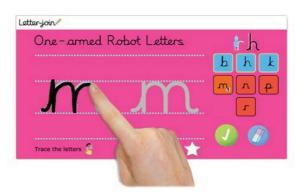


Letter-join ∕

Handwriting MANUAL

Everything you need to teach handwriting at primary level using Letter-join.



Try the new Letter Families activity. Choose from Letter-join cursive or printed fonts to play and practise.

CLASSROOM SET-UP FOR TEACHERS

- 4 Classroom set-up
- 5 The Letter-join menu
- 6 The seven Letter-join fonts
- 7 Set up fonts for MS Word



LESSON PLANNERS

8 Designed for schools wishing to follow a whole school approach to handwriting



EYFS

10 Ideas and resources to introduce handwriting to Early Years pupils Lesson Planner
MODULE 1 AND
PRINTED LETTERS
SUPPLEMENT



KEY STAGE

14 Material to teach other character sets and to reinforce and practise handwriting Lesson Planner
MODULES 2 & 3



KEY STAGE 2

20 Exercises and practical methods to help reach National Curriculum expectations

Lesson Planner
MODULES 4 to 7

RFSOURCES

- 24 Introduction
- 26 Printout sheets
- 29 Worksheet Generator
- 30 Dictation Exercises
- 32 On-line Word Processor
- 34 Word Animator and Word Banks

FUN ACTIVITIES

- 36 Summary of Fun Activities
- 37 Write it Right!

- 38 Word Searches
- 39 Phonics

ADMIN & TECH

- 38 School Administrator page How to personalise Letter-join for your school.
- **42** Letter-join for pupils at home Access Letter-join at home.

43 Installing fonts

Downloading and installing Letter-join fonts on PCs and across networks.

43 LearnPad installation

Access Letter-join on an LearnPad.

RECOMMENDED BROWSERS





Letter-join Handwriting Manual

Letter-join now includes activities and resources using our new font, Letter-join Print Plus which aligns with DfE Phonics Guidance 1 April 2021.

Letter-join Print Plus font has simple exit strokes for letters that 'end on the line'. The example (right) shows the new font in Letter-join Phonics.





Resources using the new Print Plus font include:

- a new supporting supplementary Lesson Planner for Early Years.
- all lower case letters and words
- all of the Phonics activities
- all games and activities
- all EYFS and KS1 worksheets





Easily share a Letter-join activity with pupils at home

Create handwriting learning tasks for pupils to use at home. See page 42.

NEW! Letter Families activity



Suitable for EYFS and KS1, the Letter Families activity reinforces the different letter shapes and shows children the correct way to write the letters.

Find under the 'Fun' tab.

This is Letter-join!

Letter-join in the classroom

Letter-join is an online handwriting resource for teaching printed and cursive handwriting on classroom interactive whiteboards. It includes animations, touch-screen activities, cursive and printed fonts, lesson planners and access to hundreds of practice worksheets.

Letter-join fonts for MS Word

School staff can create homework sheets, newsletters, posters and labels using Letter-join fonts in MS Word. See pages 6 and 7.

Alternative letterforms

The Letter-join cursive font includes alternative letterforms for f, k, w, x and z that are used on all resources. The printed font has alternative letterforms for f and k.

Letter-join practice worksheets

Letter-join contains worksheets and printouts in PDF format. These will use your school's preferred letterforms.

Letter-join on iPads and tablets

Letter-join access on iPads and tablets is included with school subscriptions. Letter-join's fun, touch-screen activities are compatible with most Apple, Android and Windows tablets.

Free home access for your children

Letter-join includes free access for pupils to log in to Letter-join at home on their PCs and tablets. Log-in details are sent by e-mail to schools at time of purchase.

Handwriting Lesson Planners

Lesson Planners, from Early Years through to Year 6, for teachers wishing to follow a structured handwriting teaching plan. See page 8 for details.

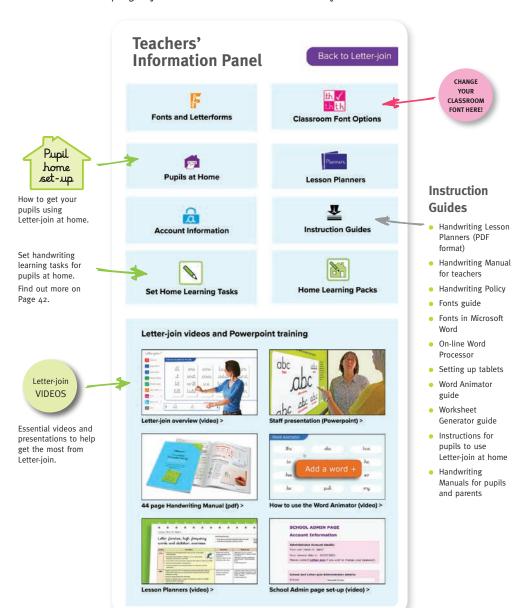
Handwriting Policy Document

Letter-join includes a curriculum-based Handwriting Policy that can be personalised by schools.

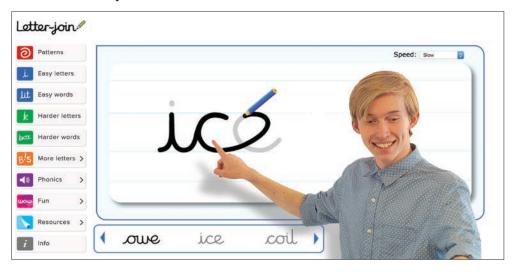
Classroom Set-up



Click on the Info button on any Letter-join web page for essential classrrom information.



The Letter-join menu





Letter-join workflow: animation to worksheet



Letter-join cursive and printed fonts

USING IN MS WORD

The Letter-join fonts included in school subscriptions can be downloaded from a school's Letter-join Admin page to use in MS Word.
See 'Installing fonts' page 43.

CLASSROOM ONLINE ACTIVITIES

Class teachers can choose Letter-join fonts via 'Classroom Font Options'.

To do this click the 'Info' button on any Letter-join page. Font choice is

page. Font choice is available on the following Letter-join activities: Magic Words, Worksheet Generator, Phonics, Word Animator, Word Bank and Write it Right!

Classroom Font

Use the Letter-join Word Processor to produce documents with Letter-join

fonts, without having to download to a computer.

ALTERNATIVE LETTERFORMS

Cursive fonts will use the alternative letterforms that have been chosen by a school for the letters f, k, w, x and z. Printed fonts will use the alternative letterforms that have been chosen by a school for the letters f and k.

