

appendix 2

Charts

The following charts are for copying and displaying.

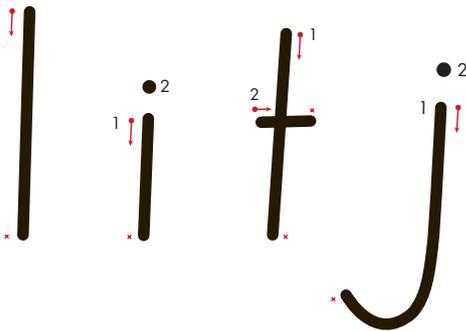
- Appendix 2a** Graphological approach
- Appendix 2b** Capital letters
- Appendix 2c** Foundation script letters and numerals
- Appendix 2d** Letters with links
- Appendix 2e** Larger letters for laminating
- Appendix 2f** Appropriate sitting position

APPENDIX 2A - GRAPHOLOGICAL APPROACH

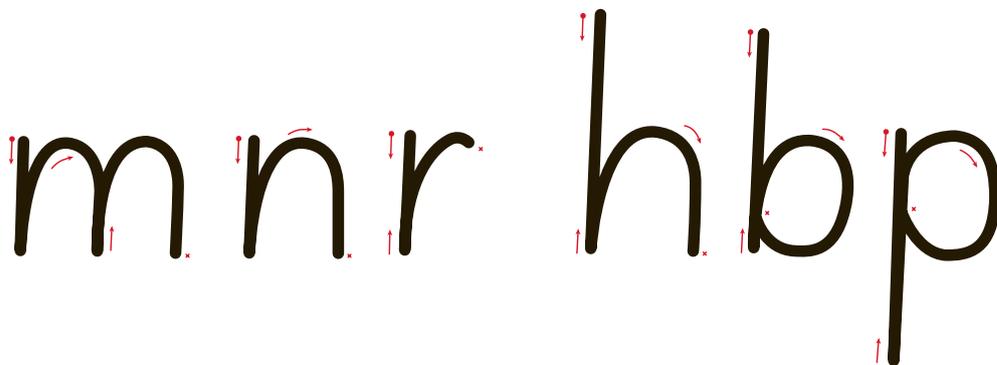
ANTI-CLOCKWISE LETTERS



THE STICK LETTERS



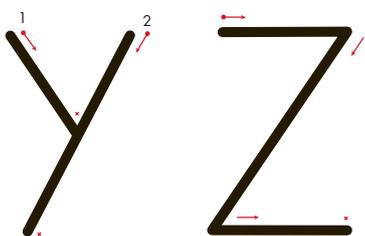
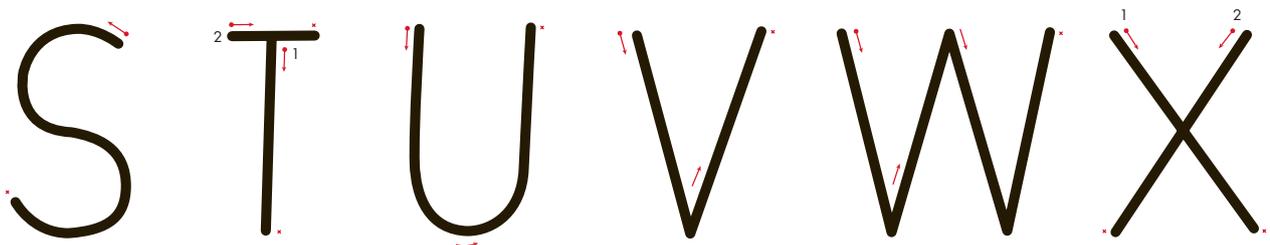
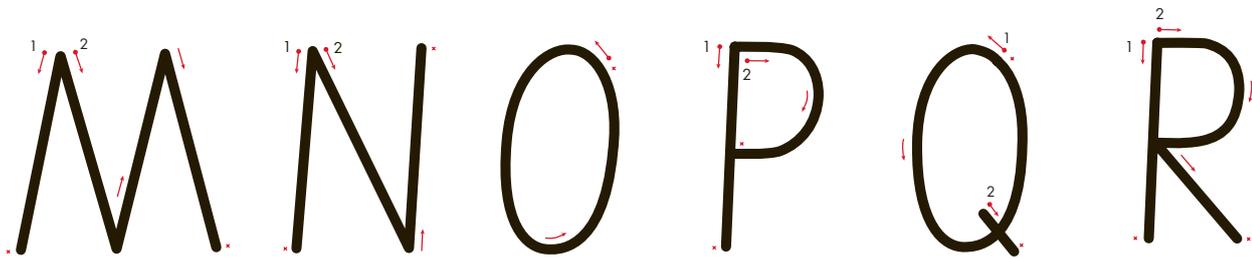
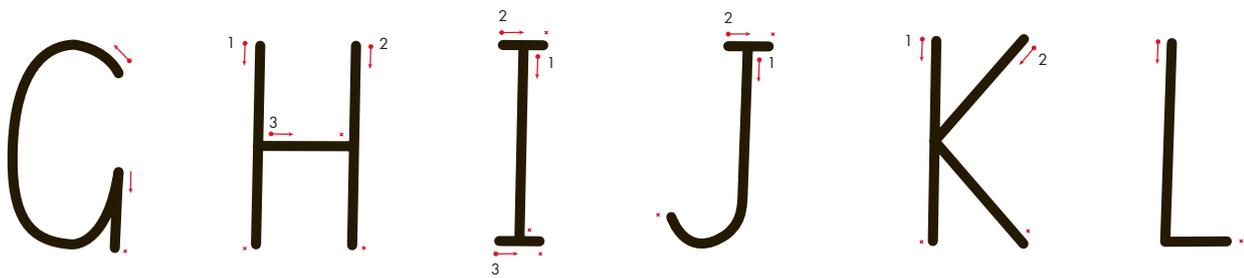
