



# Handwriting

F-2



Version:  
Queensland  
Handwriting  
Queensland  
Trace

Includes:  
**Free Fonts  
Download**

See Page 6  
For Details

By Shay Howard



**Title:**  
HANDWRITING F-2  
VERSION: QUEENSLAND  
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# Contents

Teachers' Notes .....	4-5	Upper Case - Days of the Week.....	33
Curriculum Links.....	5	Upper Case - Names of People .....	34
Download Your Free Font.....	6	Upper Case - Names of Places .....	35
Writing Tips.....	7	Upper Case - Names .....	36
Letters <b>o</b> and <b>c</b> .....	8	Upper and Lower Case Practice Sheet.....	37
Letters <b>a</b> and <b>d</b> .....	9	Punctuation 1 .....	38
Letters <b>q</b> and <b>g</b> .....	10	Punctuation 2 .....	39
Flip Book - Letters <b>o c a d q</b> and <b>g</b> .....	11	Punctuation 3 .....	40
Letters <b>l</b> and <b>t</b> .....	12	Punctuation 4.....	41
Letters <b>h</b> and <b>b</b> .....	13	Punctuation 5 .....	42
Letters <b>f</b> and <b>k</b> .....	14	Punctuation 6.....	43
Flip Book - Letters <b>l t h b f</b> and <b>k</b> .....	15	Unjumble Sentences 1 .....	44
Letters <b>n</b> and <b>m</b> .....	16	Unjumble Sentences 2 .....	45
Letters <b>i</b> and <b>r</b> .....	17	Unjumble Sentences 3 .....	46
Letters <b>e</b> and <b>s</b> .....	18	Unjumble Sentences 4 .....	47
Flip Book - Letters <b>n m i r e</b> and <b>s</b> .....	19	Unjumble Sentences 5 .....	48
Letters <b>u</b> and <b>y</b> .....	20	Unjumble Sentences 6 .....	49
Letters <b>j</b> and <b>p</b> .....	21	Word Families - Play.....	50
Flip Book - Letters <b>u y j</b> and <b>p</b> .....	22	Word Families - Hand.....	51
Letters <b>v</b> and <b>w</b> .....	23	Word Families - Sun .....	52
Letters <b>x</b> and <b>z</b> .....	24	Word Families - Book.....	53
Flip Book - Letters <b>v w x</b> and <b>z</b> .....	25	Word Families - Rain .....	54
Lower Case Practise Sheet 1 .....	26	Word Families - Foot.....	55
Lower Case Practise Sheet 2.....	27		
Upper Case <b>A V W M X Y</b> .....	28		
Upper Case <b>D P R B C G</b> .....	29		
Upper Case <b>I T L E F H</b> .....	30		
Upper Case <b>O Q U S J K</b> .....	31		
Upper Case <b>N Z</b> .....	32		

Sample

# Teachers' Notes

**Handwriting F-2** is designed to help early learners develop excellent handwriting skills. The activity sheets encourage students to form neat and regular letters. The first pages deal with lower case letters, paired in similar formation. Dotted third lines have been provided and students are asked to trace the letters with their finger before using a pencil. Students should start at the dot, follow the arrows and finish at the cross. All exercises use the Queensland font and the worksheets encourage appropriate spacing of words.

Students will use picture clues and make flip books to consolidate their learning. When making flip books, they are required to cut along the dashed lines then staple their sheets of paper together at the left hand side so that it can be flipped. Flip books can be stuck into a workbook, read to a friend or taken home to read for homework.

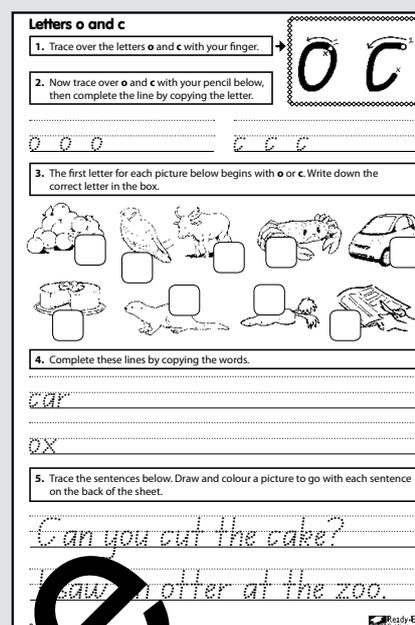
*\*Optional: collect all the lower case flip book pages (pages 11, 15, 19, 22, 25) and set students the task of creating a giant flip book that is sequenced from a-z.*

Pages 28-32 cover the formation of upper case letters. Upper case letters are also known as capital letters. Children usually learn upper case letters once they have mastered lower case formation. Children should be familiar with upper case letters and be able to recognise them before they begin these worksheets. Upper case activities that follow teach when to use capital letters.

