INSTRUCTIONAL MANUAL

Lowercase and Numbers

Print Edition 2026

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General Guidelines

- Introduce all letters within a group at the same time to emphasize the shared stroke pattern. Repeating the same movement across letters strengthens motor memory and promotes rhythmic writing.
- Practice for approximately 15 minutes each weekday. Short, consistent practice sessions are essential.
- Air write and finger trace letters before pencil-and-paper practice.
- Teach handwriting in small groups whenever possible to observe students and provide immediate corrective feedback.
- Encourage students to form letters with minimal lifting of the pencil from the paper.
- Remain flexible with activities and lesson pacing, focusing on different skills as needed and as time permits. You do not need to complete every suggested learning concept in each lesson; instead, prioritize the “Letter Stories” and “Letter Writing”.
- **Air Writing:**



Stand up tall.

Use one hand: Point the finger of your writing hand forward. Place your other hand on your hip.

Or use both hands: Clasp your hands together. Point your index fingers forward.

For letters that start at the skyline, start at eye-level.

For letters that start at the clouds, start at shoulder level.

Trace the letter in the air.



- **AlphaTool:** print, laminate and cut out the AlphaTool on page 5. Place it in the corner of the desk.

Proper Positioning

Posture

- Feel flat on the floor
- Hips againts the back of the chair
- Shoulders slightly forward
- Hand and forearms resting on the desk



Paper

For right-handers: place the Alphatool in the top left corner of the desk.





For left-handers: place the Alphatool in the top right corner of the desk.

- Position the writing paper parallel to the edge of the Alphatool.
- Hold the paper in place with the non-writing hand.

Pencil Grip

The "Pinch and Flip"



Place the pencil / marker on the Alphatool.



Pinch it right above the tip.



Flip it over into the thumb web space, between your thumb and pointer finger.



Hold the marker with your thumb and pointer finger, and rest it on your middle finger.



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CONCEPT	INSTRUCTION	RESOURCES (**blue** = optional digital activities)
Lesson 1		
The Writing Lines	• The sky line is at the top. • The clouds are in the middle. • The grass line is at the bottom. • The dirt is below the grass.	Wkbk pp.1–2 The Writing Lines video
Letter Placement on the Writing Lines	• Tall letters l, t, and k start at the sky line and skydive down to the grass. • Small letter i starts at the clouds and lands on the grass. • Dirt letter j starts at the clouds and dips down into the dirt.	Wkbk pp.1–2 Sky, Grass, and Dirt Letters video
Letter Stories	• Identify the common stroke: all the letters **skydive down**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp.1–2 Skydiver Island: – Theme Song + Letter Story videos
Letter Writing	• Students copy the skydiver letters.	Wkbk pp. **3–4**
Lesson 2		
Letter Stories	• Identify the common stroke: all the letters **skydive down**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp.1–2 Skydiver Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 3 Get Ready to Write video
Letter Writing	• Students copy the skydiver letters.	Wkbk pp. **5–6**
Self-Check	• Guide students to check their work.	Teacher Script: Skydivers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skydivers Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 3		
Letter Stories	• Identify the common stroke: all the letters **skydive down**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp.1–2 Skydiver Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the skydiver letters.	Wkbk pp. **7-8**
Self-Check	• Guide students to check their work.	Teacher Script: Skydivers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skydivers Sing with Shannon video
Lesson 4		
Letter Stories	• Identify the common stroke: all the letters **skydive down**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. 1–2 Skydiver Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the skydiver letters.	Workbook pages **9-10**
Self-Check	• Guide students to check their work.	Teacher Script: Skydivers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skydivers Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 5		
Letter Stories	• Identify the common stroke: all the letters **skydive down**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Skydiver Island: – Theme Song + Letter Story videos Wkbk pp. 1–2
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pages 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the skydiver letters.	Wkbk pp. **11-12**
Self-Check	• Guide students to check their work.	Teacher Script: Skydivers Self-Evaluation activity
Name the Letter	• Identify the correct letter before the animation ends.	Name the Letter game
Lesson 6		
Letter Stories	• Identify the common stroke: all the letters **drop down, bounce back up and over**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **13–14** Bouncer Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the bouncer letters. • Students review the skydiver letters.	Wkbk pp. **15-16** Wkbk p. **17**
Self-Check	• Guide students to check their work.	Teacher Script: Bouncers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Bouncers Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 7		
Letter Stories	• Identify the common stroke: all the letters **drop down, bounce back up and over**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **13–14** Bouncer Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the bouncer letters. • Students review the skydiver letters.	Wkbk pp. **18-19** Wkbk p.**20**
Self-Check	• Guide students to check their work.	Teacher Script: Bouncers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Bouncers Sing with Shannon video
Lesson 8		
Letter Stories	• Identify the common stroke: all the letters **drop down, bounce back up and over**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **13–14** Bouncer Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the bouncer letters. • Students review the skydiver letters.	Wkbk pp. **21-22** Wkbk p. **23**
Self-Check	• Guide students to check their work.	Teacher Script: Bouncers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Bouncers Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 9		
Letter Stories	• Identify the common stroke: all the letters **drop down, bounce back up and over**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **13–14** Bouncer Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the bouncer letters. • Students review the skydiver letters.	Wkbk pp. **24-25** Wkbk p. **26**
Self-Check	• Guide students to check their work.	Teacher Script: Bouncers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Bouncers Sing with Shannon video
Lesson 10		
Letter Stories	• Identify the common stroke: all the letters **drop down, bounce back up and over**. • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **13–14** Bouncer Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the bouncer letters. • Students review the skydiver letters. • Students fill in the missing alphabet letters.	Wkbk pp. **27-28** Wkbk p. **29** Wkbk p. **30**
Self-Check	• Guide students to check their work.	Teacher Script: Bouncers Self-Evaluation activity
Name the Letter	• Identify the correct letter before the animation ends.	Name the Letter game