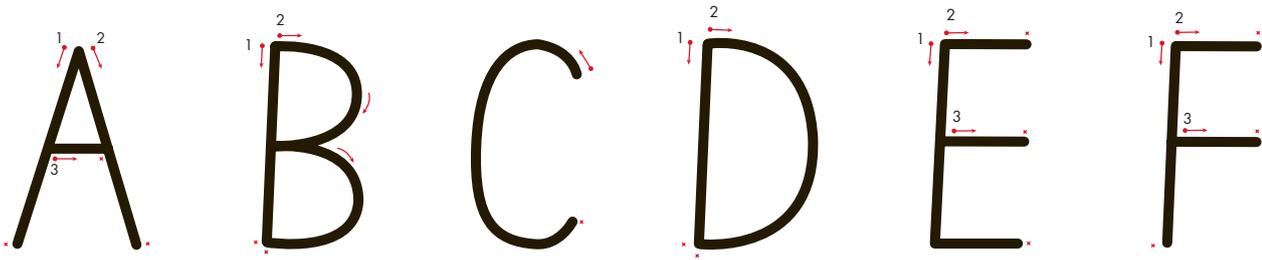
THE CLOCKWISE LETTERS



THE DIAGONAL LETTERS



APPENDIX 2B - CAPITAL LETTERS



All capital letters start at the TOP.

APPENDIX 2C - FOUNDATION SCRIPT LETTERS AND NUMERALS

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 2D - LETTERS WITH LINKS

a c b d e

f g h i j

k l m n o

p q r s t u

v w x y z

APPENDIX 2D - LETTERS WITH LINKS

Hooks from

o v w r

on vase went ran

Diagonal links from

i u e m n q l k t a

in under many quiet like kite ant

Letters that are hard to link from

p b s

pencil bread salt

APPENDIX 2E - LETTERS FOR LAMINATING

(use whiteboard markers for practising)

