

Pentime Cursive is designed to provide cursive handwriting skills with a minimum of teacher supervision. However, it is necessary for teachers to watch the students' progress carefully.

We hope students will enjoy the essays on wildlife and nature and will be inspired by the color plate on the back cover of the book to try their skills in coloring the pictures.

The poem sheets are designed for students to color and remove, using them as mottos, or putting them in a folder for a keepsake.

The sheet containing the slant lines may be tucked under the pages on the right hand side of the book as a guide to proper slant.

This book is intended to provide necessary writing skills and a new insight on wildlife and nature.

We sincerely thank all the students who wrote essays for this publication and everyone who helped in any way to make the printing of this workbook possible.

Happy writing!  
*Pentime Publishers*



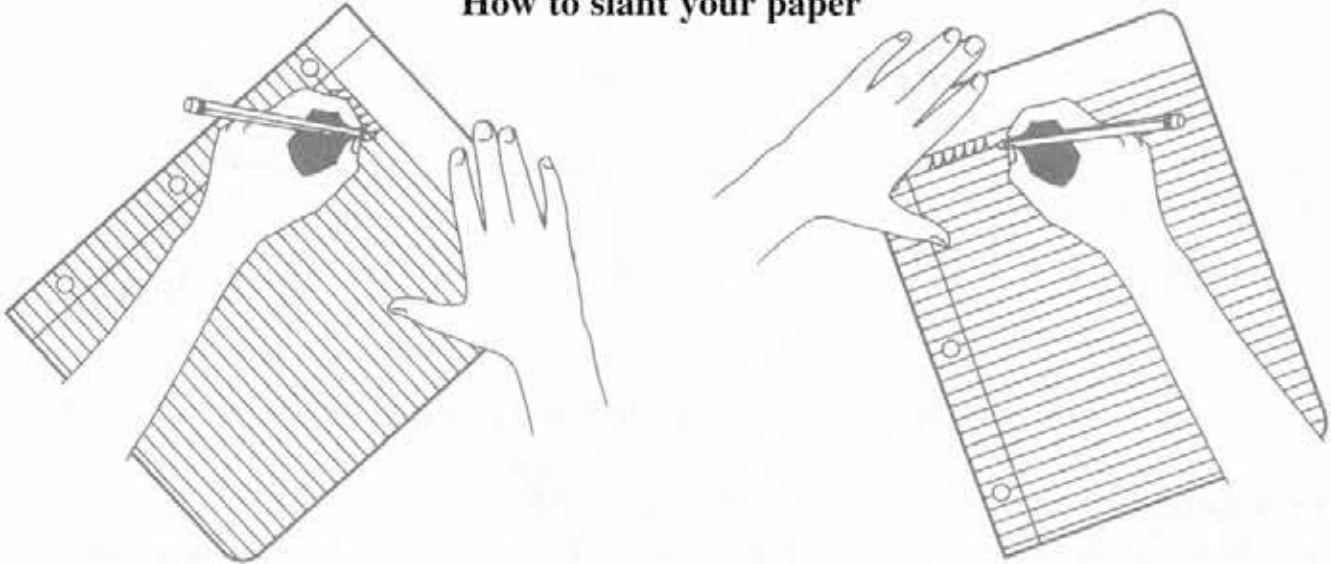
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Revised 2001. Reprinted: 2019.

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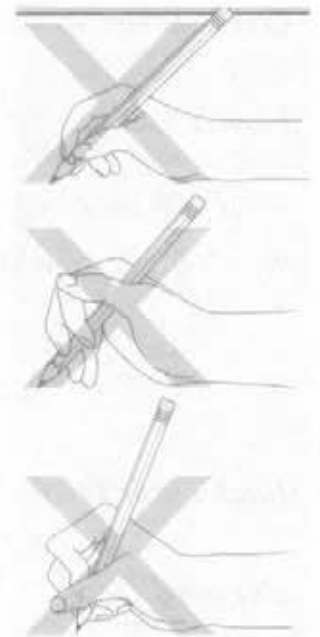
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## How to slant your paper



- Place your paper at the same angle as the arm that you use for writing. (see illustrations). Move the page up as the writing nears the bottom of the page.
- If you are left-handed, hold your pencil at least half an inch above the sharpened point. This combined with the correct paper slant will enable you to better see what you are writing.