CONCEPT	INSTRUCTION	RESOURCES
Lesson 11		
Letter Stories	• Identify the common stroke: all the letters **start like c.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **33–32** Cannon Pop Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the cannon pop letters. • Students review the skydiver and bouncer letters.	Wkbk pp. **33-34** Wkbk p. **35**
Self-Check	• Guide students to check their work.	Teacher Script: Cannon Pops Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Cannon Pops Sing with Shannon video
Lesson 12		
Letter Stories	• Identify the common stroke: all the letters **start like c.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **33–32** Cannon Pop Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the cannon pop letters. • Students review the skydiver and bouncer letters.	Wkbk pp. **36-37** Wkbk p. **38**
Self-Check	• Guide students to check their work.	Teacher Script: Cannon Pops Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Cannon Pops Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 13		
Letter Stories	• Identify the common stroke: all the letters **start like c.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **33–32** Cannon Pop Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the cannon pop letters. • Students review the skydiver and bouncer letters.	Wkbk pp. **39-40** Wkbk p. **41**
Self-Check	• Guide students to check their work.	Teacher Script: Cannon Pops Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Cannon Pops Sing with Shannon video
Lesson 14		
Letter Stories	• Identify the common stroke: all the letters **start like c.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **33–32** Cannon Pop Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the cannon pop letters. • Students review the skydiver and bouncer letters.	Wkbk pp. **42-43** Wkbk p. **44**
Self-Check	• Guide students to check their work.	Teacher Script: Cannon Pops Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Cannon Pops Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 15		
Letter Stories	• Identify the common stroke: all the letters **start like c.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **33–32** Cannon Pop Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the cannon pop letters. • Students review the skydiver and bouncer letters. • Students fill in the missing alphabet letters.	Wkbk pp. **45-46** Wkbk p. **47** Wkbk p. **48**
Self-Check	• Guide students to check their work.	Teacher Script: Cannon Pops Self-Evaluation activity
Name the Letter	• Identify the correct letter before the animation ends.	Name the Letter game
Lesson 16		
Letter Stories	• Identify the common stroke: all the letters **ski diagonally down.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **49-50** Skier Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the skier letters. • Students review the skydiver, bouncer, and cannon pop letters.	Wkbk pp. **51-52** Wkbk p. **53**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skiers Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 17		
Letter Stories	• Identify the common stroke: all the letters **ski diagonally down.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **49-50** Skier Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the skier letters. • Students review the skydiver, bouncer, and cannon pop letters.	Wkbk pp. **54-55** Wkbk p. **56**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skiers Sing with Shannon video
Lesson 18		
Letter Stories	• Identify the common stroke: all the letters **ski diagonally down.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **49-50** Skier Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the skier letters. • Students review the skydiver, bouncer, and cannon pop letters.	Wkbk pp. **57-58** Wkbk p. **59**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skiers Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 19		
Letter Stories	• Identify the common stroke: all the letters **ski diagonally down.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **49-50** Skier Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the skier letters. • Students review the skydiver, bouncer, and cannon pop letters.	Wkbk pp. **60-61** Wkbk p. **62**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skiers Sing with Shannon video
Lesson 20		
Letter Stories	• Identify the common stroke: all the letters **ski diagonally down.** • Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **49-50** Skier Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the skier letters. • Students review the skydiver, bouncer, and cannon pop letters. • Students fill in the missing alphabet letters.	Wkbk pp. **63-64** Wkbk p. **65** Wkbk p. **66**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Name the Letter	• Identify the correct letter before the animation ends.	Name the Letter game

