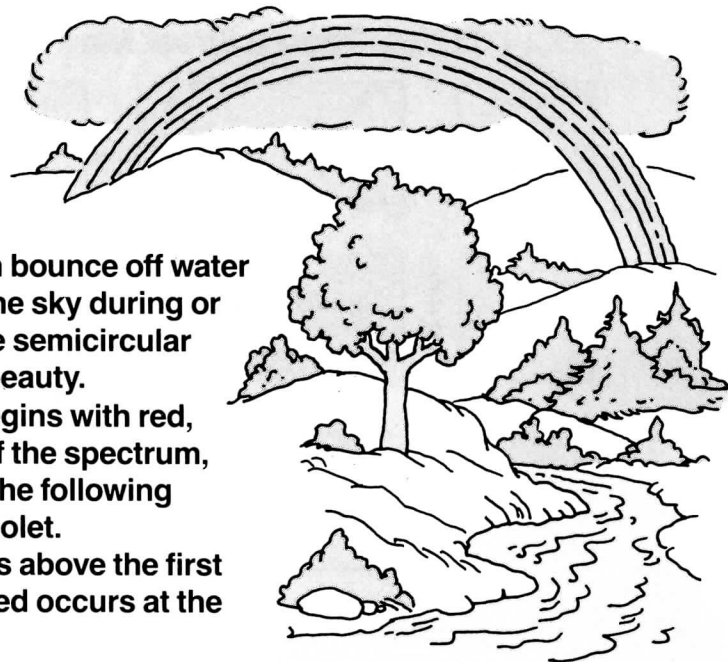
◁ SCIENCE: **Write About Rainbows**

Read the passage about rainbows. Then answer the questions in complete sentences. Pay attention to the position of your letters.

Rainbows are formed when rays from the sun bounce off water droplets. Rainbows appear as colorful arcs in the sky during or after rain showers. Some rainbow arcs are more semicircular than others, but they all convey a spectacular beauty.

In most primary rainbows, the bow of color begins with red, the brightest color, at the top edge. The colors of the spectrum, some more visible than others, are arranged in the following order: orange, yellow, green, blue, indigo, and violet.

Sometimes, a second, fainter rainbow appears above the first arc. In this one, the colors are reversed so that red occurs at the lower edge of the bow.



1. What does a primary rainbow look like?

2. What causes a rainbow to form?

3. How is a secondary rainbow different in appearance from a primary rainbow?

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

correct slant

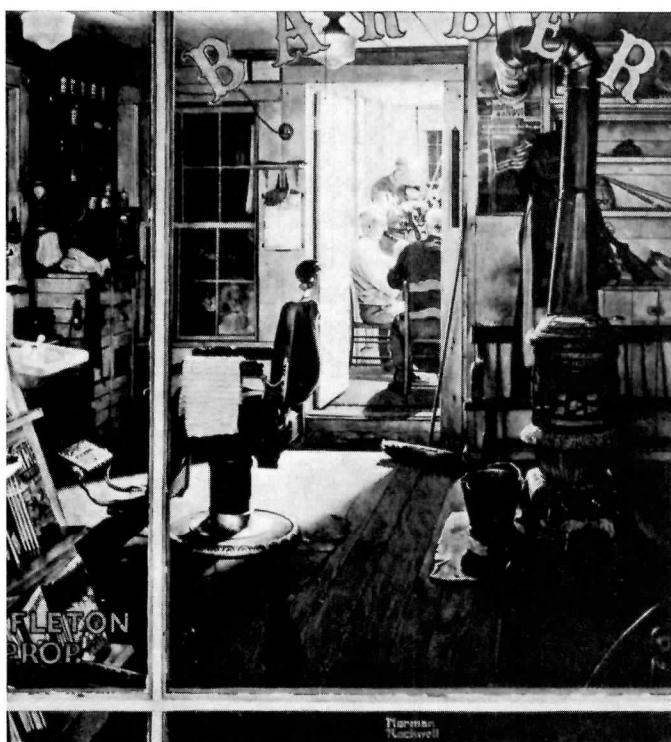
incorrect slant

Norman Rockwell

➡ Write the sentence.

➡ FINE ARTS: **Appreciate a Painting**

Norman Rockwell was one of America's most popular artists. He captured small-town life as perhaps no other painter has. Rockwell painted this picture in 1950. Study the painting and then write a paragraph that describes your reaction to it. Does it show a familiar life-style or does it seem old-fashioned? Be sure to slant your letters correctly.



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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

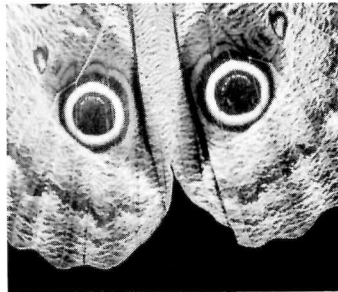
Butterflies mimic other species

► Write the sentence using correct spacing.

► SCIENCE: **Observe Mimicry in Nature**

Read the paragraph to answer the questions. Be sure to space your words and letters correctly.

The owl butterfly is one of nature's most remarkable mimics. The markings on its wings resemble the face of an owl. The owl is a bird that preys on other birds and small mammals. When the owl butterfly flicks its wings at an attacking bird, the bird may become confused and frightened by the "owl" lurking there.



Owl butterfly



Owl

1. In what way does the owl butterfly resemble the owl?

2. How might this resemblance help the owl butterfly frighten off attackers?

3. If a bird did attack the "owl" on the butterfly's wings, it would attack the eyes. The eyes are on the butterfly's wing tips. How might the position of the eyes help the butterfly survive?

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 this sentence.

correct

not smooth

not even

too dark

too light

Home accidents can be avoided.

➡ Write the sentence correctly.

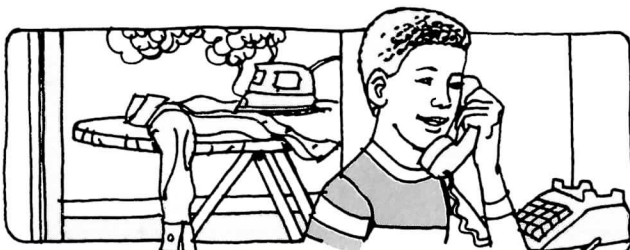
➡ HEALTH: Identify Safety Hazards

Each picture shows a hazard that can cause an accident in the home. Write a sentence that describes how to correct the hazard. Make your strokes smooth and even.

1.



2.



3.



4.





Once robots existed only in the fantastic world of science fiction. In the early 1950's, however, the first real robots were built. With the development of smaller and smaller computers, the science of robotics has been helped immensely. These computers are the "brains" of the robots. The quest to create the ultimate robotic machine is a goal that attracts hundreds of imaginative people.

[illegible]

Circle any letters that are not formed correctly.

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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 the college or university names is written incorrectly. Circle the two errors in each name. Then write the names correctly.

Shape: Are the letters formed correctly?

University of Hawaii

Size and Proportion:

Are the letters too short, too tall, too wide, or too narrow? Are the parts of letters the correct size?

gallaudet College

Position: Do the letters sit on the lines?

Indiana University

Slant: Do all the letters slant in the same direction and to the same degree?

University of Arizona

Spacing: Are the words too close together, too far apart, or unevenly spaced?

University of Texas

Are the letters within words too close together, too far apart, or unevenly spaced?

Wellesley College

Stroke: Are the lines smooth; are they too dark or too light; are there any markovers?

University of Oregon



Are your letters shaped correctly?

yes ☐

no ☐

Are the size and proportion correct?

yes ☐

no ☐

Is the position correct?

yes ☐

no ☐

Is the slant correct?

yes ☐

no ☐

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

yes ☐

no ☐

Is your stroke even and smooth?

yes ☐

no ☐

Shape Lowercase Letters

Notice the similarities and differences in these groups of lowercase letters.

ei oa u v w a d l t h k b f

➡ Write each group of letters.

➡ Identify Figures of Speech

Look at the pictures. Each one suggests a familiar figure of speech. Match the figures of speech in the box to the pictures. Write the correct letter. Then use each figure of speech in a sentence.

a. flying colors

b. foot the bill

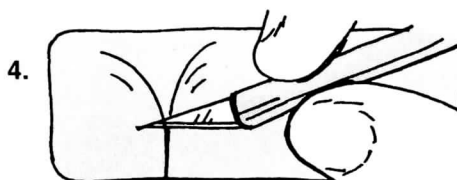
c. under the weather

d. splitting hairs









Uppercase Letters Shape

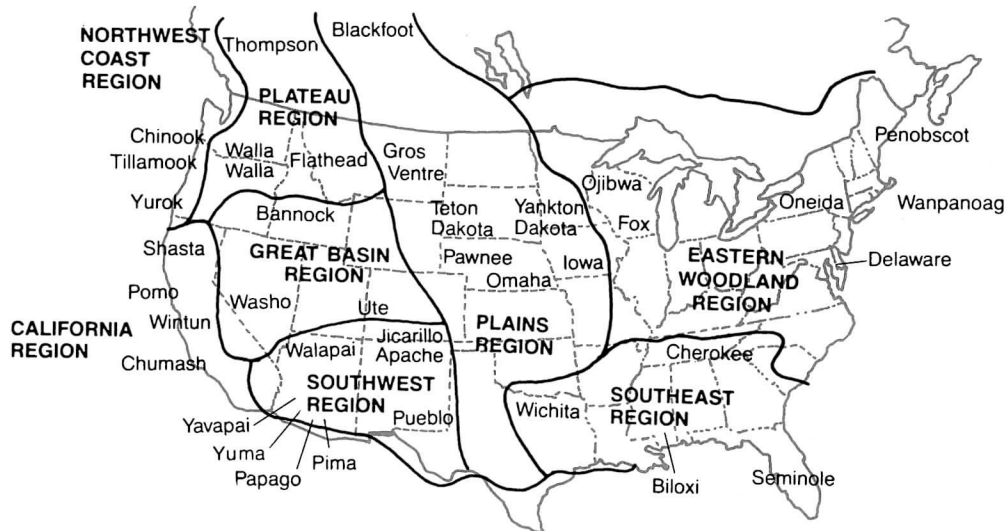
Notice the similarities and differences in these groups of uppercase letters.