Pages 38-43 introduce punctuation. These activities can be used to teach full stops, commas, apostrophes, question marks, exclamation marks and speech marks. The activities on pages 44-49 teach basic sentence structure by emphasising the correct use of capital letters and full stops and by giving the students opportunities to create their own sentences. Flip book activities are provided on pages 50-55 to teach word families/building.

Teachers can photocopy and enlarge A4 templates to fit onto A3 size paper to assist children who have visual and fine motor difficulties.

Handwriting lessons in Junior Primary should be included as a daily activity in the classroom. 10-15 minutes each day will help students practise letter formation and develop the correct pencil grip.



# Teachers' Notes

## **Six Tips For Writing** (See page 7)

1. Encourage students to keep their feet flat on the floor. This will help the straight alignment of the spine. Check that each student's chair and desk is suitable for their height.
2. Make students aware of their posture, and most importantly encourage them to keep their back straight. No slouching!
3. Prepare to write. Tell students to turn the paper or exercise book at a slight angle.
4. Demonstrate each position for left-handed and right-handed writers by showing where the 'helping hand' should rest. The helping hand (non-writing hand) should rest at the top corner.
5. Demonstrate tripod and quadropod grip for left handed and right handed writers. Learning the correct pencil grip is very important.
6. Encourage students to keep their eyes over their work. Letter formation requires fine motor skills and attention to detail.

## Curriculum Links

### **Foundation**

Understand that punctuation is a feature of written text different from letters; recognise how capital letters are used for names, and that capital letters and full stops signal the beginning and end of sentences (ACELA1432)

Recognise that sentences are key units for expressing ideas (ACELA1435)

Recognise and name all upper and lower case letters (graphemes) and know the most common sound that each letter represents (ACELA1440)

Know how to read and write some high-frequency words and other familiar words (ACELA1817)

Produce some lower case and upper case letters using learned letter formations (ACELY1653)

### **Year 1**

Recognise that different types of punctuation, including full stops, question marks and exclamation marks, signal sentences that make statements, ask questions, express emotion or give commands (ACELA1449)

Use visual memory to read and write high-frequency words (ACELA1821)

Write using unjoined lower case and upper case letters (ACELY1663)

### **Year 2**

Recognise that capital letters signal proper nouns and commas are used to separate items in lists (ACELA1465)

Write legibly and with growing fluency using unjoined upper case and lower case letters (ACELY1673)

# How to Access Your Free Font

To download your free font, you will need to use a coupon code at Ready-Ed's online shop:

1. Go to [www.readyed.net](http://www.readyed.net) >> Shop By Learning Area >> Writing Fonts

2. Select the following fonts and add to cart:

Queensland Beginners Writing Font Download

Queensland Beginners Tracing Font Download



3. At checkout, use the coupon code: **freefont**

The price of the font will be automatically deducted to \$0.

To use any of the fonts in Word (or your preferred program) they must be installed in your fonts folder. Steps 4-9, outline how to install the font on your computer/device.

4. Once you have made the "purchase" you will receive an email advising you that the product can be downloaded.

5. Open the email and right click on the font name under "Download".

6. Select "Save Link As ..." and a window will display asking you to enter the file name; and where you want to save it to. It may be useful to save the file to your desktop so you can find it for the next step.

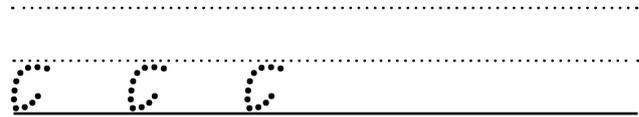
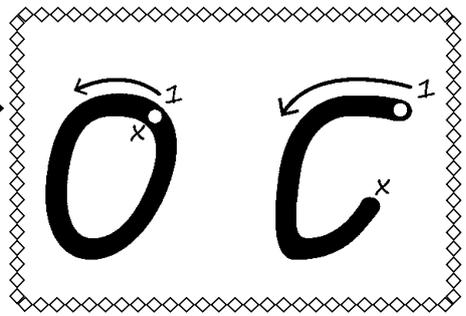
7. Locate the font file on your desktop, right click and select "Install".