Letter-join Plus

Letter-join Plus is the font most widely used by Letter-join school subscribers. It is a continuous cursive font with lead-in and lead-out lines. the dog ran

Letter-join Air Plus

Letter-join Air Plus is used when wanting to teach continuous cursive letters that are not joined.

the dog ran

Letter-join No-lead

Letter-join No-lead does not include the lead-in line at the start of each letter but has a lead-out line that joins to the following letter.

the dog ran

Letter-join Air No-lead

Letter-join Air No-lead does not include a lead-in line and the letters are not joined.

the dog ran

Letter-join Print Plus

Letter-join Print Plus has simple exit strokes for letters that end 'on the line'.

the dog ran

Letter-join Print

Letter-join Print matches the letter style used in Letter-join to teach printed letters.

the dog ran

Letter-join Basic

Letter-join Basic is designed for use with PowerPoint and Smart Notebook. It is based on Letter-join Plus. the dog ran

Display cursive fonts correctly in MS Word

When using any of the Letter-join cursive fonts in Microsoft Word it is important to switch on the Contextual Alternates option to correctly reproduce the cursive letterforms and use the correct joining strokes between letters. Please set-up as shown below.

About Contextual Alternates

Contextual Alternatives is a typographical term for correctly joining cursive letters together.

Letter-join font software compatibility

As well as MS Word, Contextual Alternates is auto-selected by Apple Pages. For programmes that do not have Contextual Alternates, please use the Letter-join Basic font.





CONTEXTUAL ALTERNATES SWITCHED ON



CONTEXTUAL ALTERNATES SWITCHED OFF

Switching on Contextual Alternates in Microsoft Word

Please make sure that the Letter-join fonts are installed - see page 43.

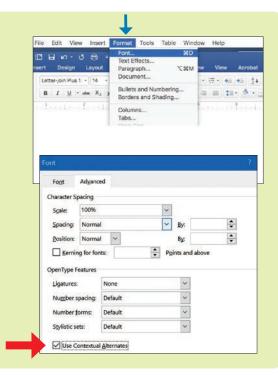
With the Letter-join fonts installed on your computer open MS Word and check that the fonts are displayed in the font list.

If the Letter-join fonts are not listed, re-start MS Word.

How to switch on Contextual Alternates:

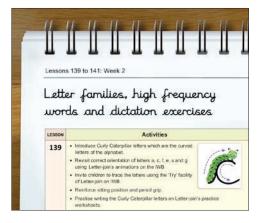
- Select text.
- Select Format > Font (or Ctrl D).
- Select the 'Advanced' tab.
- Tick the 'Use Contextual Alternates' button.

This option has to be selected every time MS Word is re-opened or alternatively a Word template can be created with Contextual Alternates already enabled.



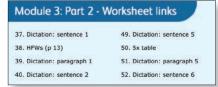
Handwriting Lesson Planners

Letter-join Handwriting Lesson Planners can be used to teach handwriting by starting with printed or cursive letters (with or without a lead-in line) using a whole school approach.



Letter-join Handwriting Lesson Planners cover each of the key stage requirements and are written by teachers and editors with expertise in EYFS, KS1 and KS2.

They are developed in keeping with the National Curriculum and use Letter-join's resources to provide a thorough and interesting way to teach handwriting.

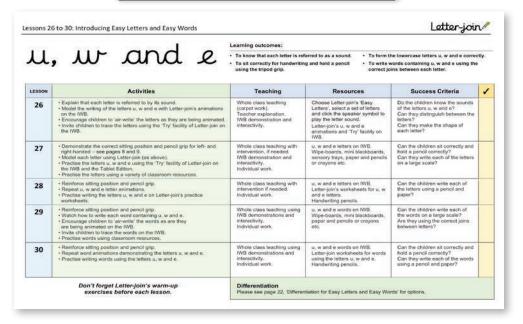


Letter-join Lesson Planners and their corresponding worksheets links can be accessed from the 'Lesson Planners' option on the Teachers Info page.

HOW TO DOWNLOAD LESSON PLANNERS

Click the 'Info' button on any Letter-join page and choose 'Lesson Planners'.





Lesson Planner module progression

EARLY YEARS EARLY YEARS MODULE 1 PRINTED LETTERS 70 lessons SUPPLEMENT 50 lessons and continuous Start teaching handwriting using

Pre-cursive patterns cursive, lower-case letters.

YEAR 1 MODULE 2 8n lessons Capital letters, Printed letters. **Numbers, Punctuation**

and Other Symbols.

YEAR 2 MODULE 3 90 lessons

Increase fluency and speed of children's handwriting through regular practice.

YEAR 3 **MODULE 4** 60 lessons

printed letters.

Improve legibility, consistency and quality of handwriting.

YEAR 4 MODULE 5 60 lessons

Apply size-appropriate handwriting to all areas of the curriculum.

YFAR 5

MODULE 6 Combine fluent handwriting with other subjects across the

curriculum.

MODULE 7 60 lessons Develop more of a personal handwriting style and write with automaticity.

YEAR 6

Letter-ioin Lesson Planners include many activities and specific worksheets and are an ideal way to work through resources.

The new 'Printed Letters supplement' can be used by schools that wish to begin teaching handwriting using printed letters.

Lesson plans progress through a series of worksheets combining handwriting practice with SATs revision topics for KS1 and KS2.

They continue through to exercises that increase speed and stamina in handwriting as well as fun items that explore handwriting creatively.



Early Years lessons cover all the lowercase letters: either cursive or printed.



Handwriting practice is combined with SPaG topics for SATs revision.



Longer passages of text and dictation exercises increase speed and stamina of handwriting.

Lesson Planner
MODULE 1 & PRINTED LETTERS
SUPPLEMENT

Early Years. Foundation Stage

Letter-join offers the option to start teaching handwriting using printed letters, for all resources and worksheets, before moving on to cursive handwriting.

Patterns and pre-cursive shapes can be challenging for young pupils, but Letter-join has all the resources needed to introduce joined-up handwriting strokes.

Letter-join's animations present pre-cursive patterns with fun sounds that can be copied by air-writing or by tracing on IWBs, tablets and, most importantly, by practising with a pencil on printed worksheets.

This naturally leads on to the introduction of real letters. Watching and copying the shapes of letters and the various joining techniques will enable pupils to learn to write simple words in a cursive style at this early stage.



EYFS touch-screen activities

To complement Letter-join worksheets for patterns, letters and words, children can choose Letter-join's touch-screen activities to enhance writing skills.