D O I f B P R I I U V W Y

Write each group of letters.

SOCIAL STUDIES: **Locate American Indian Tribes**

The map shows the location of several Indian tribes. Use the map to complete the answers.



1. List four tribes of the Eastern Woodland.

_____	_____
_____	_____
_____	_____

2. List four tribes of the Plains.

_____	_____
_____	_____
_____	_____

3. List four tribes of the Southwest.

_____	_____
_____	_____
_____	_____

Joining Lowercase Letters

The letters **b**, **o**, **v**, and **w** join the letters that follow them with a high curve stroke.

big wooden swivel chair

► Write the words.

◀ Recognize Redundant Writing

A redundant sentence uses too many words to express the same idea. Read the following sentence. Notice the redundancy.

My dog is a tame, domesticated animal.

The words *tame* and *domesticated* mean the same thing. The sentences below are examples of redundant writing. Rewrite each sentence. Revise wording that is redundant. The first one is done for you. Be sure to join your letters correctly.



1. Evelyn shows her cheerful disposition by always being happy.

*Evelyn shows her disposition
by always being cheerful.*

2. George's mistakes in addition led to inaccurate answers.

3. My brother is nosy and snoops around listening at keyholes.

4. Due to inattention, Melvin forgot his backpack on the bus.

5. Laura watched as Lim chopped down the wooden tree.

Lowercase Letters Joining

When you join letters other than **b**, **o**, **v**, and **w**, the stroke between the letters touches the bottom line.

correct

incorrect

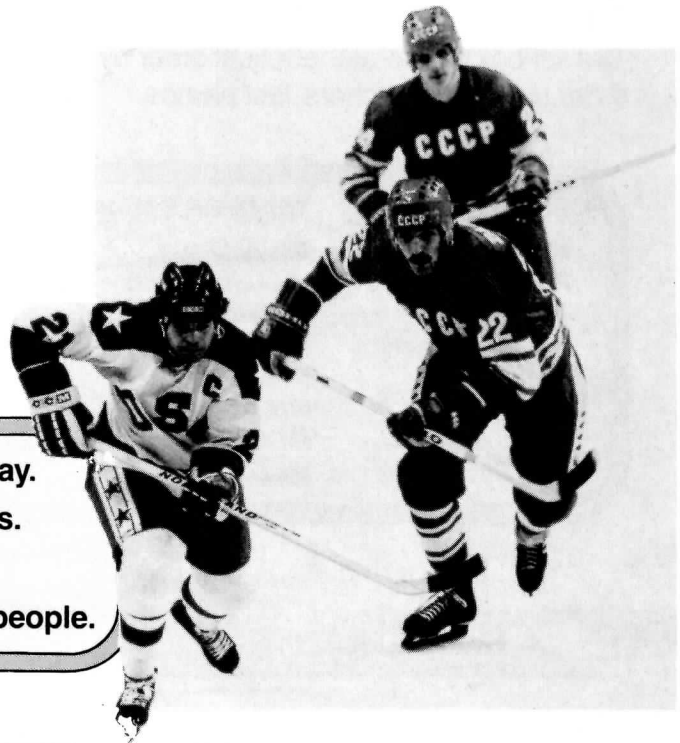
Ice hockey is a popular sport.

➡ Write the sentence correctly.

➡ Identify Fact and Opinion

Ice hockey is probably more popular in Canada than in the United States. However, in the 1980 Winter Olympics, the United States team won the gold medal and gave the sport a real boost. Read the statements and decide whether they are facts or opinions. Remember, a **fact** can be proved; an **opinion** is a belief or feeling. Write the statements under the correct heading.

Ice hockey is the most difficult sport to play.
Ice hockey players must be skilled skaters.
Ice hockey is a very physical sport.
Hockey players are brutal and try to hurt people.



Facts

Opinions

Joining Uppercase Letters

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

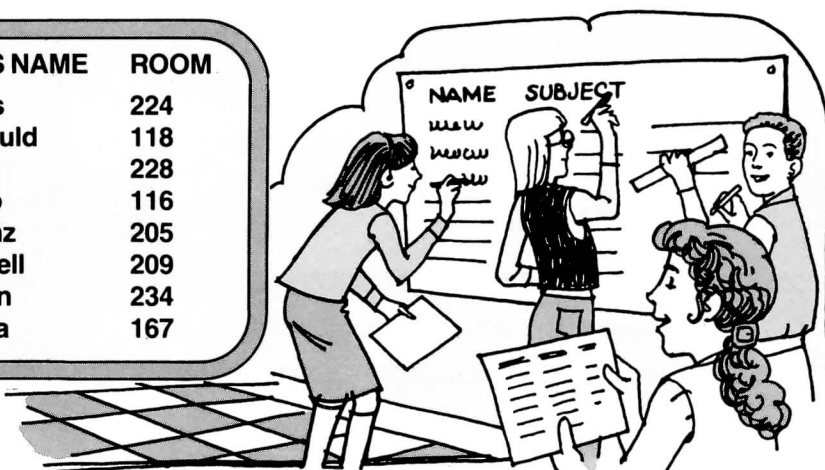
Da Or He Br Fe Ga In St Th

► Write the letter combinations.

◄ Alphabetize a Directory

The list below is in alphabetical order by subject. Rewrite the list. Put it in alphabetical order using the teachers' last names.

SUBJECT	TEACHER'S NAME	ROOM
Biology	Ms. A. Davis	224
French	Mr. L. Thibault	118
Geography	Mr. P. Inui	228
Home Economics	Ms. C. Ferro	116
Mathematics	Mrs. R. Heinz	205
Music Theory	Mrs. H. Orwell	209
Social Studies	Mr. C. Brown	234
Spanish	Mr. E. Garcia	167



Name

Subject

Room

Uppercase Letters Joining

Look at these letter combinations. Notice that the stroke between the letters touches the bottom line.

Al Co En Kr La Mi Ni Ro

Write the letter combinations.

FINE ARTS: Name the Movie Directors

Read the partial list of Oscar-winning film directors. The films for which they won the award are listed next to their names. Use the list to answer the questions.

1967 Mike Nichols (<i>The Graduate</i>)	76 John Avildsen (<i>Rocky</i>)
68 Sir Carol Reed (<i>Oliver!</i>)	77 Woody Allen (<i>Annie Hall</i>)
69 John Schlesinger (<i>Midnight Cowboy</i>)	78 Michael Cimino (<i>The Deer Hunter</i>)
70 Franklin J. Schaffner (<i>Patton</i>)	79 Robert Benton (<i>Kramer vs. Kramer</i>)
71 William Friedkin (<i>The French Connection</i>)	80 Robert Redford (<i>Ordinary People</i>)
72 Bob Fosse (<i>Cabaret</i>)	81 Warren Beatty (<i>Reds</i>)
73 George Roy Hill (<i>The Sting</i>)	82 Sir Richard Attenborough (<i>Gandhi</i>)
74 Francis Ford Coppola (<i>The Godfather, Part II</i>)	83 James L. Brooks (<i>Terms of Endearment</i>)
75 Milos Forman (<i>One Flew Over the Cuckoo's Nest</i>)	84 Milos Forman (<i>Amadeus</i>)
	85 Sydney Pollack (<i>Out of Africa</i>)
	86 Oliver Stone (<i>Platoon</i>)

1. Who won the award in 1977?

2. For what film did John Schlesinger win the award?

3. For what film did James L. Brooks win the award?

4. For what film did John Avildsen win the award?

5. Who won the award for *The Graduate*?

6. Who won the award for *Ordinary People*?

7. For what film did Robert Benton win the award?

Skill Maintenance: Manuscript Writing

When you write manuscript letters in a small amount of space, be sure to keep adequate spacing between letters and between words. Reduce the size of the letters keeping the proportions of the letters the same.