CONCEPT	INSTRUCTION	RESOURCES
Lesson 21		
Letter Stories	• Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **67-68** Surfer Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the surfer letters. • Students review the skydiver, bouncer, cannon pop, and skier letters.	Wkbk pp. **69-70** Wkbk p. **71**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skiers Sing with Shannon video
Lesson 22		
Letter Stories	• Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **67-68** Pirate Ship: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the surfer letters. • Students review the skydiver, bouncer, cannon pop, and skier letters.	Wkbk pp. **72-73** Wkbk p. **74**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skiers Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 23		
Letter Stories	• Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **67-68** Surfer Island: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the surfer letters. • Students review the skydiver, bouncer, cannon pop, and skier letters.	Wkbk pp. **75-76** Wkbk p. **77**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skiers Sing with Shannon video
Lesson 24		
Letter Stories	• Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **67-68** Pirate Ship: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the surfer letters. • Students review the skydiver, bouncer, cannon pop, and skier letters.	Wkbk pp. **78-79** Wkbk p. **80**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Multisensory Activities	• Explore the letter sounds and sign language symbols.	Teacher Script: Skiers Sing with Shannon video

CONCEPT	INSTRUCTION	RESOURCES
Lesson 25		
Letter Stories	• Students air write the letters while saying the action words aloud. • Students finger-trace each letter while saying the action words aloud.	Wkbk pp. **67-68** Pirate Ship: – Theme Song + Letter Story videos
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 1 – 2 Get Ready to Write video
Letter Writing	• Students copy the surfer letters. • Students review the skydiver, bouncer, cannon pop, and skier letters. • Students fill in the missing alphabet letters.	Wkbk pp. **81-82** Wkbk p. **83** Wkbk p. **84**
Self-Check	• Guide students to check their work.	Teacher Script: Skiers Self-Evaluation activity
Name the Letter	• Identify the correct letter before the animation ends.	Name the Letter game
Numbers: Trains		
Number Stories	• Identify the common stroke: all the numbers chug **down**. • Students air write the numbers while saying the action words aloud. • Students finger-trace each number while saying the action words aloud.	Wkbk p.85
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 3
Number Writing	• Students copy the numbers.	Wkbk p. 86
Self-Check	• Guide students to check their work.	

CONCEPT	INSTRUCTION	RESOURCES
Number Stories	• Identify the common stroke: all the numbers sail to the right. • Students air write the numbers while saying the action words aloud. • Students finger-trace each number while saying the action words aloud.	Wkbk p.85
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 3
Number Writing	• Students copy the numbers.	Wkbk p. 86
Self-Check	• Guide students to check their work.	
Numbers: Racecars		
Number Stories	• Identify the common stroke: all the numbers curl to the left. • Students air write the numbers while saying the action words aloud. • Students finger-trace each number while saying the action words aloud.	Wkbk p.85
Positioning	• Ensure correct sitting position, pencil grip, and paper placement.	Instructional Manual pp. 3
Number Writing	• Students copy the numbers.	Wkbk p. 86
Self-Check	• Guide students to check their work.	
Number Review		
Number Writing	• Students review the numbers.	Wkbk p. 87