Magic Patterns

Printed &

cursive fonts

Choose the font that's

Use any Letter-join printed or cursive fonts

A selection of patterns and cursive shapes for tracing.



Magic Words

Enter any word to trace on a variety of colourful backgrounds.



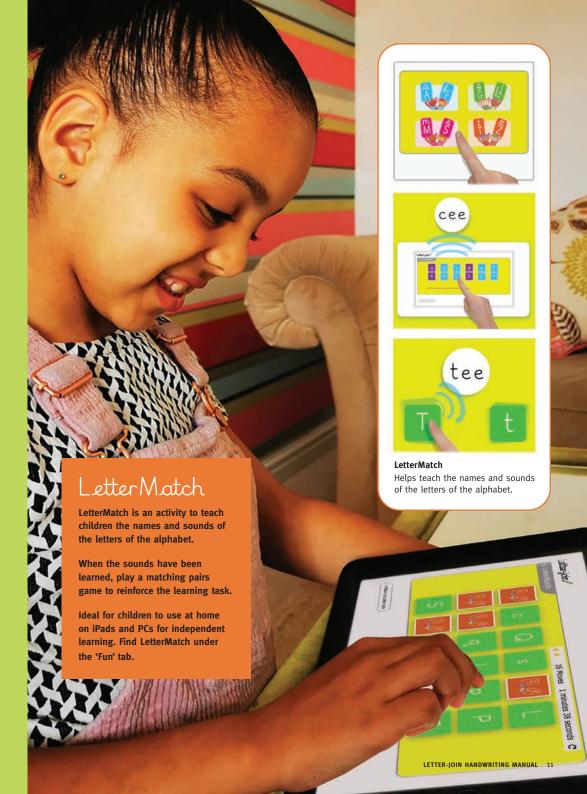
Letter Families

Reinforces the different letter shapes and shows children the correct way to write the letters.



PhonicsMatch

Combine handwriting and phonics with Letter-join's fun, interactive phonics resources.



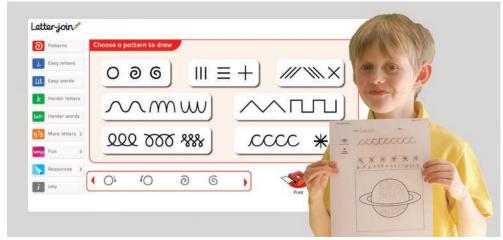
Start handwriting using printed letters

The new Letter-join Print Plus font and Early Years Printed Letters Lesson Planner, allows teachers to choose to start teaching handwriting using a printed style first.



Develop writing skills with pre-cursive patterns

Choose interactive activities and worksheets as a foundation to handwriting.



Interactive whiteboard display allows for whole class involvement.

Letter-join provides a selection of fun pre-cursive patterns for EYFS pupils that cover all handwriting movements. These encourage fine and gross motor skills as a foundation to cursive handwriting.

Letter-join's pre-cursive patterns are grouped into logical sets of similar shapes, and each pattern is animated, accompanied by exciting sounds. The patterns can be traced over on IWBs or tablets.

Presented large on the IWB, Letter-join is perfect for practising



Pre-cursive patterns cover all writing shapes.



Watch patterns, such as jellies, with fun sounds.



Fun worksheets are available as PDFs for all the pattern sets for handwriting practice using pencils and crayons.

Letters and words made simple

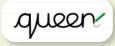
Watch, practise, trace and copy - the easy way to learn cursive handwriting.

Letter-join introduces animations of the letters of the alphabet in a progressive manner starting with 'long ladder letters' and building up to the more complex letter shapes.



Each letter is presented as an animation with a spoken description.

There are also opportunities to 'try' letters and words on IWBs and tablets.



Each set of letters is followed by accompanying words illustrating the joining methods of the letters just practised.

The letter and word sets can be printed in three different sizes for real handwriting practice.



Each set of words also includes a worksheet which uses each of the words in a sentence helping children to understand the word in context.



WORD ANIMATOR

Create animations for any word



Use Letter-join's Word Animator to create an animation of any word.

These can be saved into Word Banks for your children to use at home.

WORD BANKS

Make class word banks



Word banks can be easily made into spelling lists and word searches and can be accessed by children at home.

CLASSROOM FONT OPTIONS



Change a Letter-join font, click the 'Info' button on any Letter-join page and choose 'Classroom Font Options'.

WITHOUT LEAD-IN LINE OPTION



Animations of letters and words and associated worksheets are available without lead-in lines.





Key Stage 1

Handwriting can be fun and Letter-join will help reinforce handwriting throughout KSI with a mix of touch-screen and traditional activities.

KSI is the time to introduce new letterforms including capital letters, numbers and punctuation. To show the correct letter construction, Letter-join includes animations for all of these, and provides ready-made worksheets for labelling and form-filling using capital and printed letters.

Key Stage I children should be working to produce neater handwriting with consistent spacing. Handwriting speed can be practised and developed using Letter-join's dictation exercises.

Teachers can set home learning tasks for their class, and pupils can log into Letter-join at home, on iPads and tablets, to access the tasks and use Letter-join's other fun activities.

See page 42 for details.

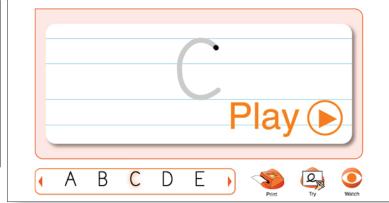


KFY STAGE I KFY STAGE I

Developing pupils' handwriting skills

Try 'More Letters' for touch-screen activities and printouts for capitals, numbers and printed letters.





Capital letters

Letter-join's animations teach how to form capital letters correctly. To accompany teaching, there are Letter-join worksheets specifically for practising capital letters e.g. writing names, form-filling, crosswords and word searches.



Touch-screen activities can be used for immediate practice of numbers and symbols. For real handwriting practice there is varied and interesting selection of worksheets.



Printed letters

KS1 activities for practising printed letters include labelling diagrams, writing email addresses and worksheets that include a mixture of printed and capital letters, for instance when addressing an envelope.

Address Labels

Copy the address labels: The Prime Minister's Office.

10, Downing Street,

London.

SWIA 2AA

Mr. H. Potter.



The Prime Ministers Office 10 Downing Street

London SWIA 2 AA



Practise number writing

Letter-join includes a full set of times tables worksheets from 2 through to 12 times tables which are great for practising number writing. They are provided in look, trace and copy format which are great for homework sheets or five-minute fillers.