correct

incorrect

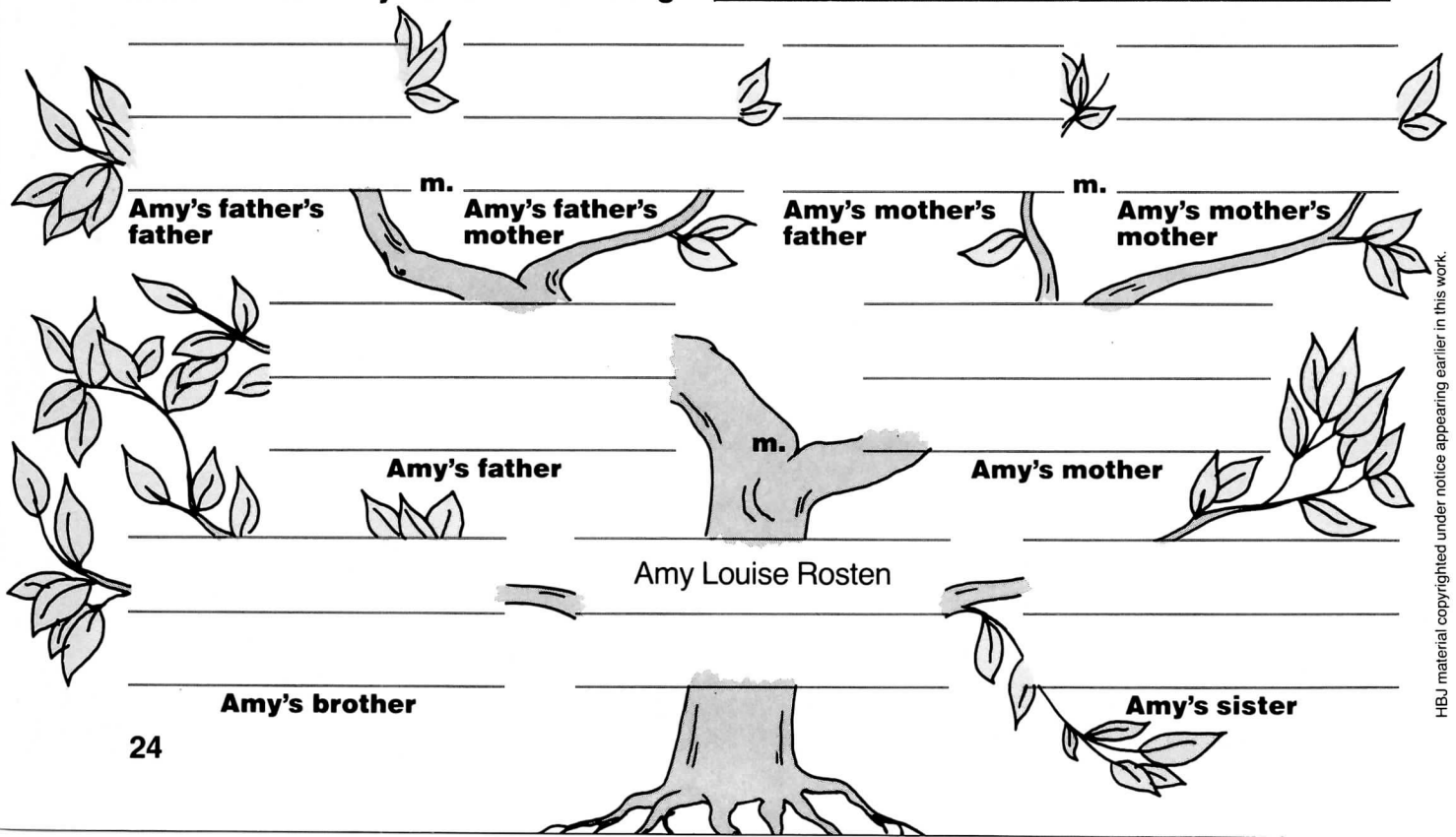
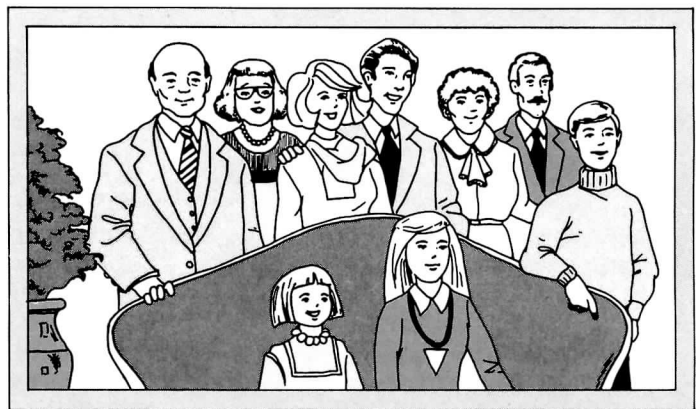
Here is Amy Rosten's family tree.

➡ Write the sentence correctly.

➡ SOCIAL STUDIES: Create a Family Tree

Use the information to create Amy Rosten's family tree. Use manuscript writing.

Amy Louise Rosten is the second of three children. She has an older brother, Thomas Patrick, and a younger sister, Rachel Anne. Amy's mother's name was Emily Anne Young before she married James Patrick Rosten. Amy's father's father is Patrick Adair Rosten, and he is married to Mary Lee Cook Rosten. Amy's mother's father is William Jay Young, and he is married to Emily Marie Devon Young.



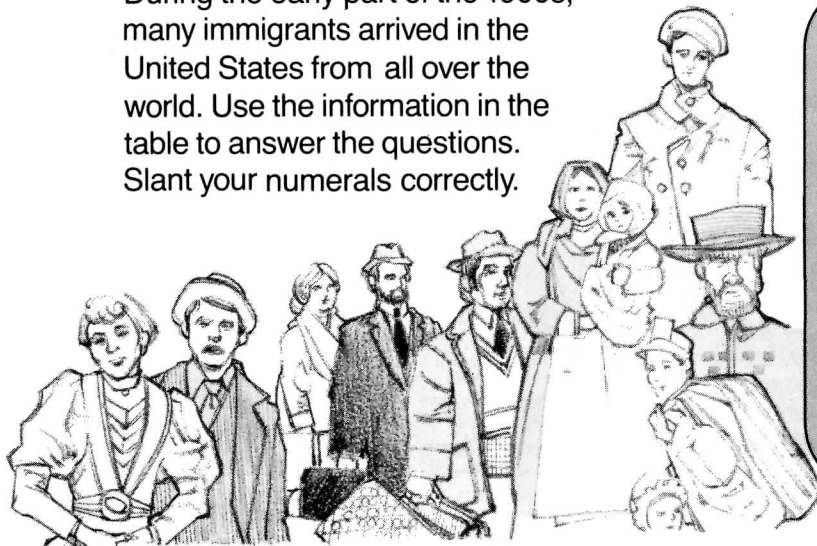
Cursive numerals slant in the same direction and to the same degree as cursive letters.

0 1 2 3 4 5 6 7 8 9 10

Write the numerals.

SOCIAL STUDIES: Identify Immigration Patterns

During the early part of the 1900s, many immigrants arrived in the United States from all over the world. Use the information in the table to answer the questions. Slant your numerals correctly.



Immigration 1900–1920	
Europe	
Italy	3,160,391
Austria/Hungary	3,156,103
Russia/Baltic	2,608,299
Britain	841,396
Scandinavia	726,483
Ireland	511,385
Germany	502,949
Other	1,183,979
Total European	12,690,985
Canada	831,782
Asia	436,567
Mexico	216,522



- How many immigrants in all came from Europe?
- How many immigrants came from Britain?
- How many immigrants came from Germany?
- How many immigrants came from Italy?
- How many more immigrants came from Italy than from Austria/Hungary?
- How many immigrants came from Canada?
- How many immigrants came from Asia?
- How many more immigrants came from Europe than from all other areas?

Size and Proportion

All tall letters are the same height as uppercase letters. Short letters and the short parts of some tall letters are also the same height.

correct

incorrect

the cast-iron Franklin Stove

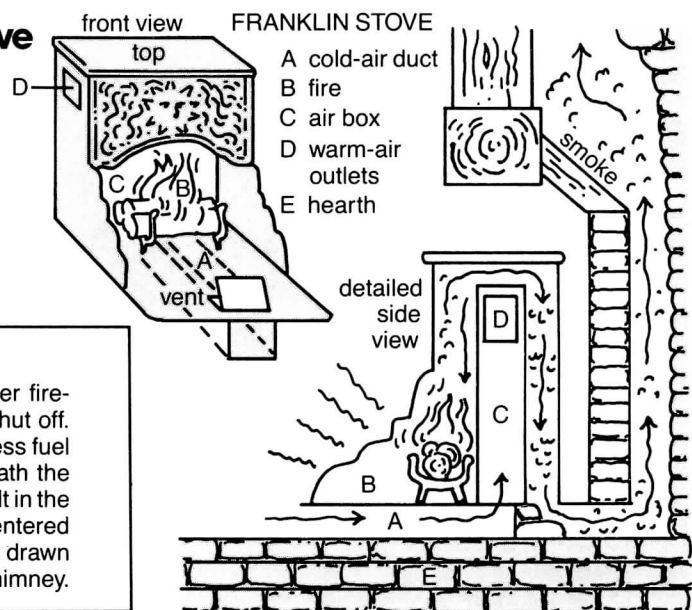
Write the words correctly.

SCIENCE: Write About the Franklin Stove

Benjamin Franklin invented the Franklin stove. The stove was more efficient than an ordinary fireplace. Study the diagram of the stove. Then answer the questions. Pay attention to the size and proportion of your letters.

COLONIAL HEATING

The cast-iron Franklin stove was placed in a former fireplace opening, part of whose chimney had been shut off. The stove gave off heat from three sides and used less fuel than a fireplace. Cold air entered a duct (A) beneath the stove through a vent in the front. When a fire was built in the stove (B), this air was heated in the air box (C) and entered the room through warm-air outlets (D). Smoke was drawn above and behind the air box and out through the chimney.



1. Where did the cold air enter?

2. Where was the cold air heated?

3. What happened to the smoke?

4. Why do you think the Franklin stove was more efficient than an ordinary fireplace?

Each of these letters is made with one slant stroke. Notice the slant stroke. Then mark the slant strokes. The first one has been indicated.

d b d e f g i j k l p q r t v x z

► Write the letters.