### Pencil Position

- Hold your pencil loosely between your thumb and index finger, letting it rest on your middle finger.
- Do not let your fingers slip down to the sharpened part of the pencil.
- Gripping your pencil too tightly keeps your writing from flowing smoothly.

### Body Position

- Sit comfortably back in your seat with both feet flat on the floor and face straight ahead.
- Rest both arms on your desk. Hold your paper with the free hand.
- Your eyes should not be too close to your paper. (10-15 inches from your paper is ideal.)

# Letter Group Charts

Cursive writing has three basic strokes - the undercurve, the overcurve and the downcurve, as demonstrated by this form:

*u* - undercurve

*n* - overcurve

*a* - downcurve

**Lower case letters are divided into five categories:**

**Upper Loop Letters:** *e l b h k f*

These all start on the baseline with an undercurve line making a loop like a lasso and returning to baseline.

**Downcurve Oval Letters:** *a d g q o c*

**Undercurve:** *i u j s r w f t*

These all start on the baseline and curve upward. On some of them you need to retrace.

**Overcurve:** *m n v y x z*

**Lower Loop:** *p q j y z g f*

These with the exception of *p* are all found in other groups. They are all in this group because of the lower loop which drops down below the baseline.

**The capital cursive letters are divided into five groups:**

**Backwards Oval:** *O C E A D*

**Forward Oval:** *P B R*

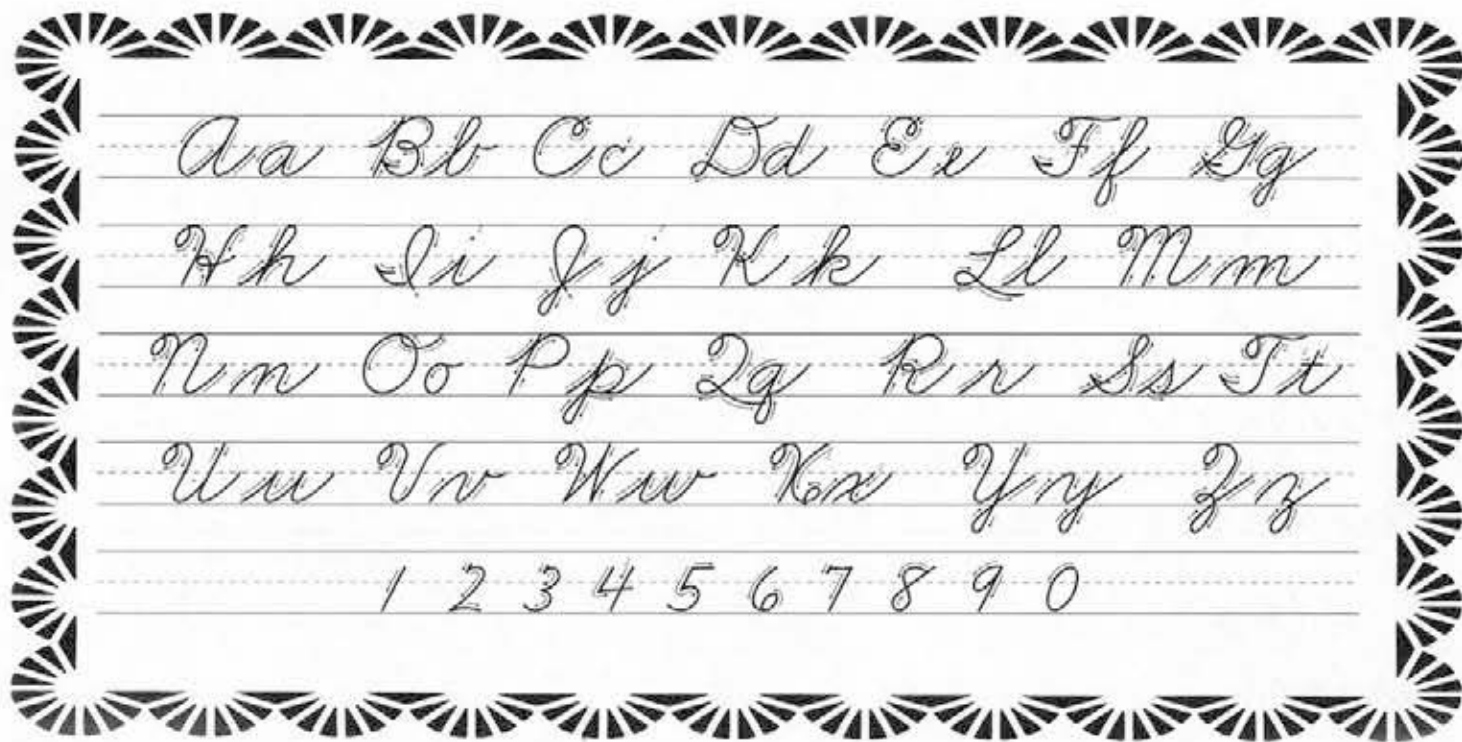
**Upper Loop Letters:** *J L I*

**Boat Endings:** *B I G S T F*

**Cane Stem:** *H K M N W X U V Y Z*

The "Cane-stem" is the small loop near the top line that begins the capital letter. The stroke resembles a walking cane.