Introduce form-filling

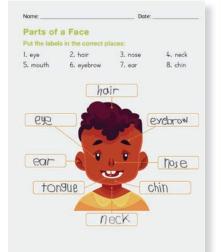
Pupils can learn how to write within the constraints of a form using printed and capital letters. Letter-join includes a selection of forms for Key Stages 1 and 2.



Letter-join worksheets in 'Resources'

Capital letters, printed letters, numbers and symbols can be practised using real handwriting on the many worksheets provided in 'Resources'.

For the complete listing of printout sheets, Letter-join users can visit Resources > Printouts. See page 24.



Reach KS1 handwriting standards

· Demonstrate the correct methods for writing upper and lower case letters with the correct joins.



- · Show how to form numerals of the same size that sit on the
- · Teach how to write printed letters and use Letter-ioin's animations and worksheets to practise how they are used.



- · Ensure that pupils know how much space to leave between words.
- · Encourage pupils to write longer passages of text to build up endurance using the Dictation Exercises.
- · Use Letter-join's worksheets to ensure that letters sit on the base line and are consistent in size with correctly formed ascenders and descenders.



KEY STAGE I KEY STAGE I

Letter-join's Magic Words – touch-screen activities

Magic Words is a great way for KS1 pupils to type in their own words and practise their handwriting using the touch-screen capabilities of iPads and

tablets. Class teachers are able to select the Letter-join font they wish their pupils to practice with. There are five exciting, colourful backgrounds and a simple star reward function, which pupils will enjoy using on their tablets at school and at home.

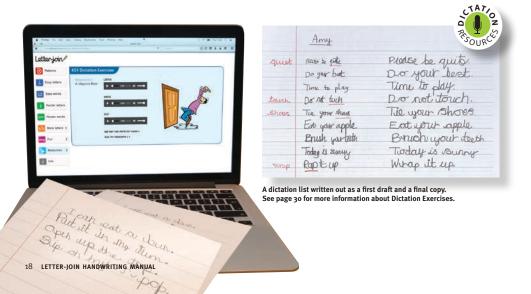


Practise speedy writing with Dictation Exercises

Letter-join's Dictation Exercises are a great way to introduce to speedy writing and help build up stamina.

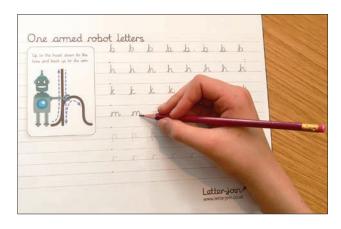
Dictation Exercises help with children's listening skills and in learning how to check and edit their writing.

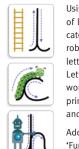
The dictation exercises for KS1 start with a simple spelling list, a list of 2 digit numbers and an easy poem.



Try Letter Families worksheets and touch-screen activity

Help pupils become familiar with similar letter shapes and become confident at writing differently formed characters.





Using the familiar format of long ladders, curly caterpillars, one-armed robots and zig-zag letters, Letter-join's Letter families worksheets can be printed out for tracing and copying.

Additionally, under the 'Fun' tab, a Letter Family touch-screen activity has been added to help reinforce the different letter families.

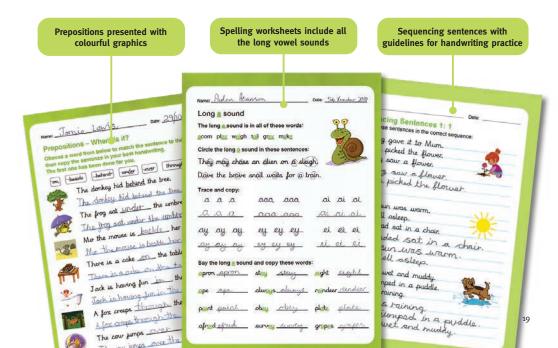
Handwriting worksheets

Handwriting and spelling go together and Letter-join provides many spelling worksheets for practising cursive handwriting.

These include: pangrams, high frequency words, cloze sentences, word spacing and joining techniques. See pages 26 to 28 for more worksheet examples.

SPaG practice worksheets

There is also series of worksheets which specifically cover spelling, punctuation and grammar practice. As well as providing excellent revision and homework sheets, the printouts also enhance pupils' cursive handwriting.



Lesson Planner MODULES 4 to 7

Key Stage 2

Ready for the final round of handwriting challenges? When pupils master these they'll be true handwriting champions!

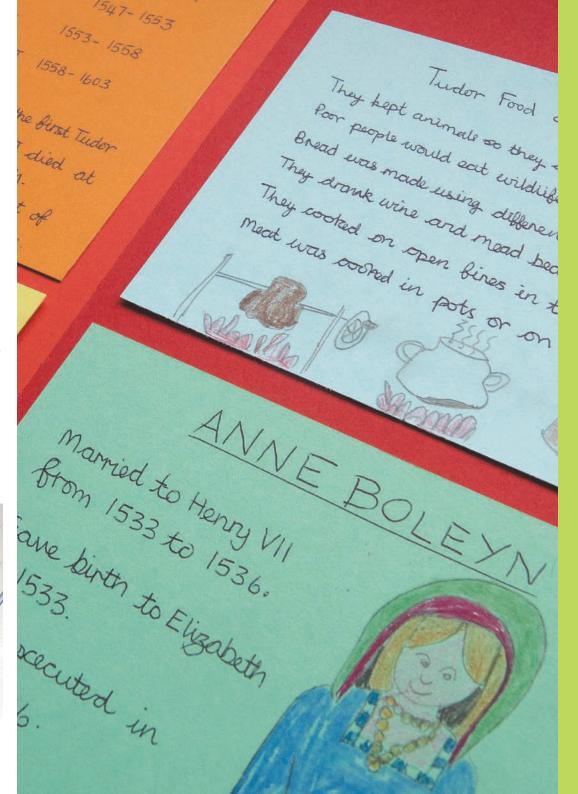
Building on KSI skills, pupils will be writing passages of text neatly and speedily, labelling diagrams using printed letters appropriately and filling in forms using legible writing.

Letter-join's resources will help pupils acquire a feel for neatness and quality in their final handwritten work. The dictation resources will help to develop handwriting stamina when writing.

With the support of Letter-join, pupils will have covered all the criteria necessary by the end of Year 6 to reach the standards set out in the National Curriculum for handwriting.



Example of tracing topic words on a tablet using a classroom Word Bank



Let's try...