► SOCIAL STUDIES: **Identify Job Skills**

Read the list of job skills and requirements. Write three skills necessary for each job. Be sure to slant your letters correctly.

knowledge of music

pleasant voice

knowledge of agriculture

business management

mechanical ability

college education

knowledge of math

knowledge of astronomy

electronic ability



1.

2.

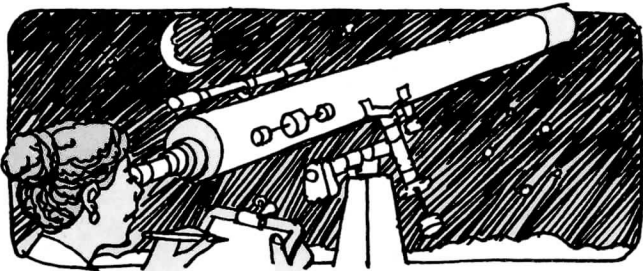
3.



4.

5.

6.



7.

8.

9.

Cursive Writing on Unlined Paper

When you write on unlined paper, imagine that there is a line parallel to the top edge of your paper. Write the first line straight. To keep each succeeding line straight, follow the line immediately above it.

Dear Representative Schubert

► Write the salutation.

► Write an Opinion Letter

Write a letter to a public official. In your letter state your concern or opinion regarding a bill to eliminate competitive sports programs from the schools. Use the standard form for writing business letters, as shown below. Be sure to proofread your work for spelling. Also check that your lines are straight.

Inside Address

Salutation

Heading

Body

Closing

Signature

Write your state officials!
SHOULD
COMPETITIVE
SPORTS BE
BANNED?

Size and Proportion

Notice the size and proportion. All tall letters are the same height. All short letters are the same height. All the tails on tail letters are the same length.

*State Assembly
Sacramento, California 95814*

► 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 address: **Honorable Sandra Schubert
United States House of Representatives
Washington, DC 20515**

Return address: **Mr. Kenji Amato
210 Bay Blvd.
Far Rockaway, NY 11690**

Mailing address: **Mr. Timothy Welwall, Principal
John F. Kennedy Middle School
1600 Massachusetts Ave.
San Francisco, CA 94107**

Return address: **Mrs. Emily Wolf
1 Streamline Rd.
Phoenix, AZ 85026**

Letter Spacing

Correct spacing is important within words. The spacing between letters should be uniform.

correct spacing

too close

too far apart

uneven

A check is the same as money.

➡ Write the sentence correctly.

➡ Write a Check

A checking account at a bank allows you to write checks against the money you have in the account. A check takes the place of cash. Use the sample check as a guide. Write a check to Audio World Records for \$33.50. Sign the check with your own signature.

Bill Wilson 34 Pratt Street Perth, Iowa 45346	<u>March 28</u> 19__
Pay to the Order of <u>Kirk Hardware</u>	\$ <u>13.45</u>
<u>Thirteen and 45/100</u> Dollars	
Federal Bank 22 Oak Street Perth, Iowa 45346	
4546465 44775 556575	<u>Bill Wilson</u>

	_____, 19__	234
Pay to the Order of _____		\$ <input type="text"/>
_____ Dollars		
Midwestern Bank Elm Street Branch 1 Elm Street Everytown, Iowa 45340		
	_____ (signature)	
	068531298 011 02358961	

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When you write, your stroke should be neither too dark nor too light.

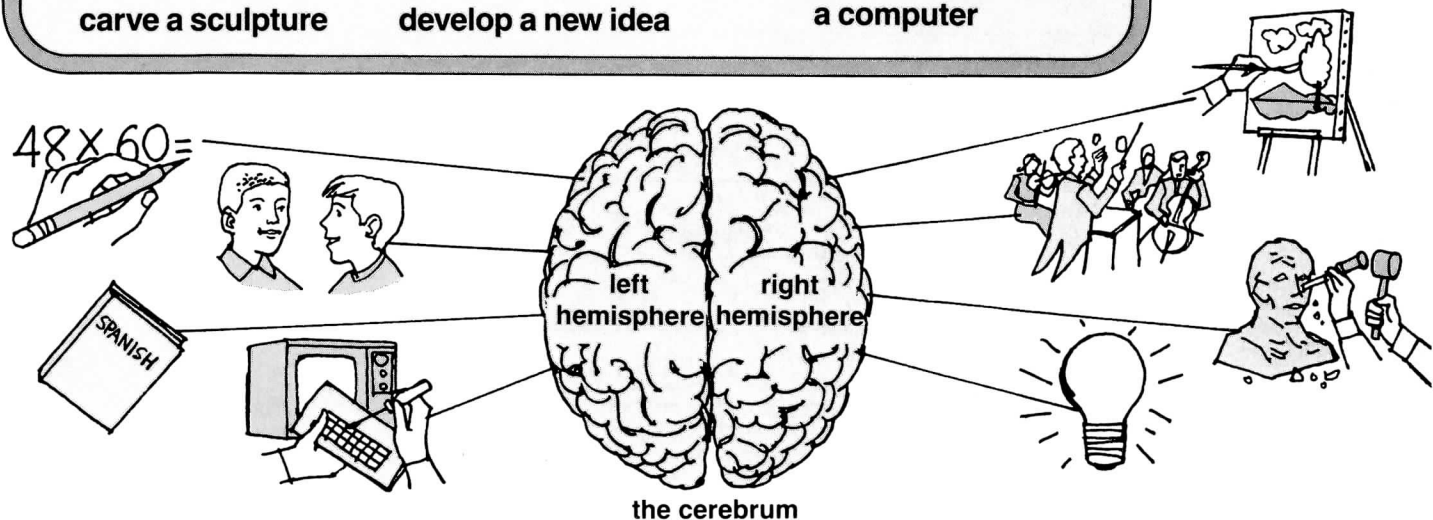
The cerebrum consists of two hemispheres.

Write the sentence.

SCIENCE: Study a Diagram

The most important part of the human brain, the cerebrum, consists of two halves—its right and left hemispheres. Study the diagram. It shows the types of activities that many scientists believe each hemisphere controls. Write each activity from the box under the correct heading.

paint a picture	solve a math problem	learn a language
enjoy a concert	talk to a friend	diagnose and repair a computer
carve a sculpture	develop a new idea	



Left Hemisphere

Right Hemisphere



People have long been concerned with measuring time. The first time-measuring device was the clepsydra, invented in Egypt around 1500 B.C. It worked by filling or emptying a vessel with water at a controlled rate of speed. By our standards, the clepsydra was not very accurate, but it was the first successful attempt to measure time in standard units.

Start time _____

[illegible]

End time _____

Circle any letters that are not formed correctly.



EVALUATE Elements of Handwriting



Write the paragraphs. Keep in mind these elements of legibility: **shape, size and proportion, spacing, slant, and stroke**. As you form your letters, pay particular attention also to how you join them.

When Gloria arrived at the supermarket, the aisles were crowded with shoppers.

"Over here, Gloria," Tim, the manager, called out. "Help Bill bag some groceries."

Bill was the cashier in the express line. He was working as fast as he could, but the line kept getting longer. Gloria rolled up her sleeves and prepared for some hard work.



Are your letters shaped correctly?

yes ☐

no ☐

Are the size and proportion of your letters correct?

yes ☐

no ☐

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

yes ☐

no ☐

Is the slant correct?

yes ☐

no ☐

Is your stroke even and smooth?

yes ☐

no ☐

Are your letters joined correctly?

yes ☐

no ☐

Shape Lowercase Letters

The overcurves in the lowercase letters **m**, **n**, **h**, and **k** are round, not pointed. Be sure that the overcurve stroke begins by retracing the downstroke.

correct

incorrect

The land lacks moisture.

➡ Write the sentence correctly.

➡ SCIENCE: **Identify Valid Statements**

Read the paragraph. Then read the conclusions. Decide which conclusions are valid and which are inaccurate. Write the **valid** conclusions.

Approximately one-fifth of the world's land is desert. Deserts vary in many ways from one another. However, they all suffer from a severe lack of rainfall and surface water. Therefore, they have much less plant life than most other areas of the world.

Conclusions

Deserts are only slightly different from one another. Where there is less rainfall, there are likely to be fewer plants.

The very best grasslands lie only in deserts.

Most deserts suffer from a severe lack of rainfall.

About four-fifths of the world's land is not desert.

Most of the world's land is desert.

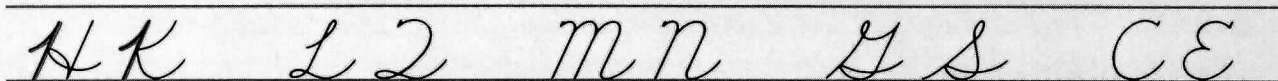


Valid Conclusions

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Uppercase Letters Shape

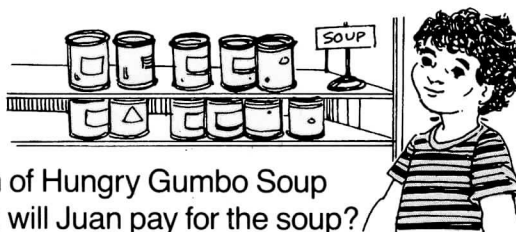
The letters in each pair contain similar strokes. Notice how they are alike and how they are different. Mark the strokes that are similar. The similar strokes for the first pair are indicated.



► Write the pairs of letters.

◀ MATHEMATICS: Find Unnecessary Information

Each word problem has a fact that is not needed to solve the problem. Write the unnecessary sentence.