8. The font/s you have installed will now be available for you to use in all programs – select just as you would for Arial, Times New Roman, etc.

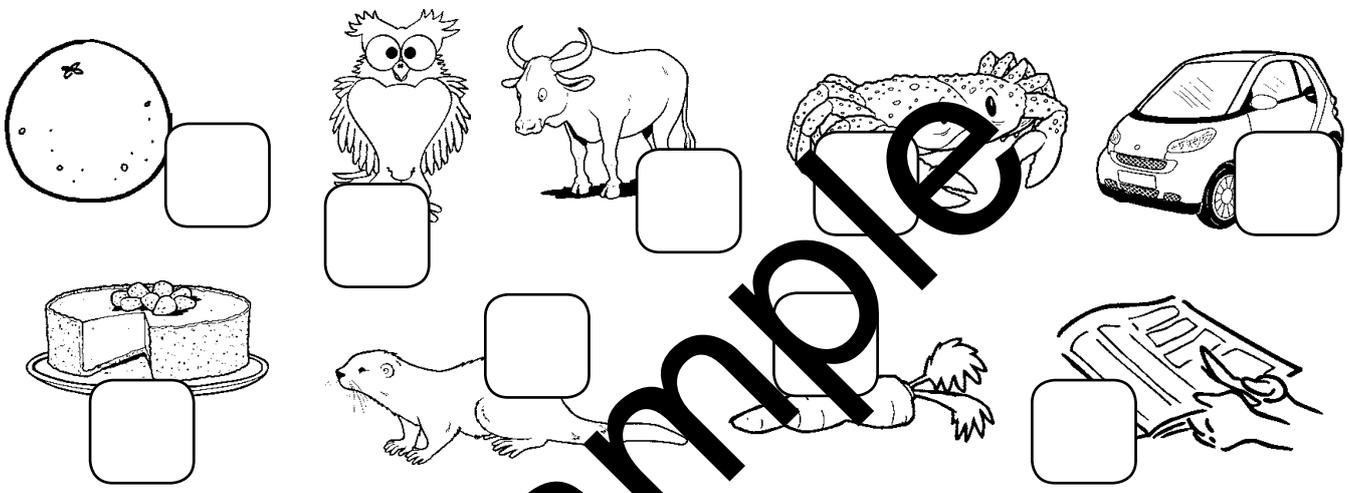
# Letters o and c

1. Trace the letters o and c with your finger.

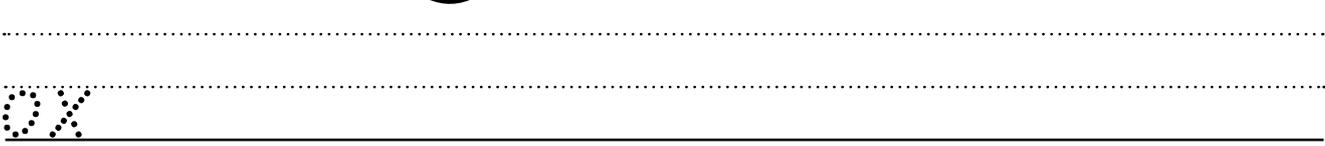
2. Below, trace o and c with your pencil.  
Complete each line by copying the letter.



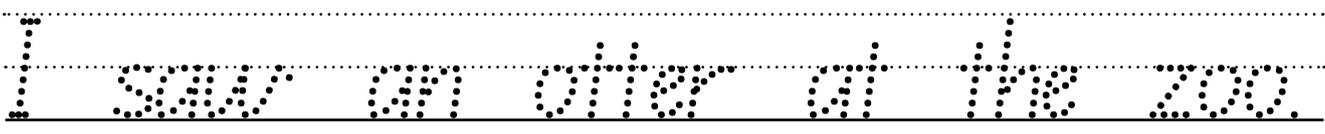
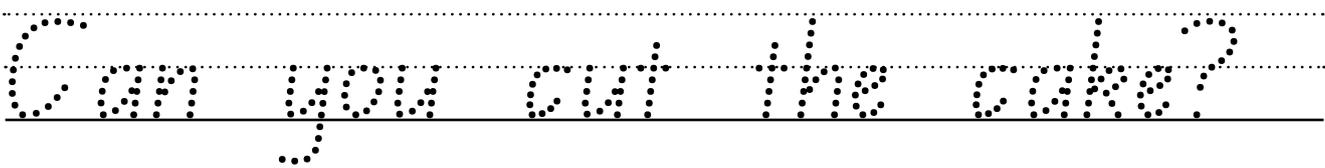
3. The first letter for each picture below begins with o or c. Write the correct letter in each box.