# Pentime Cursive



# Pentime Manuscript



Name: \_\_\_\_\_



Since you should know by now how all the cursive letters are formed we will concentrate on the five basic key areas you need to practice for quality writing in this book. If you do not remember how to make a letter you may look at the chart in the front of the book. On this first lesson we will practice 1. Proper alignment: Each letter should sit on the line not above or below it.

skillful

rabbit

member

muzzle

hunter

easily

erect

dodging

catch

grow

birds

insects

bushy

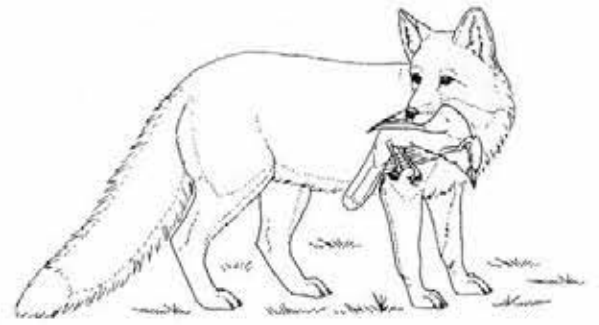
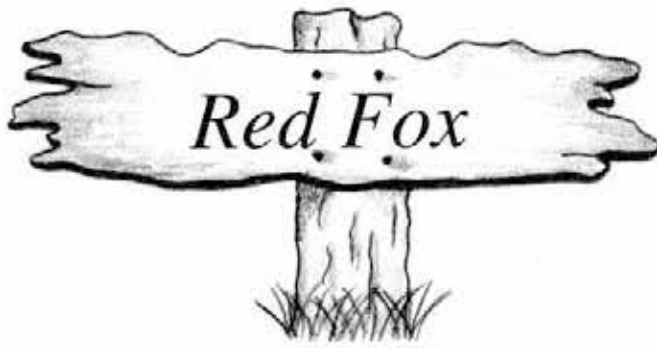
pointed

E

F

Using your best manuscript writing, print this saying on the lines below.

A pulling horse cannot kick.



The Red Fox is a member of the dog family, but has a bushy tail, large erect ears, and a more pointed muzzle. It is a skillful hunter that can easily catch a dodging rabbit. Foxes grow from 23 to 27 inches long. They prey mainly on birds and small mammals, but also eat insects.

#### RED FOX

The classic quarry of the fox hunter on horseback, and a pack of yelping hounds. This fox is typically reddish yellow with black legs and a white tail tip. A black phase occurs as well as a cross phase that has gray fur and a blackish back. This fox is chiefly active at night, searching for rodents, insects, birds, and berries. The Red Fox occurs widely in northern and eastern states and provinces. It weighs up to 15 pounds.

Copy the above paragraph onto the lines below.