1. Juan wants to buy three large cans of soup. Each can of Hungry Gumbo Soup will serve 6 people. Each can costs \$1.50. How much will Juan pay for the soup?
2. Nancy's radio cost \$56. Her brother Gary's radio cost \$32. Nancy and Gary also spent \$15 each on headphones. How much more did Nancy's radio cost than her brother's?
3. Of Mrs. Quinn's 35 students, 20 are girls. Almost all of Mrs. Quinn's students play for the Suffolk County Little League. How many boys are in the class?
4. Lynn needs 6 square yards of carpet for her den. Last November, her hall carpet needed 8 square yards. The carpet Lynn wants costs \$16 per square yard. How much will it cost Lynn to carpet her den?
5. The hockey club has 48 members. Each member gave the club \$10 for new uniforms. The club wants 50 uniforms with "Kingston Hockey Club" sewn on each shirt. How much money did the club collect for the uniforms?

Joining Lowercase Letters a, d, g, q, o, c

The lowercase letters **a, d, g, q, o,** and **c** require a retrace stroke when they join with another letter.

square dashing oiled

➡ Write the words.

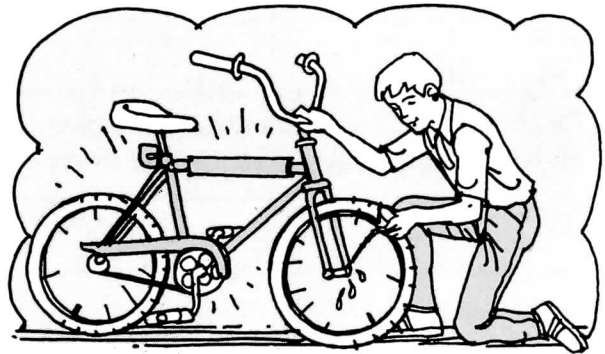
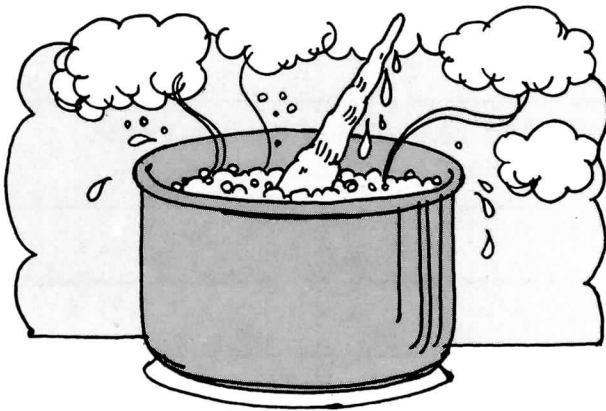
➡ Find Spoonerisms

Sometimes we accidentally switch around letters and thus change the words. For example, instead of saying "good will," we might say "wood gill." These mistakes are called **spoonerisms**. Write the correct phrase for each spoonerism. Use the phrases in the box to help you.

wiggle and squirm
a crushing blow

a bad fall
a square deal

a well-oiled bicycle
black and white



1. a well-boiled icicle
2. whack and blight
3. a blushing crow
4. a dare squeal
5. squiggle and worm
6. a fad ball

Uppercase Letters P, V, W Joining

Most uppercase letters join with the lowercase letters that follow them. The uppercase letters **P**, **V**, and **W** do not join with the letters that follow them. The uppercase **W** joins only with lowercase **h**.

correct

incorrect

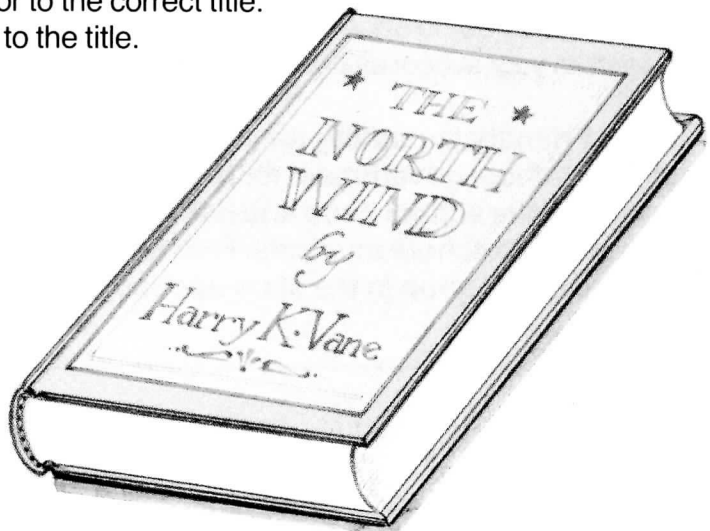
Po Pu Va Vi Wr Wh Po Va Wr

➡ Write the letter combinations correctly.

➡ Match Authors to Titles

Read the book titles. Then match each author to the correct title.
Hint: an author's name is related in meaning to the title.

Whitney Van Dine
Polly Potts
Wendy Waters
William Wheelwright
Robin Wrenn
Vita Minz
Victor E. Wynne
Paula Puns



1. *Jokes, Riddles, and Other Word Play*
2. *Guide to Healthful Living*
3. *Bicycle Repair*
4. *The Thirty-Minute Meal*
5. *Incredible Athletic Feats*
6. *Thirty-Seven Days on a Raft*
7. *Bird Watching*
8. *Unusual Restaurants*

Skill Maintenance: Manuscript Writing on Unlined Paper

When you write manuscript letters on unlined paper, imagine that there is a line to write on, parallel to the top edge of your paper. When you write closer to the bottom of the paper, use the bottom edge as your guide.

Vote for Fred Friendly

➡ Write the slogan.

➡ Make a Poster

Use the information in the paragraph to design a campaign poster. Remember to appeal to as many different groups of students in your school as possible. Use manuscript writing.

Fred Friendly is running for class president. Fred has been active in school government for three years. He also plays the tuba in the school band and has had small singing parts in the last two school musicals. Fred is on the debating team and was a runner-up in the state-sponsored Science Fair.



A large rectangular box with a thin black border, intended for students to write their campaign slogan. The box is empty, with two pushpin icons at the top corners.

Cursive Writing on Unlined Paper

When you write on unlined paper, be sure to center the text on the page. Leave equal margins on the right and left sides of your paper. Leave equal space at the top and bottom of the page, too.

I hope you win the election.

► Write the sentence.

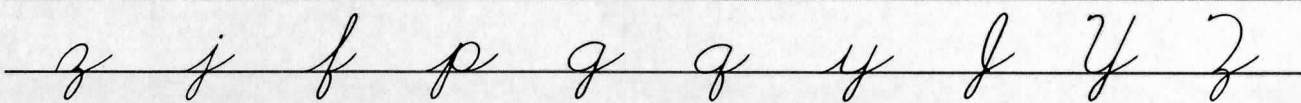
► Write a Friendly Letter

Imagine that you are an older cousin of Fred Friendly. Last year you were elected class president. Write Fred a letter giving him some tips on how to run a successful campaign for class president. Follow the standard form for writing a friendly letter. Remember to include the five parts: the **heading**, the **salutation** or greeting, the **body**, the **closing**, and the **signature**.



Position Uppercase and Lowercase Letters

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



► Write the letters.

► Find Generalizations

A **generalization** is a broad statement about people, things, or ideas. Read each pair of statements. Write the one that is a generalization. Be sure that your letters sit on the bottom line.



1. Nicholas wears glasses. Young people prefer wire frames over plastic frames.

2. Temperatures for June were higher this year than last year. The temperature yesterday was extremely low.

3. Reports of journalists keep us informed. Dan Rather is a television journalist.

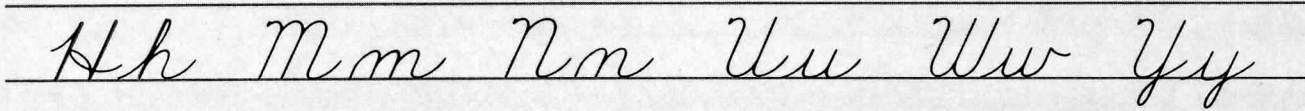
4. Zoo animals receive expert care. At the San Diego Zoo, well-trained zookeepers care for animals.

5. Shari had 9 out of 10 right on the quiz. She does well on all her quizzes.

6. The kimono is a Japanese robe. Most Japanese wear kimonos on holidays.

Uppercase and Lowercase Letters Slant

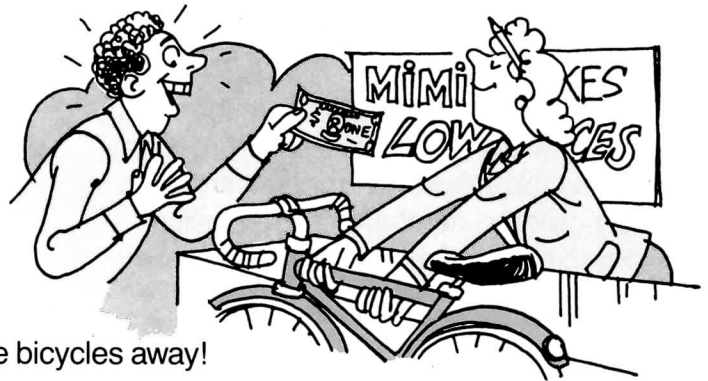
The letters **H h**, **M m**, **N n**, **U u**, **W w**, and **Y y** each have more than one straight slant stroke. Mark the slant strokes. The slant strokes for **H h** are indicated.



➡ Write the letters.