Practise topic spellings using the Word Animator and the On-line Word Processor

Build animations of words for whiteboard and tablet practice and send to the Letter-join Word Processor to create 'look, trace and copy' spelling lists.







Our Tudor history



Choose to make a spelling list or word search to extend Word Bank activities.

LOUIS	stoca.	
school		
guillotine		
king		
queen		
abdication		See page 32 for details
government		of the On-line Word
wayage		Processor and page 34
Elizabeth		for details of the Word
Rose		Animator.
1485		
village		

Accomplishing neat handwriting

Introducing Letter-join's advanced handwriting exercises to reach KS2 National Curriculum standards.

Curriculum topics

Letter-join provides opportunities to link handwriting practice to other areas of the curriculum and combines handwriting practice with other KS2 tasks such as statutory word lists.





Advanced form-filling

Promote accuracy and neatness of printed and capital letters with advanced form-filling worksheets.



Challenging dictation exercises for KS₂

These exercises will help with stamina. speedy note-taking and encourage proof-checking and editing.

Extract from Hansel and Gretel

...it was built of bread and covered with cakes...



The National Curriculum criteria for KS2 handwriting includes:

improve handwriting.

and stamina.

Quality:

Ensure that letters are of consistent size with equal word spacing and that ascenders and descenders are parallel and do not interfere with the writing on the above or below lines.

The National Curriculum

tasks Key Stage 2 pupils

to aim for quality, speed

Letter-join's resources will help to

attain these aims and provides worksheets and exercises to help

Speed:

Improve speed of handwriting to allow creative writing to take precedence over the task of handwriting and be able to take 'quick notes' at a faster pace.

Stamina:

Have the strength and mobility to be able to write for longer periods of time without fatigue.

Pupils are expected to have full knowledge of different kinds of handwriting for different purposes

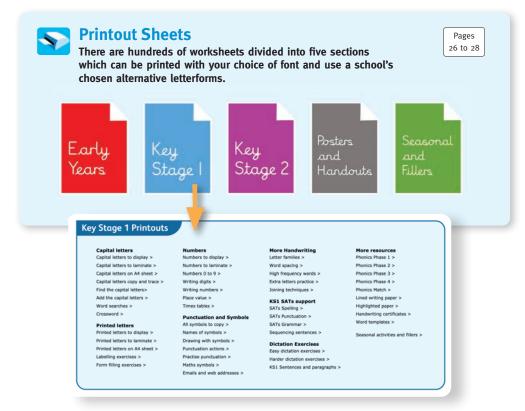
- Neat, joined, cursive letters for writing passages, large amounts of text, lists and letters.
- Printed or capital letters for posters, presentations, headings, labelling and form filling.
- Speedy handwriting for note-taking and dictation where neatness is not as important and shortcuts can be used, such as '+' instead of 'and'.



Worksheets can be found in the 'Resources' section of Letter-join.

Resources

- Printout sheets
- Word Animator
- On-line Word Processor
- Dictation Exercises
 - Worksheet Generator
 - Warm-up Exercises







Page 32

On-line Word Processor

Create and save documents using any of the Letter-join fonts.

An on-line alternative to MS Word for creating spelling lists, classroom presentations and much, much more! The on-line Word Processor does not require Letter-join fonts to be downloaded onto computers.





Find on-line in Resources

Warm-up Exercises

Develop gross and fine motor skills.

Pupils will enjoy Letter-join's fun warm-up exercises for gross and fine motor skills.

They can be found in the Letter-join Lesson Planners and on-line under Resources.





Page 30

Dictation Exercises

Improve listening skills as well as handwriting speed, accuracy, note-taking and editing.

Key Stage 1

- A selection of CVC words, a list of numbers and an easy poem.
- Harder dictation exercises: a list of phrases, easy additions and a three-verse poem.
- Sentences and paragraphs using years 1 and 2 common exception and high frequency words.

Key Stage 2

- More challenging exercises: a shopping list, complex numbers and a longer written passage.
- Dictation exercises using extracts from traditional stories and poems.



Page 29

Worksheet Generator

Create handwriting worksheets for spelling lists, sentence sheets and posters.

Choose any of the seven Letter-join fonts to produce worksheets. Worksheets are created within internet browsers and your school's choices of preferred letterforms will be used. They can be saved as PDFs.



Printouts

Letter-join includes hundreds of printouts using your alternative letterforms

Cursive worksheet examples

High frequency words

100 high frequency words to trace and copy for EYFS and KS1 in large, medium and small sizes.



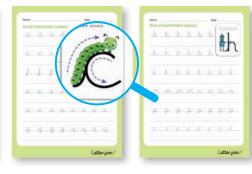
Font style All printouts are available in two font styles: WITH lead-in lines WITHOUT lead-in lines KS1 printouts are all available in printed fonts.



Letter families

Colourful worksheets to help with the different families of letter shapes.







Sequencing sentences

Write sentences in order to form short narratives. Two different levels for years 1-2 and years 2-3.





Cursive worksheet examples continued

SPaG worksheets

A growing series of worksheets combining handwriting practice with KS1 and KS2 SATs revision.

Spelling lists and sentences



Practise spelling rules and patterns

with trace and copy word lists then

reinforce with complementary

'missing words' worksheets.



Letter-join A series of exercises covering the grammar topics required for KS1

breathing fire, _

Doreen was a dragon.

made fun of Doreen and

(Doreen) was small and

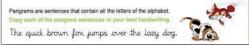
Punctuation



Punctuation practice in the context of meaningful sentences. Worksheets cover all the punctuation requirements.

and KS2 SATs such as adjectives and prepositions.

Worksheets to consolidate correct letter formation using sentences that contain all the letters of the alphabet.



Grammar

Jun Say he Start she har Start

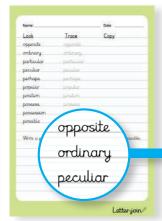
____ clumps have child appears for breakfost.

MFL worksheets



Worksheets combining handwriting practice and French/Spanish vocabulary.

Word lists



Spelling words, as listed in the DfE's English Programmes of Study, in look, trace and copy format.

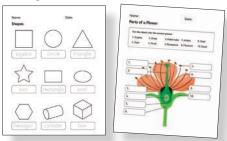
Cloze exercises



Missing words sentences using words from the word lists for Years 3-4 and Years 5-6.

Numbers, Capitals and Printed Letters Worksheets

Labelling exercises



A selection of worksheets for practising printed letters, covering curriculum-based topics for all key stages.