4. Complete the lines by copying the words.



5. Trace the sentences below. Draw and colour a picture to go with each sentence on the back of this sheet.

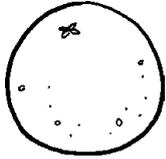


# Flip Book - Letters o, c, a, d, q and g

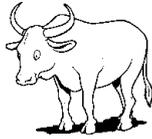
1. Write the missing letter for each picture. Read each word. Colour in the pictures.
2. Cut the page into strips. Staple the strips together to create a flip book.



o



\_\_range



\_\_x



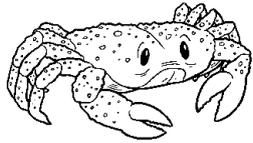
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c



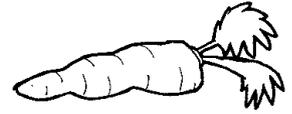
\_\_rab



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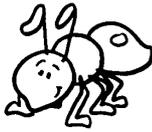
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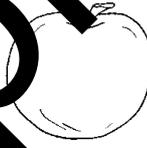
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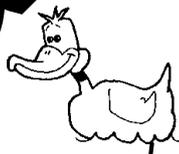
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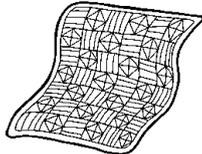
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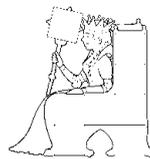
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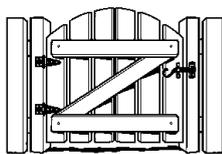
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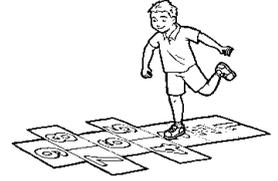


## Upper Case - Days of the Week

1. Read and trace the capital letters.
2. Cut the page into strips. Staple the strips together to create a flip book.



On Monday I hop.



On Tuesday I jump.



On Wednesday I run.



On Thursday I juggle.



On Friday I skip.



On Saturday I dance.



On Sunday I kick.



## Upper and Lower Case Practice Sheet

- Trace each upper case and lower case letter. Practise drawing the letters underneath.

Aa	Bb	Cc	Dd	Ee	Ff
Gg	Hh	Ii	Jj	Kk	Ll
Mm	Nn	Oo	Pp	Qq	Rr
Ss	Tt	Uu	Vv	Ww	Xx
Yy	Zz				

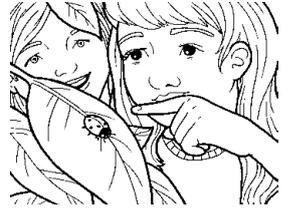
Sample

## Punctuation 4 - Exclamation Marks and Apostrophes

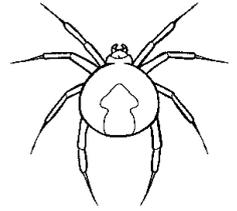
1. Read and trace the dotted text. Fill in the missing ! and ' . Look at the example.
2. Write a sentence and draw a picture to complete the story.
3. Cut and staple to create a flip book.



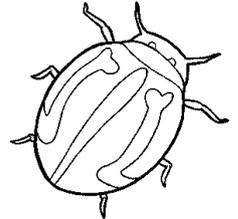
What do I see in the garden?  
Wow! It's a ladybird.



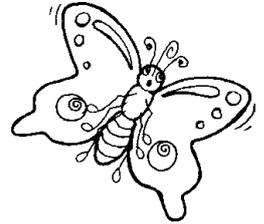
Eek It's a spider.



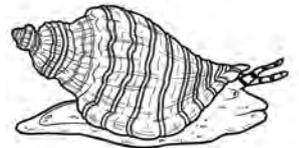
Oh It's a beetle.



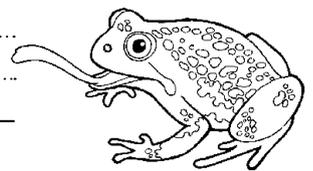
Wow It's a butterfly.



Ugh It's a snail.



Ribbet It's a frog.



## Punctuation 6 - Quotation Marks

Add the missing speech marks.

There are 5 " " missing below.

What did you get Sam for his birthday? asked Billy.

A puzzle, Pippa said in a whisper.

How old are you today?  
asked Toby.

I am seven, said Sam.

Happy Birthday Sam! said Lisa.