➡ Recognize Slanted Language

Slanted language is a technique frequently used to influence public opinion. The following sentences use slanted language to influence opinion about new products. Rewrite each sentence without using slanted language.



1. At Mimi's the prices are so low, she's giving the bicycles away!

2. Your trip to New Hampshire will be a once-in-a-lifetime experience.

3. The Hotel Ultima is a home away from home.

4. On our Wonder mattress, you'll sleep like a baby.

5. Everyone is racing to Upton's to buy the latest fashions.

6. Wendy Wattel loves Yakima Moccasins and you will too.

Spacing Numerals

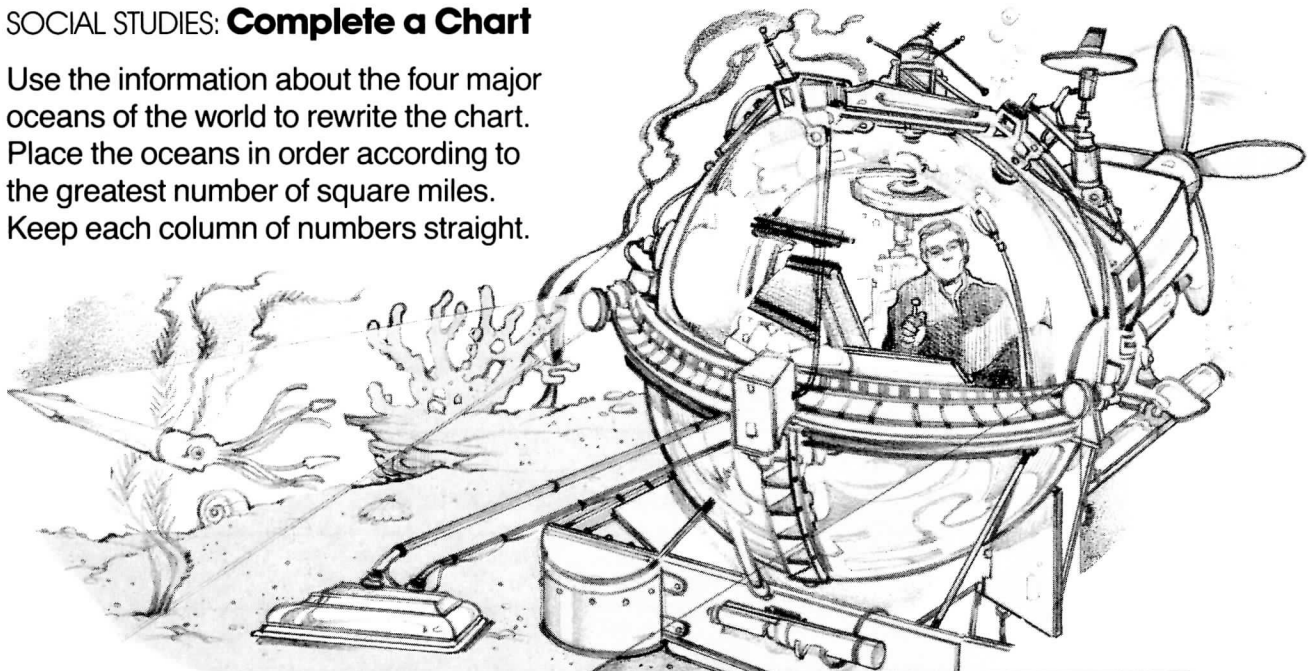
Space numerals as evenly as you space manuscript letters. Allow a space for a comma or a decimal point. When you write columns of numerals, keep the columns straight and the commas lined up.

1,400 38,261,400 93,571,000 2.86

► Write the numerals.

◀ SOCIAL STUDIES: Complete a Chart

Use the information about the four major oceans of the world to rewrite the chart. Place the oceans in order according to the greatest number of square miles. Keep each column of numbers straight.



Ocean	Square Miles	Greatest Depth (in feet)	Average Depth (in feet)
Indian	28,356,000	25,344	13,000
Arctic	3,662,000	17,880	4,362
Pacific	63,800,000	36,198	14,000
Atlantic	31,530,000	28,374	14,000

	Ocean	Square Miles	Greatest Depth (in feet)	Average Depth (in feet)
1.	Pacific	63,800,000	36,198	14,000
2.	Atlantic	31,530,000	28,374	14,000
3.	Indian	28,356,000	25,344	13,000
4.	Arctic	3,662,000	17,880	4,362

Your stroke should be smooth and even without unnecessary retracing or markovers.

correct

incorrect

"Take the A Train"

► Write the song title.

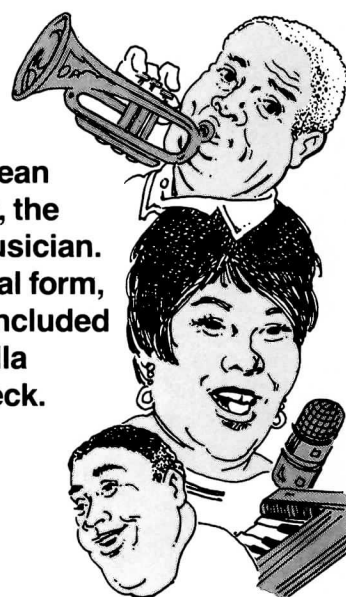
► FINE ARTS: **Learn About Jazz**

Read the paragraphs. Then answer the questions. Make your strokes smooth and even.

Jazz has been called the music of Black America. It is a mixture of European and African sounds. The music is highly rhythmic and spontaneous. In jazz, the composition is not as important as the imagination and technique of the musician.

Since the beginning of the century, when jazz was recognized as a musical form, many jazz musicians have become legendary. The superstars of jazz have included Fats Waller, Billie Holiday, Louis Armstrong, Duke Ellington, Count Basie, Ella Fitzgerald, John Coltrane, Dizzy Gillespie, Thelonius Monk, and Dave Brubeck.

In the 1930s, Duke Ellington wrote a song called "Take the A Train." It has become one of the unofficial theme songs of jazz ever since.



1. What group of people was largely responsible for the development of jazz?

2. What is jazz?

3. Write four of the jazz musicians named in the second paragraph.

4. What is one of the unofficial theme songs of jazz?



The lost continent of Atlantis is a centuries-old mystery. Was Atlantis real? If so, why did it disappear?

A volcanic explosion of gigantic proportions occurred in the Aegean Sea about 1400 B.C. This explosion probably caused the collapse of the highly developed Minoan culture on Crete. It is possible that the Minoan civilization and Atlantis were one and the same .

[illegible]

Circle any letters that are not formed correctly.



EVALUATE Elements of Handwriting



Write the paragraph. Keep in mind these elements of legibility: **shape**, **position**, **slant**, and **stroke**. Pay special attention to the way you join your letters.

Who says that animals can't talk? Koko, the gorilla, can tell you otherwise. She is able to "talk" using American Sign Language, and she knows more than 500 words. Because Koko is able to communicate directly with the people around her, she is contributing greatly to our understanding of animals.



Are your letters shaped correctly?

Yes ☐

No ☐

Is the position correct?

Yes ☐

No ☐

Is the slant correct?

Yes ☐

No ☐

Is your stroke even and smooth?

Yes ☐

No ☐



Punctuation Marks

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

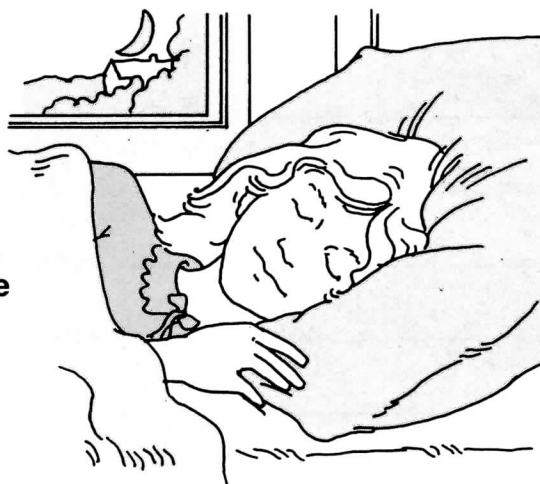
"Did you know that one-third of your life is spent sleeping?"

► Write the sentence. Form and place the punctuation marks correctly.

⇒ HEALTH: **Write About Sleep**

Read the paragraph about sleep. Use the information to write your responses. Form your punctuation marks correctly.

Did you know that sleep is absolutely necessary? Without sleep, you may become unpleasant and unfriendly. In fact, lack of sleep can cause you to see and hear things that don't exist! However, once you begin to sleep regularly, you will begin to think and act like your old self.



1. Write an exclamation about the consequences of lack of sleep.

2. Write a question you would like to ask about sleep.

3. Write a statement about the importance of sleep.

Lowercase Letters Shape

Be sure to form these letters correctly.

correct

r s a d b f

incorrect

r s a d b f

Write the letters two times.

Recognize Oxymorons

An **oxymoron** is a phrase that combines several words that seem to contradict each other. *A running stop* and *thunderous silence* are examples of oxymorons. Write the oxymoron that fits each description. Use the phrases in the box to help you.



a lonely crowd
deafening silence
cheerful pessimist
a bold coward
a dry river
cruel kindness
an open secret
unanimous disagreement

1. a hidden fact that everyone knows
2. an uncomfortable absence of noise
3. a favor that causes pain
4. someone who happily expects the worse
5. a stream without water
6. when everyone agrees to disagree
7. a group of strangers
8. someone who aggressively retreats from action

Shape Lowercase Letters

Double letter combinations require special care in order to shape them correctly. Notice how these combinations are shaped.

correct

incorrect

dd ll mm oo rr dd ll mm oo rr

Write the double letter combinations two times.

