

Table of Contents

Introduction to Penmanship Series	6
Posture, Pencil Holding, and Paper Placement . . .	9
Special Instructions for Left-handed Pupils	12
How to Treat the Teacher's Guide	15
To the First Grade Teacher	17

Unit 1 The Basic Manuscript Strokes

Lessons 1–9	24
1. Making Straight Lines	24
2. Lines That Go Down	26
3. Lines That Go Across	28
4. Lines That Slant Backward	30
5. Lines That Slant Forward	33
6. Lines That Go Around (Circles)	35
7. Lines That Curve (Part Circles)	37
8. Review of Manuscript Strokes	39
9. Test of Manuscript Strokes	41

Unit 2 Forming Small Letters and Numerals

Lessons 10–51	44
10. The Letter <i>l</i>	44
11. The Letter <i>i</i>	46
12. The Letter <i>t</i>	48
13. The Numerals <i>1</i> and <i>4</i>	50
14. Review of Stick Letters	52
15. The Letter <i>o</i>	54
16. The Numeral <i>0</i>	56
17. The Letter <i>a</i>	58
18. The Letter <i>e</i>	60
19. The Letter <i>b</i>	63
20. The Letter <i>d</i>	65
21. The Letter <i>p</i>	67
22. The Letter <i>g</i>	69
23. The Letter <i>q</i>	72
24. The Numeral <i>9</i>	75
25. The Numeral <i>6</i>	77
26. Review of Circle Letters and Numerals . . .	79
27. The Letter <i>k</i>	82
28. The Letter <i>v</i>	85
29. The Letter <i>w</i>	87
30. The Letter <i>x</i>	90
31. The Letter <i>y</i>	93
32. The Letter <i>z</i>	96
33. The Numeral <i>7</i>	99

34. Review of Slant-stroke Letters	101
35. The Letter <i>c</i>	104
36. The Letter <i>u</i>	107
37. The Letter <i>r</i>	110
38. The Letter <i>n</i>	113
39. The Letter <i>m</i>	116
40. The Letter <i>h</i>	119
41. The Letter <i>f</i>	121
42. The Letter <i>j</i>	124
43. The Letter <i>s</i>	127
44. The Numeral <i>2</i>	130
45. The Numeral <i>3</i>	133
46. The Numeral <i>5</i>	136
47. The Numeral <i>8</i>	139
48. Review of Curve-stroke Letters and Numerals	142
49. Review of the Alphabet (Part 1)	146
50. Review of the Alphabet (Part 2)	149
51. Review of the Numerals	152

Unit 3 Writing Words

Lessons 52–66	156
52. Using the Letters <i>a</i> and <i>b</i> in Words . . .	158
53. Using the Letters <i>c</i> and <i>d</i> in Words . . .	161
54. Using the Letter <i>e</i> and <i>f</i> in Words	163
55. Using the Letters <i>g</i> and <i>h</i> in Words . . .	165
56. Using the Letters <i>i</i> and <i>j</i> in Words	167
57. Using the Letters <i>k</i> and <i>l</i> in Words	169
58. Using the Letter <i>m</i> in Words	171
59. Using the Letters <i>n</i> and <i>o</i> in Words . . .	173
60. Using the Letters <i>p</i> and <i>q</i> in Words . . .	175
61. Using the Letter <i>r</i> in Words	177
62. Using the Letter <i>s</i> in Words	179
63. Using the Letter <i>t</i> in Words	181
64. Using the Letters <i>u</i> and <i>v</i> in Words . . .	183
65. Using the Letters <i>w</i> and <i>x</i> in Words . . .	185
66. Using the Letters <i>y</i> and <i>z</i> in Words . . .	187