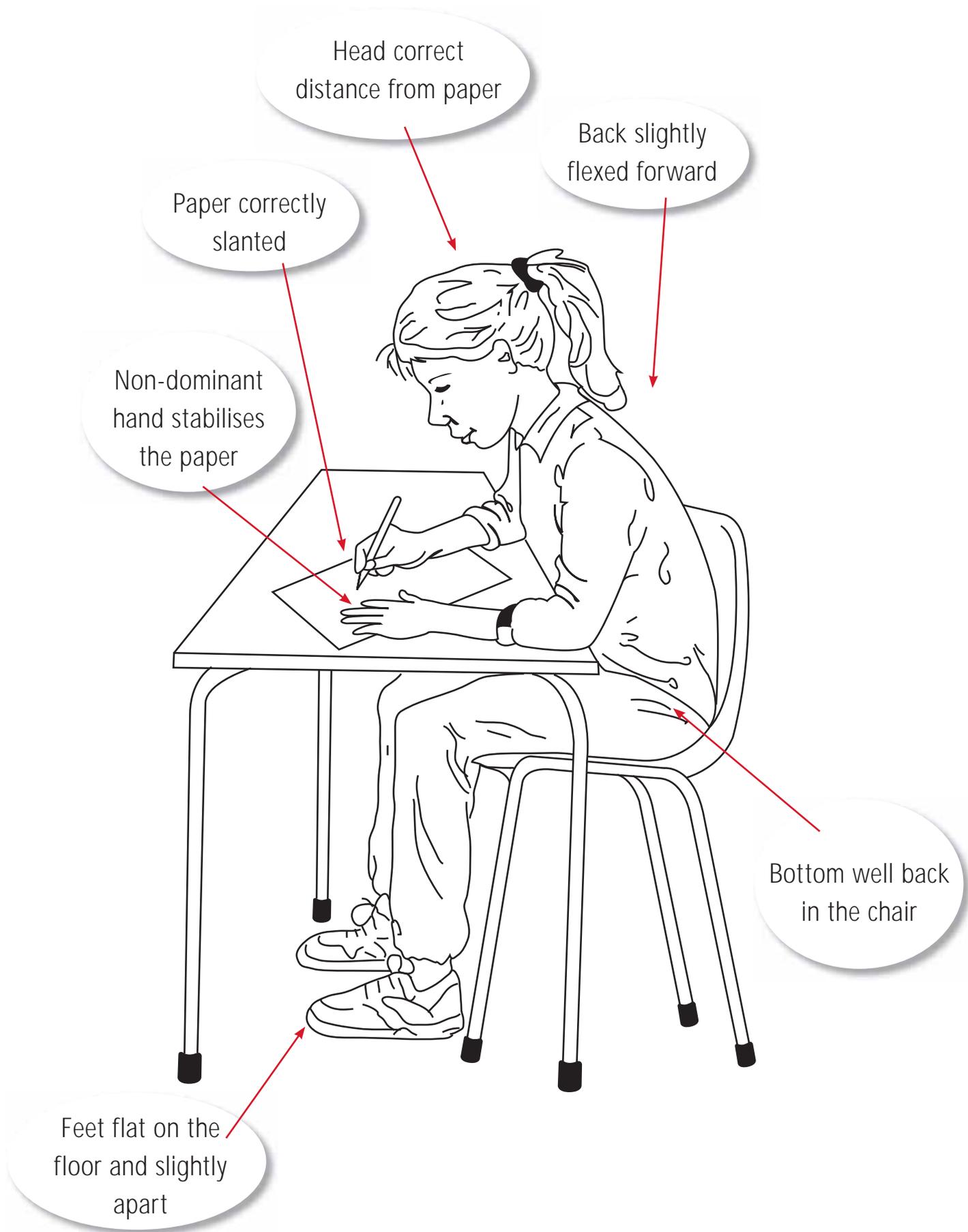
a b c d e f g

h i j k l m n

o p q r s t

u v w x y z

APPENDIX 2F - SITTING POSITION FOR HANDWRITING



appendix 3

History of handwriting styles in South Australia

Handwriting developments

Modern handwriting styles taught in schools are simplified styles of handwriting. They are based on learners' early writing behaviour which indicates that their natural movements are oval-shaped and sloped rather than round and upright.

Traditional handwriting styles such as Italic rely heavily on special instruments for their reproduction. Current readily available handwriting instruments have created a need to adopt a style that is easily produced.