FINE ARTS: Identify True and False Statements

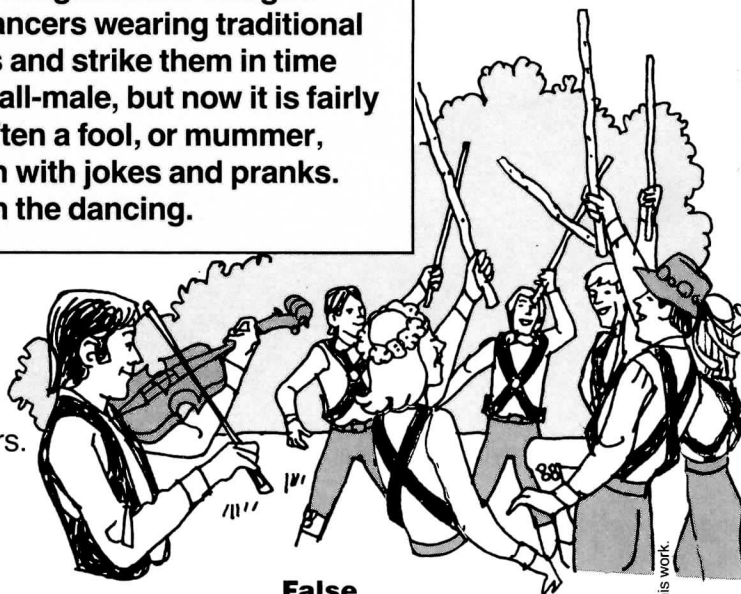
Read the passage and the statements that follow. Decide if each statement is true or false. Then write it under the correct heading. Pay close attention to the way you shape your double letters.

Morris dancing is a type of folk dancing that began in the villages of rural England. It involves a team of eight dancers wearing traditional costumes and bells. The dancers carry sticks and strike them in time to the music. Morris teams were traditionally all-male, but now it is fairly common to see all-female or mixed teams. Often a fool, or mummer, accompanies the dancers and adds to the fun with jokes and pranks. A fiddler supplies the music and often joins in the dancing.

1. Morris dancing began in the villages of France.
2. Female teams are becoming common.
3. A team usually consists of five dancers.
4. A fiddler usually accompanies the Morris dancers.
5. A mummer, or fool, sometimes performs pranks.
6. The mummer, or fool, adds a solemn note.

True

False



Uppercase Letters J, Y, Z Joining

Notice the ending strokes in these uppercase letters. The **J**, **Y**, and **Z** join with lowercase letters with an overcurve or an undercurve stroke.

overcurve

undercurve

Ja Yo Za

Je Ye Zi

➡ Write the letter combinations.

➡ Write the Headline

Read the lead sentences from several news stories. Find the headline that matches each story. Write the headline above the story.



Zion Scores Record Tourist Year
Yummi Yogurt Goes Up in Smoke
Jasper's January Coldest Ever
Zoo New Home for Zimbabwe
Zebras
Jefferson Grand Jury Still Out

1.

A five-alarm fire tore through the Yummi Yogurt factory early this morning, destroying thousands of cases of yogurt.

2.

In its fifth day of deliberations, the Jefferson County Grand Jury has failed to issue an indictment.

3.

Zion National Park has played host to more tourists this year than any other year in its history.

4.

No stranger to cold, Jasper, Wyoming, reported record-breaking frigid temperatures this past January.

5.

The State Department has stepped in and reached an agreement with the government of Zimbabwe whereby our zoo will acquire two rare zebras.

Joining Uppercase Letters

Remember, the uppercase letter **W** joins only with the lowercase letter **h**.

Who What When Which

➡ Write the question words.

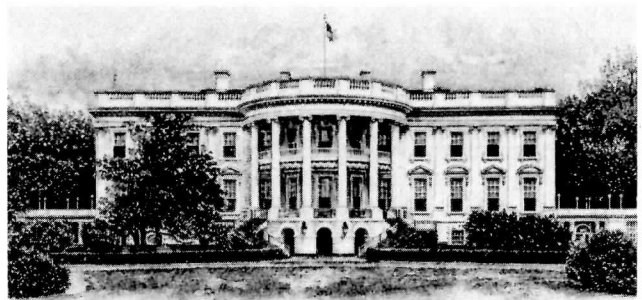
➡ SOCIAL STUDIES: **Write About the White House**

Read about the White House. Use the information to answer the questions. Pay close attention to your joining strokes.

The White House has been the official residence of every United States president since John Adams. George Washington never lived in the city that bears his name.

During the War of 1812, the White House was severely burned by the British. Dolly Madison, wife of President James Madison, was able to save only one thing, a portrait of George Washington. After the fire, the White House was painted white to cover the scorch marks. This may be how it got its name. Another explanation is that the White House was named after Martha Washington's home in Virginia.

Throughout the years, the White House has been remodeled many times. In 1902, Theodore Roosevelt hired architect Stanford White to restore the building to its former glory.



1. What is the official residence of United States presidents?

2. During which war was the White House burned?

3. What was the only item saved from the fire?

4. What architect remodeled the White House in 1902?

5. Which president never lived in the White House?

Size and Proportion

The letters **b, d, f, h, k, l**, and **t** are the same height as all uppercase letters. All other lowercase letters are half as tall as uppercase letters. The letters **f, g, j, p, q, y, z, J, Y**, and **Z** have tails that descend a half space.

Jay bought a quilt.

► Write the sentence.

► Rewrite Negative Sentences

Rewrite each sentence without using a negative word. The meaning of the sentence should remain the same. The first one is done for you.



1. Mr. Babcock was not uncomfortable at the large conference.

Mr. Babcock was comfortable at the large conference.

2. Joyce's directions weren't unclear, but Hampton got lost anyway.

3. Not one person in the audience was unwilling to give the performer a standing ovation.

4. No tickets went unsold.

Position

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

Find the number pattern.

► Write the sentence.

➡ MATHEMATICS: Find the Pattern

Each series of numbers has a pattern. Write the next number in the series. Then write a sentence to describe the pattern. The first one is done for you.

1. 2, 4, 6, 8, 10

The pattern consists of even numbers in sequence.

2. 1, 3, 5, 7, ____

3. 3, 6, 9, 12, ____

4. 1, 2, 4, 8, 16, ____

5. 14, 28, 42, 56, ____

The letters **c, o, s, C, E, O,** and **S** do not contain a straight slant stroke. Notice how the letters are slanted.

Carl Sandburg Ogden Nash

◆ Write the poets' names.

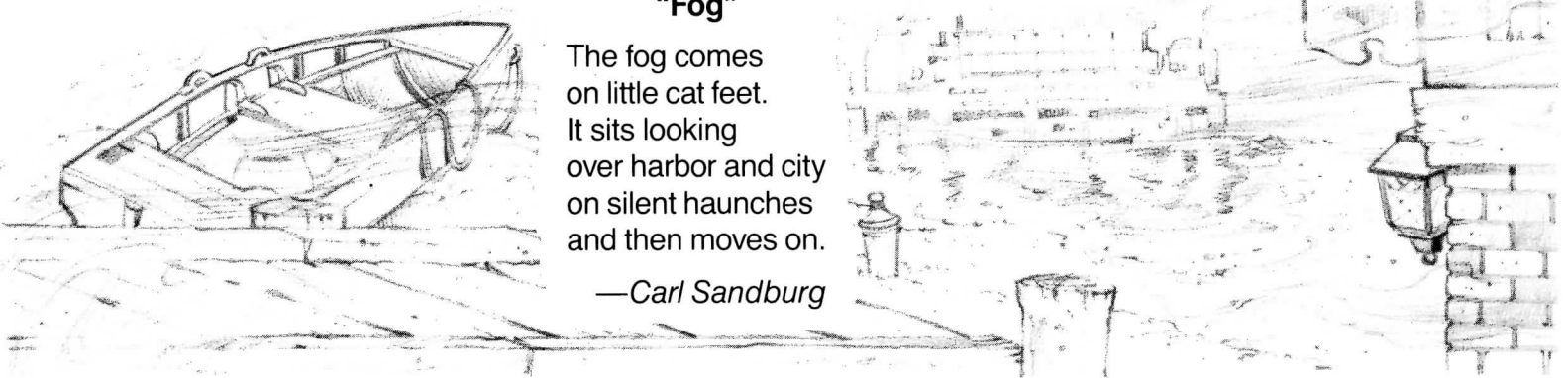
◇ Write a Poem

Read the poem. Notice how the poet compares fog to a cat. Also notice that the poem does not rhyme. Write a poem about fog. Your poem can describe how fog looks, sounds, smells, feels, or how you feel about it. Give your poem a title. Be sure you slant your letters correctly.

"Fog"

The fog comes
on little cat feet.
It sits looking
over harbor and city
on silent haunches
and then moves on.

