

APPENDICES

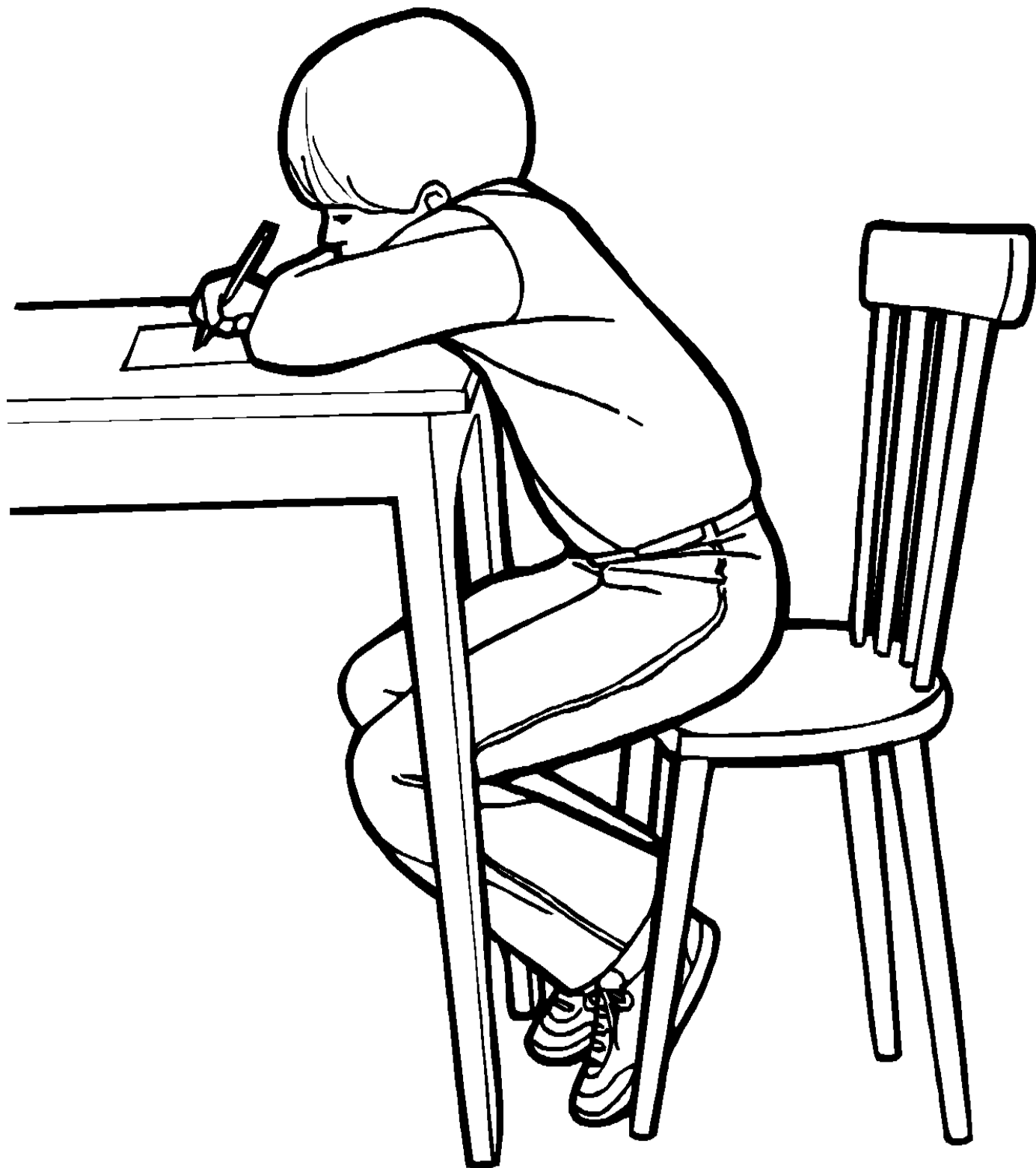
APPENDIX A

Posture Charts

Correct Posture





Incorrect Posture



APPENDIX B

Handwriting Environment and Equipment List

HANDWRITING ENVIRONMENT AND EQUIPMENT CHECKLIST

	CHECKPOINTS	RECOMMENDATIONS
FURNITURE	<p>Is the desk the correct height?</p> <p>Is the chair the correct height?</p> <p>Is the learner facing the desk squarely?</p>	<p>The writing surface should be approximately 2" lower for left-handed students.</p> <p>Learner's legs should fit under desk comfortably.</p>
LIGHTING	<p>Is the light properly positioned?</p>	<p>No shadows on paper; light over left shoulder for right-handed student; over right shoulder for left-handed student.</p>
POSTURE	<p>Are the student's feet flat on the floor?</p> <p>Is the student's back straight?</p> <p>Is the student leaning forward slightly?</p> <p>Is the student's head straight?</p> <p>Are the student's lower arms resting on the desk?</p>	<p>Hips should touch back of chair.</p> <p>Student's body should not be leaning against the desk.</p> <p>Student should not "tilt" his/her head.</p> <p>3/4 of lower arm should rest on the desk.</p>
PAPER	<p>Is the paper slanted properly?</p> <p>Is the student's free hand at the top of paper?</p> <p>Is the paper positioned correctly in relation to the learner?</p>	<p>Paper of the right-handed student should point to midpoint of body; paper of left-handed student should point to left shoulder.</p> <div style="text-align: center;">  <p>Right-handed</p>  <p>Left-handed</p> </div>
PENCIL GRIP	<p>Is the student gripping the pencil properly?</p>	<p>Pencil held with fore-finger and thumb; resting on third finger; other two fingers on desk?</p> <p>Right-handed students grip pencil 1" from point; left-handed students grip pencil 1 1/2" from point. Student should not grip pencil too tightly.</p>

APPENDIX C

Manuscript and Cursive
Handwriting Alphabets

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

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 . , ! ?

0 1 2 3 4 5 6 7 8 9

Cursive Handwriting Alphabet

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

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 . , ! ?

0 1 2 3 4 5 6 7 8 9

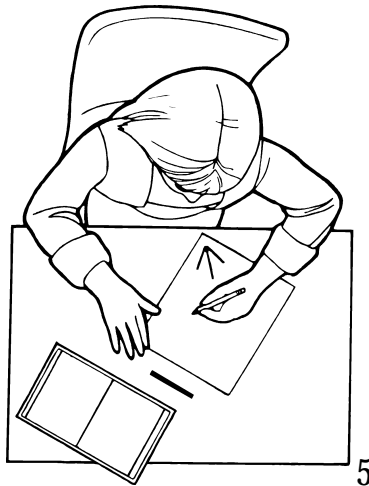
APPENDIX D

Letter for Parents of
Left-Handed Students

To the parents of _____:

In school your child uses his or her left hand consistently. Because of this, there are certain adjustments that need to be made to ensure your child will learn to write legibly and quickly. **We will not try to change hand preference to the right hand.** In any written work done at home, the following may be helpful:

1. Seat your child at a table approximately two inches lower than the height used by a right-handed child.
2. Place the writing paper towards the left-hand side of the desk in front of your child's left shoulder. Place any reference material or papers to be copied to the right of your child's paper.
3. Mark the bottom right-hand corner of the writing paper with an arrow, as shown. Have your child point the arrow towards his or her left shoulder.



4. Make sure your child is holding the pencil at least 1 1/2" from the point.

If you have any questions or need further assistance, please contact me during school hours at _____.

Sincerely, _____