There has been an international move towards the simplification of handwriting styles taught in schools. This resulted from better understanding of the development of handwriting skills.

South Australian Modern Cursive was developed in keeping with international handwriting trends and the existing styles of handwriting in this state. At various times in South Australian schools, learners were taught Print Script in their first years at school and then, in the middle years, the traditional Copperplate, which was modified in 1967 to become Looped Cursive. Styles such as Simple Modern Hand (Scotland) and Leliman's Cursive (USA) developed from Italic.

South Australian Modern Cursive has maintained as much character as possible of the styles that were taught in schools. It employs the same technique as Copperplate and Looped Cursive, with the letter shapes retaining certain characteristics of Print Script and Looped Cursive. (For example, α begins at 2 o'clock, rather than at 1 o'clock.)

handwriting

Copperplate

Copperplate is a traditional handwriting style of the 18th century, adopted in South Australian government schools and used until the middle of the 20th century. It is written with a flexible nib for variation in stroke thickness.

handwriting

Looped Cursive

A less embellished version of Copperplate gradually developed to follow the print script beginners' style in South Australian primary schools. It is no longer necessarily written with a flexible nib and ink.

handwriting

'Ball and stick' Print Script

Print Script uses an alphabet of simple elements, easily learned and read by beginners. It was adopted in South Australia in the early 20th century. Print Script uses round upright shapes.

handwriting

Linked Script

Introduced in the UK in the 1930s by Marion Richardson and others, Linked Script was tested in South Australia in the 1950s but not adopted by government schools. It is a cursive style using the same letter shapes and technique as 'ball and stick' Print Script.

handwriting

Italic

A traditional handwriting style of the 16th century, Italic was adopted by some independent schools in South Australia in the middle of the 20th century. It is written with a chiselled nib.

handwriting

Simple Modern Hand

Introduced in Glasgow, Scotland about 1960, Simple Modern Hand used simple letter shapes formed with the traditional handwriting technique in both script and cursive forms. It is not far removed from the Italic alphabet but is written with any handwriting instrument.

handwriting

South Australian Modern Cursive and Print

This is one of many efficient styles developed throughout the world since the 1960s. It uses simple letter shapes formed with traditional handwriting technique in both script and cursive forms. It is not far removed from the Looped Cursive and Copperplate styles but is written with any handwriting instrument.

handwriting

The advantages of using South Australian Modern Cursive and Print are that:

- learners use a handwriting style based on their natural movements and scribblings
- the transition from script to cursive occurs without the re-learning of basic letter shapes
- linking is a natural development
- learners acquire a relaxed technique, which helps to develop speed and to maintain legibility
- personal styles can be developed easily
- the style is produced using readily available instruments.

appendix 4

Other languages

English as a Second Language learners may already be familiar with a writing system in another language or alphabet. Understanding how learners' first language scripts differ from English will help educators to understand which convention of English can cause confusion to learners as they learn to read and write in English. Opportunities for learners to talk about similarities and differences between writing systems will help raise the awareness of all learners about how writing works across languages.

There are four main writing systems:

- Alphabetic writing systems break words down into their component consonant and vowel sounds, and represent those sounds using letters. Some languages use ways that are very regular; others, such as English, are less regular.
- Syllabic writing systems use basic units that correspond to syllables; for example, Khmer.
- Consonantal writing systems, such as Farsi, represent consonants and not vowels.
- Logographic (or ideographic) writing systems, such as Chinese, use symbols or characters to represent whole words or components of words, rather than their phonetic components.

Some languages combine elements from more than one system, such as the Japanese Kanji.

Writing systems differ in a range of ways including:

- the kinds of symbols used
- the relationship between symbols and speech
- the directionality of script on the page
- the directionality of turning pages in a book
- use of punctuation
- use of diacritical marks, such as accents, which provide additional information about the sounds in the word
- conventions for writing numbers
- conventions for indicating direct speech.