—Carl Sandburg



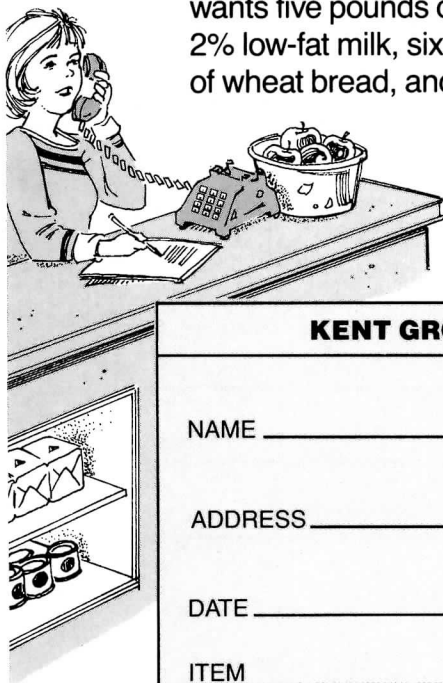
When you have to write in a small space, reduce the size of your writing so spaces can be left between words.

Leave spaces between words.

➡ Take a Message

1. Mrs. A. Chui called at 9:30 A.M. She wants five pounds of potatoes, a quart of 2% low-fat milk, six grapefruits, two loaves of wheat bread, and a large can of tuna.

2. Mr. Luis Santos called at 11:15 A.M. He needs two pounds of oranges, one pound of lean ground beef, two cans of tomato paste, a head of lettuce, and a pound of swiss cheese. He would like it delivered after 3:00 because he has to take his son to the doctor.



KENT GROCERY STORE	
NAME _____	
ADDRESS _____	
DATE _____	TIME _____
ITEM	PRICE
TOTAL	

KENT GROCERY STORE	
NAME _____	
ADDRESS _____	
DATE _____	TIME _____
ITEM	PRICE
TOTAL	

Skill Maintenance: Manuscript Letters

All uppercase and lowercase letters sit on the bottom line. Tails of lowercase letters extend one-half space below the bottom line.

correct

Apple Sauce

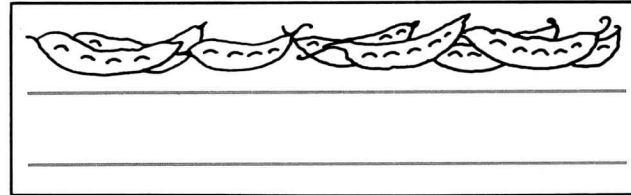
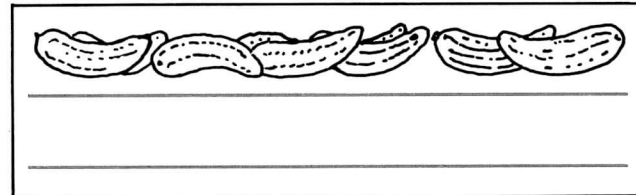
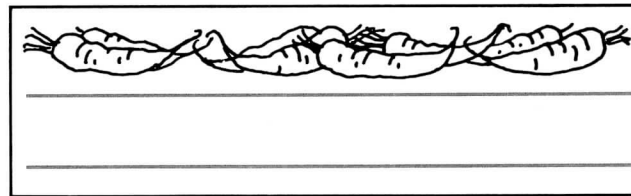
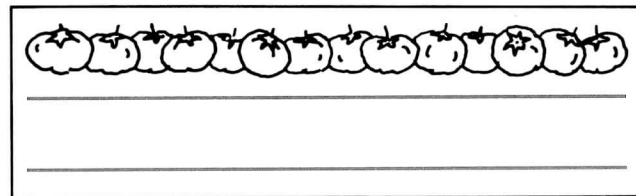
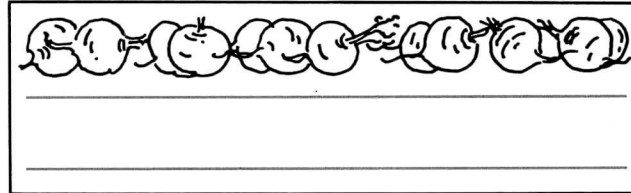
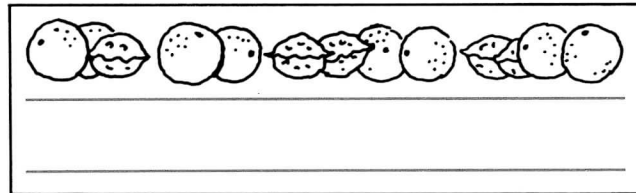
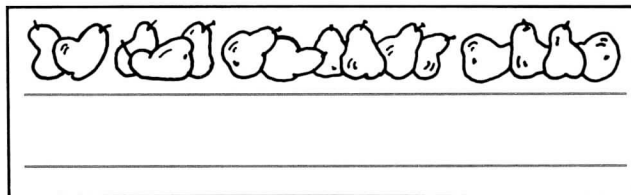
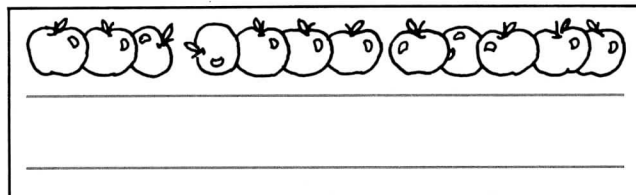
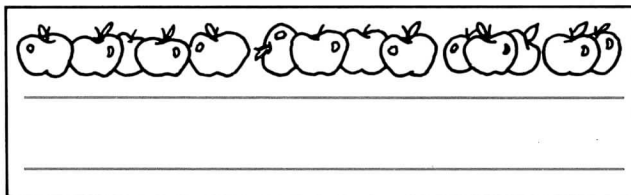
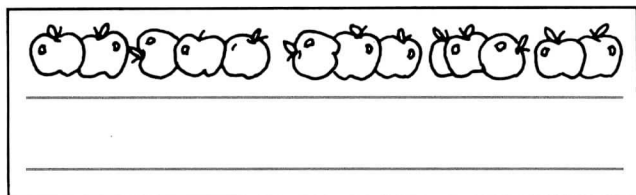
incorrect

Apple Sauce

Write the label correctly two times.

HEALTH: Label Healthful Foods

Dennis and Carla canned fruits and vegetables this summer. They need to label the containers. Use manuscript writing to make labels for the following: **Spiced Apples, Apple Butter, Crab Apple Relish, Pear Chutney, Orange-Walnut Sauce, Pickled Beets, Tomato Sauce, Dill Carrots, Dill Pickles, Spiced Green Beans.**



Skill Maintenance: Manuscript Writing Style

Choose a manuscript style that fits your needs. Do not change your style throughout the piece you are writing.

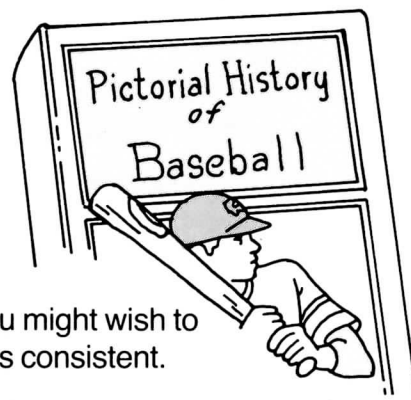
correct

CONSUELA GOMEZ
BATON ROUGE, LA

incorrect

CONSUEla GOMEZ
BaTON ROUGE, LA

➡ Write the name and address correctly.



➡ **Complete an Order Form**

Look at the index of titles and authors. Select at least three books you might wish to order. Then complete the order form. Be sure your manuscript style is consistent.

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Begin my membership immediately.

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Address _____

City _____ State _____ ZIP _____

Phone () _____

☐ Payment enclosed

☐ Bill me

_____ (your signature)

◀ name in manuscript

◀ signature

Business Letter

1 Inverness Lane
Montreal, Quebec
H3Z1C3
January 4, 19____

Ms. Juanita Smith
501 Sun Lane
Mesa, AZ 85201

Dear Ms. Smith:

I want to thank you so much for mailing the sweaters to my home. The store in Montreal does not carry the same styles as the Mesa store. Enclosed please find a check for the additional postage.

Sincerely,

◀ signature

◀ name in manuscript

Friendly Letter

1850 Ford Road
Lexington, KY 40501
November 2, 19__

Dear John,

You won't believe it, but I'm finally taking swimming lessons. Yesterday I went into the deep water for the first time. I'm not nearly as fearful of the water as I thought. I'll keep you posted on my progress.

Your friend,

signature ▶

Postcard

May 29, 19__

Dear Sara,

This is the best vacation I've ever had. The kids on the bicycle tour are great. Tonight we were camping out. I offered to cook!

Love,

signature ▶

Ms. Sara Chung
2 Meadow Lane
Chapel Hill, NC
27514



In the Tower you can see the armor that Henry VIII wore. You can see the famous Traitor's Gate where many entered and few left. You can also see the Beefeaters, the Yeomen of the Guard, who have been part of the Tower's tradition since the Middle Ages.

Start time _____

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

End time _____

Circle any letters that are not formed correctly.



EVALUATE Elements of Handwriting



Write the poem in your best cursive writing. Keep in mind the six elements of legibility:
shape, size and proportion, position, slant, spacing, and stroke.

"Lilacs"

Lilacs,
False blue,
White,
Purple,
Colour of lilac,
Your great puffs of flowers
Are everywhere in this my New England.
Among your heart-shaped leaves
Orange orioles hop like music-box birds and sing
Their little weak soft songs;
In the crooks of your branches
The bright eyes of song sparrows sitting on
spotted eggs
Peer restlessly through the light and shadow
Of all Springs.

—Amy Lowell

Are your letters shaped correctly?
Are the size and proportion correct?
Is the position correct?
Is the slant correct?
Is the spacing of both your letters
and your words correct?
Is your stroke even and smooth?

Yes ☐ No ☐
Yes ☐ No ☐
Yes ☐ No ☐
Yes ☐ No ☐
Yes ☐ No ☐
Yes ☐ No ☐