Handwriting practice lines consisting of multiple sets of solid top and bottom lines with a dashed midline.



Name: \_\_\_\_\_



Basic Key 2 - Slant: On this lesson try to be consistent with your slant - basically all letters slanted the same. Use the slant line sheet in the back of the book to help you on page 5.

Loveliest

fowl

Wood

Duck

creamy

young

remain

two

their

hooked

claws

nails

climb

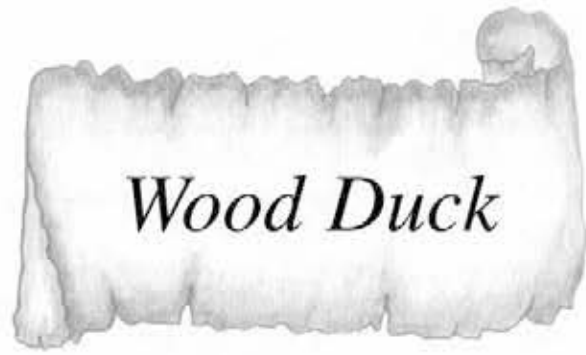
able

K

N

Using your best manuscript writing, print this saying on the lines below.

The easiest thing to find is fault and the hardest, to keep it still.



Loveliest of all water-fowl, Wood Ducks stand supreme. They lay up to fifteen creamy white eggs. After hatching, the young remain in the nest for a day or two. With their sharp, hooked claws and hooked nails at the end of their bills, they are able to climb trees.

#### WOOD DUCK

One of the most beautiful ducks in the world - a virtual rainbow on wings. This duck lives in wooded swamps and nests in tree hollows or in nesting boxes set out in marshes specifically for Wood Ducks. They eat acorns and small insects. They have been known to nest on the haymow of an old barn if hollow trees are not available. They are a migratory bird, travelling from New Brunswick and Nova Scotia to California.

Copy the above paragraph onto the lines below.



Handwriting practice lines consisting of multiple sets of three horizontal lines (top, middle, bottom) with a dashed midline.



| Progress Report | Good | Fair | Poor |
|-----------------|------|------|------|
| Slant           |      |      |      |
| Spacing         |      |      |      |
| Neatness        |      |      |      |
| Work on:        |      |      |      |

Basic Key 3 - Size: Capital letters are all one full space tall. Lowercase b, h, k, and l are one space tall also. Lowercase t and d are about 3/4 space tall. Any letter that hangs below the line such as g and y should extend down 1/2 space.

years

length

resembling

large

reach

become

full

reptiles

they'll

hundred

prey

birds

small

a

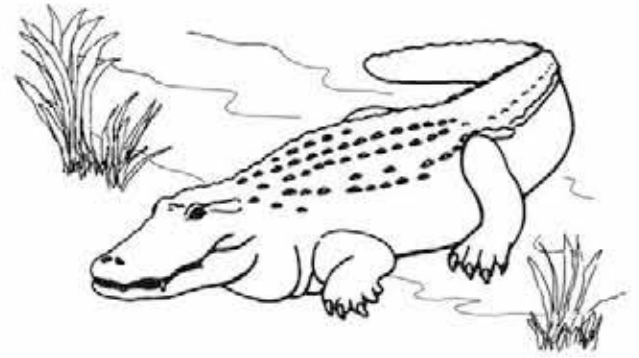
c

e

u

Using your best manuscript writing, print this saying on the lines below.

Observe keenly, think constantly, talk less, and say more.



Alligators, found in the southeastern United States, are large reptiles resembling crocodiles. At the age of 15 years, they are about 2 feet long. When they become 100 years old, they'll have reached their full length of 16 feet. Adults prey on fish, turtles, birds, and small mammals.

#### AMERICAN ALLIGATOR

Generally black. The yellow crossbands of young individuals may be vaguely visible in older alligators. This species frequents river swamps, lakes, and marshes in the southeastern United States. They often bask below the surface with only their eyes and snout above water. Females guard their nests until the eggs hatch.

Copy the above paragraph onto the lines below.



Handwriting practice lines consisting of multiple sets of three horizontal lines (top, middle, bottom) with a dashed midline.