The following examples are of writing systems familiar to some students attending South Australian schools. The passage which has been translated in each case is:

In South Australian schools, students can expect to learn to handwrite in the English language. English is written in the Latin alphabetic script from left to right. Pages turn from right to left.

Languages

Amharic

በደቡብ ካውንትራይቶች ትምህርት ቤቶች፣ ተማሪዎች፣ በኮንግሊዝኛ ቋንቋ፣ በኮንግሊዝኛ ለመጻፍ ለመግባት ግብርና
ይችላሉ። ኮንግሊዝኛ በላቲናዊ ፊደሎች ጽሑፍ፣ ከግራ ወደ ቀኝ ይጻፋል። ገጽ ከቀኝ ወደ ግራ ይገለበጣል።

Used in:

- Ethiopia
- Eritrea
- countries where the language is spoken because of migration.

System and direction of writing:

- Ge'ez alphabet
- syllabic (abugida)
- written from left to right.

Other conventions:

- uses punctuation
- no capital letters
- spaces between words.

Arabic

بإمكان الطلاب في مدارس جنوب أستراليا أن يتوقعوا أنهم سيتعلمون الكتابة باللغة
الإنكليزية. تُكتب الإنكليزية بالحروف الأبجدية اللاتينية ويكون اتجاه الخط من اليسار إلى
اليمن، ويتمّ قلب الصفحات من اليمن إلى اليسار.

Used in:

- Middle East
- North Africa
- Arabian Peninsula
- countries where the language is spoken because of migration
- used widely as a lingua franca; that is, as a medium among speakers of other languages.

System and direction of writing:

- consonantal
- written from right to left; pages turn left to right and students may handle English books 'backwards'
- numerals in Arabic are not identical to the 'Arabic figures' used in English; numerals from 11 to 99 are read right to left, beyond that from left to right.

Other conventions:

- letters often change according to their position in a word – initial, medial, final or isolated
- texts consist mainly of consonants, only long vowels are written, short ones are omitted
- uses diacritics
- punctuation similar to English but no capital letters
- spaces between words.



Chinese

在南澳州上學的孩子都要學會英文的書寫。英文是由拉丁字母構成的文字；文字的書寫方法是從左至右，閱讀時從右往左翻閱。

Used in:

- China
- Taiwan
- Singapore and other South East Asian countries
- countries where the language is spoken because of migration.

System and direction of writing:

- logographic
- traditionally top to bottom of page, in columns from right to left, but now predominantly horizontally from left to right
- the order of the strokes that make up each character is important.

Other conventions:

- each character has a meaning and represents a word or part of a word
- punctuation is used
- no spaces between words
- a complex form of characters and a simplified form are used
- Chinese can be written in Latin script ('Pinyin'), but Chinese writers do not use this extensively
- Arabic figures are used
- characters are used traditionally when writing numbers in words.

Note: There is one system of writing but many different Chinese dialects or varieties. Because of the logographic writing system, speakers of different Chinese dialects can communicate with each other with ease in the written form.

Farsi

در استرالایای جنوبی انتظار می‌رود تا دانش آموزان به زبان انگلیسی بنویسند. زبان انگلیسی از سمت چپ به راست و با حروف لاین نوشتن می‌شود. صفحات را از راست به چپ برگ می‌زنند.

Used in:

- Iran
- Afghanistan
- countries where the language is spoken because of migration.

System and direction of writing:

- consonantal
- written from right to left; pages turn left to right, and students may handle English books 'backwards'
- numerals in Arabic are not identical to the 'Arabic figures' used in English; numerals from 11 to 99 are read right to left, beyond that from left to right.

Other conventions:

- uses Arabic script with four extra letters in the alphabet
- does not use diacritics.

(Also see notes for Arabic.)

Japanese

南オーストラリア州の学校では、生徒は英語を手で書けるよう学習していきます。英語は、ラテン文字のアルファベットを使って左から右に書きます。右から左へとページをめくります。

Used in:

- Japan
- countries where the language is spoken because of migration.

System and direction of writing:

- combination of scripts: syllabic and logographic
- traditionally top to bottom of page, in columns from right to left, but now predominantly horizontally from left to right
- the order of the strokes that make up each character is important.

