



# Christian Life Preparatory School

---

## PENMANSHIP

---

In Grades K through 4, CLPS focuses on developing penmanship for several reasons. Handwriting develops the brain's neural pathways, improves hand-eye coordination, fine motor skills, and memory, solidifies the identification of letter shapes and words, builds confidence, increases reading comprehension, and results in improved academic performance. Research supports that children compose more and use complete sentences when handwriting.

In academic settings, students of all ages are expected to express ideas and quality, legible handwriting is critical for proper evaluation. Furthermore, poor quality penmanship can result in lower grades because of the difficulty in deciphering a student's thoughts. Therefore, it is critical to help students to make every effort to build handwriting skills at an early age.

**The following elements are important for developing and improving handwriting:  
(See diagrams below)**

- Posture: Sit upright with both feet on the floor
- Positioning of Paper: Right-handed (tilt paper to 10 o'clock position), Left-handed (tilt paper to 2 o'clock position)
- Pencil Grip: Hold the pencil with thumb and index finger, while the pencil rests on middle finger
- Writing Pressure: Use moderate pressure
- Writing Alignment: Use proper sizing within lines
- Letter Formation: Use arrow guides to properly form letters and diminish letter confusion
- Letter Orientation: Slant letters to the right
- Spatial Organization: Practice consistent spacing between letters and words
- Writing Flow: Purposeful practice increases speed

**When parents and teachers evaluate handwriting, the following criteria should be used:**

1. Are the letters formed correctly?
2. Are the sizes of letters and the differences between tall letters, small letters, and letters that extend below the baseline consistent?
3. Is slant consistent?
4. Is appropriate spacing maintained between letters, between words, and between sentences?



# Christian Life Preparatory School