Times tables worksheets

o tubico monto.		5 times table
		Look
5 times table	$0 \times 5 = 0$	
Look	Trace	1x5=5
$0 \times 5 = 0$	$0 \times 5 = 0$	2 x 5 = 10
1 x 5 = 5	x 5 = 5	2 5 - 15

Trace and copy worksheets for tables facts to 12 x 12.

Posters and Handouts

Alphabet banners



All the letters of the alphabet, each on an A4 sheet, to print out for displaying in the classroom or for pupils to colour in. Available as cursive, capital and printed letters.



Happy days are here again, Word templates. The skies above are clear again. So let's sing a song of cheer again, Happy days are here again.

Form-filling exercises





A simple form for early years.

A more advanced form for KS 1.

A series of form-filling exercises for all key stages to help teach the formation of printed and capital letters.



Alphabet printouts

A4 printouts for cursive, printed and capital letters which will print using your school preferred letterforms for f, k, w, x and z. These are useful for sending home so that parents know which letterforms are used at school.

Microsoft Word templates

Designed to match a standard handwriting book style. Choose from 4 sizes.

Lined writing paper

Choose traditional ruled paper or highlighted, vellow rules from the MS Lined Writing Paper Please select all the text. then choose the Letter-join font you wish to use. Ruled feint with guidelines

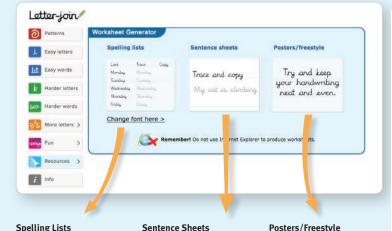


Worksheet Generator

Create your own handwriting worksheets for spelling lists, sentence sheets and posters.

Each classroom account can choose any of the five Letter-join fonts to produce printouts using the Worksheet Generator.

Worksheets are created within internet browsers and your school's choices of preferred letterforms for f, k, w, x and z will be used.



Spelling Lists



In three sizes with options to show all the guidelines or the baseline only.

Trace and Copy

Sentence Sheets



In three sizes with options to hide or show guidelines and with trace or trace and copy options

My ginger cat is on the brick wall

My ginger cat is on the brick wall

Noisy lorries drive up the bumpy road



End every sentence with a punctuation mark.

> In three sizes with options to show guidelines, baseline only or no lines at all, and to range text left or centred.

You can quickly change the font via the 'Info' button and choose 'Classroom Font Options'.

HINTS AND TIPS

Changing the font

The font is not joining correctly on the Worksheet Generator.

Do not use Internet Explorer for Letter-join! The Worksheet Generator will produce fonts correctly if using Google Chrome, Firefox or Safari.

PRINTING WORKSHEETS

How do I save worksheets created using the Worksheet Generator?

The Google Chrome browser has a facility to save pages as PDF files. Create your worksheet as normal using Google Chrome and select Ctrl P then change 'Destination' to 'Save as PDF'.

The worksheets are printing very faint and the guidelines are not showing.

Some laser printers can struggle to print from a web page. Save the worksheet as a PDF (see above) and print from the PDF.

The tracing words are printing in black when I generate a worksheet.

If using Firefox, to print the tracing words in grey please select the 'Print Background' option from Page Setup. Firefox: File > Page Setup > tick Print Background.

The lines are over-running when I print a generated worksheet.

We recommend a maximum number of letters/words/lines for each character size on the Worksheet Generator. If exceeded text lines may overrun. Try reducing the number of words per line.

RESOURCES RESOURCES



Dictation Exercises to speed up handwriting

Increase the pace of children's note-taking



Dictation Exercises are found under the Resources tab.

Writing notes when a person is speaking can be a tricky task, but dictation is a very good exercise to build proficiency and speed in handwriting as well as supporting spelling and editing skills.

Letter-join's dictation exercises range from 'Easy' to 'Challenging' to cater for pupils in KS1 and KS2. They are simple and fun, and can be practised at school as well as at home.

'Brush your Teeth' Example



A typical Key Stage 1 Dictation Exercise using simple sentences.

Please be quiet.
Do your best.
Time to play.
Do not touch.
Tie your shoes.
Eat your apple.
Watch this space.
Brush your teeth.
Today is sunny.
Wrap it up.

Letter-join∕



How to use Letter-join Dictation Exercises



Example of Key Stage 1 'Number sentences' dictation exercise.

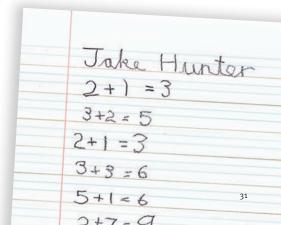
The exercises are presented as sound files which are firstly played at normal speed for pupils to become familiar with the text. The text is then played slowly for pupils to write down.

The spoken text is played back again at normal speed allowing pupils to fill in any gaps that they may have left in their written draft or to correct any errors.

The final text can then be displayed on screen or printed out so that pupils can re-write the text in their best joined-up handwriting making any corrections on the way.

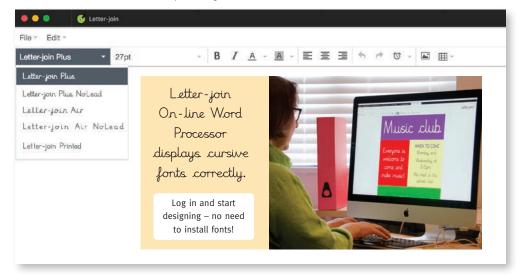
You can choose to display the dictation text with or without lead-in lines.

The National Curriculum states that by the end of Key Stage 2 pupils should have 'fluent, legible and eventually, speedy handwriting'.



Letter-join On-line Word Processor

Create instant spelling lists, and more, on-line.



The Letter-join On-line Word Processor allows you to create and save documents using any of the Letter-join fonts with a school's pre-selected letterforms.

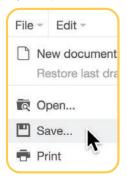
Use to create worksheets, posters and notices when using a computer that does not have the Letter-join fonts or MS Word installed.



How to use

Log in to your Letter-join classroom account, select the 'Resources' tab and choose 'W Processor'. You can either start typing to create a new document using familiar commands, or open any of the ready-to-use template files to overwrite with your own text and images.

Opening, saving and printing documents



Please use the 'File' option on the menu bar WITHIN the browser window to open, save and print documents.

Do NOT use Ctrl-S or File > Save etc. on your computer's menu bar.

As well as each classroom's saved documents, Letterjoin's templates and examples can be opened and edited.