Other conventions:

- punctuation is used but no capital letters
- no spaces between words
- Arabic figures are used predominantly.

Khmer (language of Cambodia)

នៅក្នុងសាលារៀនរដ្ឋអ្នកស្រាវជ្រាវខ្មែរ សិស្សអាចរៀនសរសេរអក្សរដោយដៃជាភាសាអង់គ្លេស។ ភាសាអង់គ្លេសសរសេរជាទំរង់អក្សរឡាតាំង ចាប់ពីខាងឆ្វេងទៅស្តាំ។ ទំព័រសៀវភៅលើកពីស្តាំទៅឆ្វេង។

Used in:

- Cambodia
- Thailand
- Vietnam
- countries where the language is spoken because of migration.

System and direction of writing:

- syllabic
- written from left to right.

Other conventions:

- no word spaces but spaces occur at points roughly equivalent to pauses in speech—this makes the Khmer script appear like an extremely long sentence joined together without breaks.

Handwriting practice letters: a, b, c, d, e, h, j, m, g.



Kurdish

له فونابخانه کانی ساوس نوسترالیا خوئندکاران چاوه نواری نهوه یان لئده کری که فئیرین به دهست ئینگلیزی بنوسنه وه. زمانی ئینگلیزی به نهلفوبئی لاتینی له چهپوه به راست ده نوسرئت. لاپه ره کان له راسته وه به چهپ هه لده درئ نه وه.

Used in:

- Turkey
- Iraq
- Iran
- Syria
- Armenia
- Lebanon
- countries where the language is spoken because of migration.

System and direction of writing:

- The Kurdish language uses three different writing systems. In Iran and Iraq it is written using a modified version of the Arabic alphabet (and more recently sometimes with Latin alphabet in Iraqi Kurdistan). In Turkey and Syria, it is written using the Latin alphabet. Kurdish in the former USSR uses a modified Cyrillic alphabet.
- Numerals in Arabic are not identical to the 'Arabic figures' used in English; numerals from 11 to 99 are read right to left, beyond that from left to right.

Other conventions:

- letters often change according to their position in a word—initial, medial, final or isolated
- texts consist mainly of consonants, only long vowels are written, short ones are omitted
- uses diacritics
- punctuation similar to English but no capital letters.

Serbian

У јужно-аустралијским школама ученици треба да науче рукопис енглеског језика. Енглески се пише латиницом са леве на десну страну. Странице се окрећу са десне на леву страну.

Used in:

- Serbia
- countries of former Yugoslavia
- surrounding countries
- countries where the language is spoken because of migration.

System and direction of writing:

- uses the Cyrillic alphabet, though differs from the Russian script
- written from left to right.

Other conventions:

- uses capitals and punctuation similar to English
- spaces between words.

Note: In former Yugoslavia, political sensitivities are acute around the issue of language. The language used to be called Serbo-Croatian, with varying opinions over whether this constituted two distinct languages or one language with two variants (one with a Cyrillic and one with a Latin alphabet). Writers of Serbian could be familiar with the Latin alphabet.

Vietnamese

Trong các trường học tại Tiểu Bang Nam Úc học sinh có thể phải học viết chữ Anh Ngữ. Anh Ngữ được viết bằng mẫu tự La Tinh từ bên trái sang bên phải. Các trang sách được lật từ bên phải sang bên trái.

Used in:

- Vietnam
- Cambodia
- Laos
- countries where the language is spoken because of migration.

System and direction of writing:

- alphabetic (Latin) – name of script is Quốc ngữ; it omits 'f', 'j', 'w', and 'z' and contains seven additional letters not found in English that are designated by diacritics
- written from left to right.

Other conventions:

- uses diacritics to show the six tones
- uses capital letters
- punctuation similar to English.

Numbers and fractions

In many languages, numbers have some different conventions, for example:

- Ten thousand is written as 10.000 rather than 10,000 or 10 000 as in English.
- Decimals in many languages will be written 3,14 rather than the English convention of 3.14. This can cause confusion in mathematics; even some translated maths or science text books can include non-English conventions.
- Handwritten numbers can also cause difficulties, particularly with 1 and 7—the 1 in many languages can have an exaggerated upper lip and may be confused with a 7, and a 7 is often written with a stroke horizontally across the downstroke.



appendix 5



Keyboard skills

Keyboard skills are a crucial skill to learn in the early years. All learners need to become familiar with a keyboard and learn the functions of the keys. They need to experiment with a keyboard and enjoy using one. For some learners, using a keyboard will be their only form of communication. For all learners to take their place in society, communication through a keyboard will be a fundamental and growing necessity.

The development of keyboard skills in all learners has become a necessity for schools and educators. Keyboards are now used regularly by nearly every member of society and indications are that they will be increasingly used and needed in the future, in all aspects of work and leisure. Learners in the early years need basic skills and these need to be built on to achieve increasingly more sophisticated skills through the middle years. Often, young people learn computer skills (and technically complicated ones) very quickly in comparison to older learners, and educators can use this ability in teaching keyboard skills.

The development of keyboard skills in those learners who are unable to write by hand is a priority for educators. It enables learners to communicate on an equitable basis.

Keyboard skills and handwriting feature most strongly in the strategies strand for English in the SACSA Framework. In the introduction to this strand we find:

In these Early Years of schooling children experiment with a range of reading and viewing strategies, including skimming, scanning and using text features to search for information. [KC1] [KC6] *They explore strategies for using a computer keyboard, tools and screen to compose, create, read and view texts.* [KC6] [KC7]

and

In the Early Years *children practise handwriting and keyboarding* to communicate ideas so that written products can be shared with others. [T] [C] [KC2] (Early Years Band: R–2—English page 149).



appendix 6

Further resources

Exercise books

'Research findings provide strong evidence that, for the majority of children, use of lined paper facilitates more legible handwriting than unlined paper' (Alston & Taylor 1987, p 76).

A4 exercise books with:

- 24mm dotted thirds
- 18mm dotted thirds
- 14mm dotted thirds.

Crayons

Triangular grip wax crayons
Triangular plastic crayons

Pencils

Triangular pencils, HB, 2B, 6B
Colour triangular pencils

Markers

Triangular markers

Pens

Any triangular design

Assessment rubrics

Models of rubrics can be found at many internet sites.
One of these is <<http://rubistar.4teachers.org/index.php>>.

Write-on and wipe-off boards for educator use

Student practice boards

Interactive whiteboards

Typing programs

- *Easy 2 Learn Typing 2* 2002, Curriculum Corporation, Australia.
- *Garfield's Typing Pal Deluxe* 2003, Dataworks De Marque, Victoria.
- *Mavis Beacon Teaches Typing* 2002, The Learning Company, California.
- *Phonics Alive! 6 Typing* 2000, Advanced Software, NSW.
- *TTAPS Touch Typing: A Program for Schools* 1999, The Happy Mac, Victoria.
- *Typequick for Students: Kewala's Amazing Keyboard Adventure* 2005, Typequick, Sydney.
- *Typing Tournament: The Essential Typing Tutor* MAC/WIN CD available from EdAlive: <<http://www.edalive.com>>.

Resources on CD

Aussie School Fonts—CD available from New Horizons at <<http://www.nh.com.au>>. This software allows you to convert text into SA Modern Cursive. You can create sheets of your own handwriting exercises, posters, crosswords and flashcards.

Handwriting Fonts—CD from Ready-Ed Publications at <<http://www.readyed.com.au>>, or PO Box 276, Greenwood WA 6024. Although the unlimited site licence is appealing at only \$45.00, this CD includes only Foundation Print, Foundation Cursive, Foundation Modern, Queensland Beginners and Victorian Modern Cursive. The CD is advertised with Foundation Fonts for NSW, ACT, SA and Tasmania. However, these are the NSW fonts rather than SA Modern Cursive.

BBC Words and Pictures software is available from <<http://www.bbc.schoolshop.com>> and presents four activities to reinforce the recommended way to form letters using the magic pencil. This could be useful for some learners.