Documents are saved for each classroom account. When printing, ensure that 'Print background images' is selected to print worksheets correctly.

Ready-to-use Letter-join templates

The Letter-join Word Processor includes a growing number of templates including lined and highlighted paper, Spelling List and Year 2 Common Exception words for classroom display. Staff can customise templates on-line by typing new words and choosing any Letter-join font.

Tudors		09th November 202	
Name:	Trace	Сору	
school	school	Сору	
guillotine	guillotine		
king	king		
queen	aueen		

'Look, trace and copy' spelling list
Instructions can be found under the Info button.

Make a spelling list with the Letter-join on-line Word Processor





Click 'File' from within the Word Processor window and select 'Open'.

Choose 'Look, trace and copy Spellings' from the 'Templates' section.

Other templates are available.





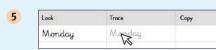
Scroll over the heading to select 'Spellings title' and overwrite the heading for your spelling list.



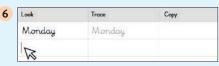
Scroll over 'Insert date' and overwrite the date or select an option from the pull-down menu.



Place your cursor in the cell underneath Look, and type your first word. The 'Look' text will be black.

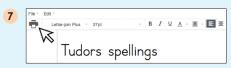


Now place your cursor in the cell underneath 'Trace', or use the Tab key, and type your first word again. The 'Trace' text will be grey.



Continue until the table is complete.

Once the list has been created, select all of the text to change it to your preferred font.



You can save your worksheet using 'Save' at the top left of the Word Processor window.

To print your spelling list use the Printer Icon at the top left of the Word Processor window.



You can print directly to your printer or you can save as a PDF by changing the destination of the printer to 'Save as PDF'.



Word Animator and Word Banks

Create animations of words for classes to save and replay.

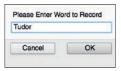


For Teachers - how to create animations to share with pupils

Create animations of words to save to class Word Banks



Select 'New Word Bank' or choose an existing Word Bank from the pull-down menu.



2 Choose 'Add a Word' and enter a word. Click 'OK'. You must write over the word to be able to save it.



Trace over the word slowly and smoothly. If necessary, you can erase and start again.



4 Press 'Save' to add the animated word to the Word Bank.

Using class Word Banks



- Create unlimited Word Banks, for example, of topic words, spelling lists or children's names.
- Ready to use Word Banks (including common exception words) are pre-installed.
- Children can access their classroom's Word Banks at school on a whiteboard, or at home on tablets
 see opposite page.

Word Bank activities



From the 'Activities' tab teachers can make spelling lists or word searches using the Word Bank words:

- Automatically produce look, trace and copy spelling lists by selecting the 'Make Spelling List' option. Change the font to the one you prefer.
- Make an online word search using the Word Bank words by selecting the Word Search option from the Activities tab. The Word Search can also be printed out.

Show Pupils how to access their classroom's Word Banks

Word animations that are produced by a class teacher can be watched and practised at school and at home on IWBs, iPads and tablets.



1 Log in to Letter-join

Use the Pupil Accounts log-in on an iPad or tablet to log in, and select the correct classroom name.





Week 2 Spelling

Long A sound

Tudor

Thomas

guillotine

gallows

Elizabeth

4 Select a word

thatch

Barley

Select a word, either on-screen or from the pull-down menu, to watch and practise.



5 'Watch'

Choose 'Watch' to see the word being written on the whiteboard or tablet.
Playback can be Freehand or Controlled.



Watch



6 'Try'

Choose 'Try' to practise writing words on a whiteboard or tablet.



Activities



Pupils can choose to make any Word Bank into a spelling list or word search.



Fun activities

Colourful, touch-screen cursive handwriting activities for IWBs and tablets.





Magic Patterns

A selection of patterns and cursive shapes for tracing on imaginative backgrounds.



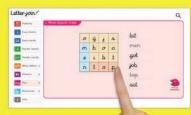
PhonicsMatch

A matching pairs game to beat the clock using cursive or printed letters.



Letter Families

Reinforces the different letter shapes and shows children the correct way to write the letters.



Word Search

Create class word banks to make word searches or spelling lists.



Magic Words

Enter any word and trace on a choice of colourful backgrounds.



Write it Right!

A fun activity that rewards neat handwriting. Change the font to suit your class.



LetterMatch

Helps teach the names and sounds of the letters of the alphabet.



LetterLotto

Practise recognition and orientation of cursive or printed letters.

Write it Right!











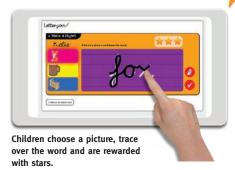
Write it Right!
A fun activity that rewards good handwriting



Write it Right! selects groups of pictures with words (easy, medium and hard) for children to trace. The activity has accompanying sounds and fun animations to encourage children to play and practice their letter shapes over again.







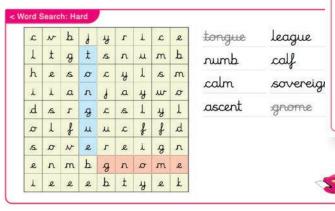
Children can print their handwriting results or return to the activity to have another go. Write it Right! includes three levels to practice.

with an audible cheer.



Word Search

Letter-join's Word Searches are designed for iPads and tablets. They are both fun and practical, reinforcing spellings and are easily printed for handwriting practice.



belts
train
born

A4 Word Search printout

using words from

Phonics Phases 2 to 5.

Carefully copy these words

Soup

soak

root

cook

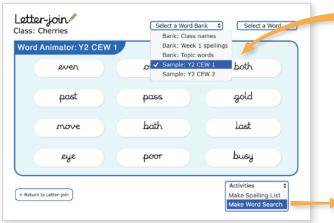
helt

train

Letter-join Word Searches include a variety of words from CVC through to some of the statutory 'tricky' spellings.

Make Word Searches from Word Banks

Word searches can be automatically made from any of Letter-join's pre-installed Word Banks or from a classroom Word Bank that has been created by a class teacher.



1. Choose a class Word Bank



2. Select 'Make Word Search' from the 'Activities' tab.

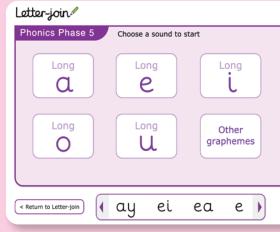
Letter-join Phonics

Combine handwriting with phonics in an easy and seamless way.

Letter-join Phonic resources encompass Phase 1 through to Phase 5. Teachers can display pictures of each phoneme or grapheme on the whiteboard and the class can hear them and watch them being written.

Children can practise tracing the phonemes and graphemes on whiteboards or tablets and then play the Phonics Match game.

Schools can choose from any of the Letter-join fonts for the words which accompany the phonemes and graphemes.



Phonics Phase 5.



The phoneme or grapheme is displayed along with a picture of the word with the phoneme highlighted.



Handwriting practice of the phoneme or grapheme can be on IWBs. iPads or tablets.



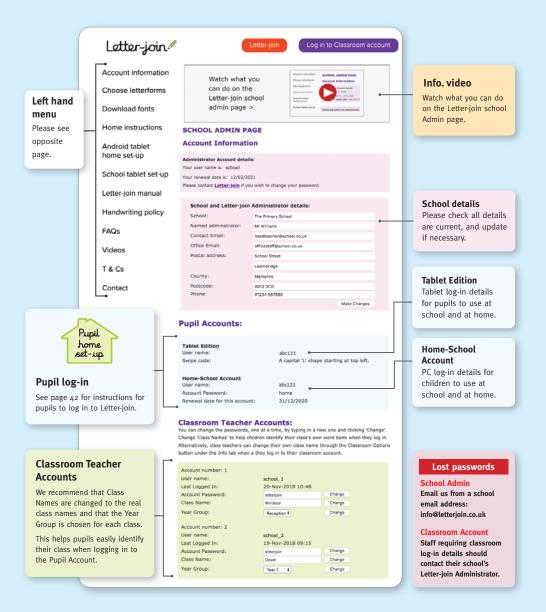


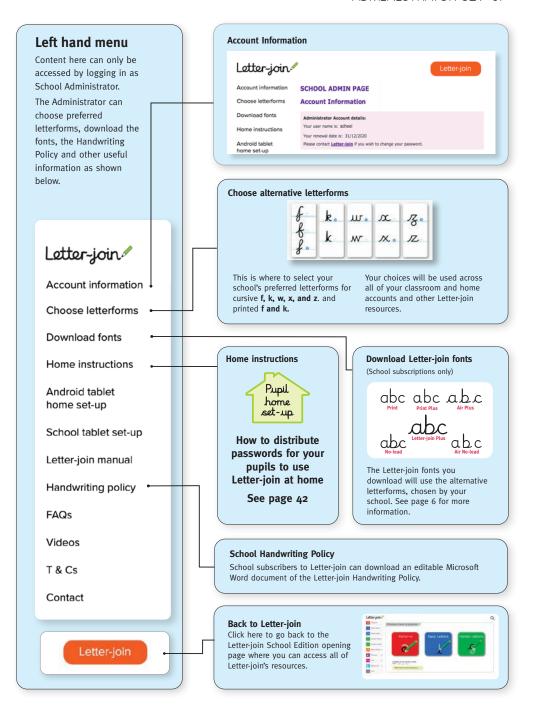
Phonics posters can be printed out for class displays using your preferred letterforms.

38 LETTER-JOIN HANDWRITING MANUAL LETTER-JOIN HANDWRITING MANUAL 39

School Administrator Page

Log in to Letter-join with your School Administrator details (sent to you by email) to access your school's Administrator Page, shown below. The page acts as a gateway to the administrator's instructions, core Letter-join preferences for your school and for naming classroom accounts. Staff can set preferences for their individual classes by logging in to a classroom account and choosing the 'Info' button. See page 4.





Access for children at home

Issuing passwords for children and their parents to use Letter-join at home.

Log in to Letter-join as 'School Administrator' and select 'Home Instructions' from the left hand menu. Open the link to the MS Word Document letter and insert your home and tablet log-in details where indicated. These can be found on your Letter-join Admin page.

Letter-join Home Instructions letter Please send home!

Naming your classes on the Admin page

To allow pupils to access resources created by their class teacher, please see how to change class names on your Letter-join Admin page (see page 40 for details).



Add your school's Pupil username, password and swipe code to the Home Instructions letter. It can be printed onto a school letterhead or pasted into a school newsletter so children can use Letter-ioin at home.

Home Learning

Home Learning Tasks

Click the 'Set Home Learning Tasks' button from the Teacher's Info page to create a class task.

Create a Home Learning task Teachers can set tasks for their class to complete. The task is shown when pupils log in to their class at home.			
Enter a date for your task:			
May 11th 2020			
Enter a title for your task: i.e. Spelling practice			
Spellings			
Enter text for your task: (240 ci.e. learning objective / instruction			
Practice writing out High Fre paragraph that contains the			
Add search term:			
high frequency words			
Preview	Save		

Home Learning Packs

There are two sets of home learning packs for each year group. Ideal for when children work from home. They can be found on the Teacher's Info page.



Installing Letter-join fonts on PCs and across networks

The Letter-join fonts can be downloaded by subscribing schools by logging in to Letter-join as a School Administrator and following the instructions below.

IT technicians and class teachers can also download the Letter-join Font Guide from the Info page for more information about installing and using Letter-join fonts.

Installing fonts on individual PCs

1. From the Letter-join home page, log in as Administrator on your desktop computer.



Letter-join desktop log-in.

Select your school's preferred letterforms before downloading the fonts.



Choosing your school's preferred letterforms.

3. Select 'Download fonts' and follow instructions.



'Download fonts' is in the left hand menu.

4. To download the fonts please accept the Terms and Conditions and click on one, or each of the font name buttons. as shown below.



Font download options from the Administrator page.

5. Locate where the fonts have been downloaded on your PC to install.

The fonts are named Letter-join Plus, Letter-join Air Plus, Letter-join No-lead, Letter-join Air No-lead and Letter-join Print, each followed by a number relating to your choice of letterforms.

Right-click the file and choose the 'Install' option.Restart MS Word so that the font is recognised.

The font is now ready to use in Microsoft Word and other applications that support Contextual Alternates.

Installing fonts across networks

Letter-join fonts can be distributed and installed onto classroom PCs and laptops across a school network.

Please consult your IT technician to distribute the fonts using the MSI installer option from the link on the Letter-join 'Download fonts' page.



Setting up Letter-join for LearnPad

Access to Letter-join through LearnPad:

- On your PC log in to LearnPad.
- Log in to Class Connect.
- Choose 'Content'.
- Search for keyword 'Letterjoin'.







Joined-up handwriting made easy

You can download and print further copies of this manual at www.letterjoin.co.uk/manual.pdf

www.letterjoin.co.uk info@letterjoin.co.uk

We recommend the latest versions of the these browsers:





Google Apple Chrome Safari

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