

# Bob Jones University Press

## Course Outline—Fourth-Grade

### Handwriting

Unit Content and Objectives	Time	Methods, Activities, and Evaluation	Books and Materials	Biblical Integration
<p><b>Lessons 1-10</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• demonstrate and practice posture, paper positioning, and pencil hold (Lessons 1, 2).</li> <li>• complete a pretest (Lesson 1).</li> <li>• review and practice terms to describe letter alignment and spacing (Lesson 3).</li> <li>• review and practice alignment of letters on handwriting lines (Lesson 3).</li> <li>• review and practice formation of uppercase and lowercase letters <i>c, a, o, q, g, e, i, j, s, d, t, f, l, b, h, k, n, m</i> (Lessons 4-10).</li> <li>• complete worktext pages (Lessons 1-10).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i></p> <p><u>Teacher's Edition</u> Pages 1-13</p> <p><u>Student Worktext</u> Pages 3-15</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs: Bible Action Truths</b></p> <ul style="list-style-type: none"> <li>• 2b Servanthood</li> <li>• 4c Honesty</li> <li>• 6a Bible study</li> <li>• 8d Courage</li> </ul>

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<p><b>Lessons 11-20</b> The Students Will:</p> <ul style="list-style-type: none"> <li>review and practice formation of lowercase and uppercase letters <i>p, r, l, b, h, k, n, m, v, x, u, w, y, z, a, c</i> (Lessons 11, 12, 13, 14, 16, 18, 19).</li> <li>review and practice formation of the following punctuation marks: <i>?, ;, -, ‘, and ,</i> (Lesson 15).</li> <li>complete worktext pages (Lessons 11-20).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher’s Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher’s Edition</u> Pages 14-23</p> <p><u>Student Worktext</u> Pages 16-25</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher’s Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>2d Perseverance</li> <li>2f Enthusiasm</li> <li>3b Orderliness</li> <li>3e Unity of Christ and the Church</li> <li>5a Love</li> <li>5c Evangelism and missions</li> <li>7c Praise</li> </ul>

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<p><b>Lessons 21-30</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• review and practice formation of lowercase and uppercase letters <i>a, b, c, d, e, f, g, h, i, j</i> (Lessons 21, 23, 25, 26, 27, 30).</li> <li>• review and practice spacing within letters, between letters, between words, and between lines (Lesson 28).</li> <li>• review and practice formation of lowercase and uppercase letters as needed by students (Lesson 29).</li> <li>• complete worktext pages (Lessons 21-29).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 24-33</p> <p><u>Student Worktext</u> Pages 26-35</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 1a Understanding Jesus Christ</li> <li>• 2e Diligence, initiative</li> <li>• 3a Self-concept</li> <li>• 5c Evangelism and missions</li> <li>• 7c Praise</li> <li>• 8b Faith in the power of the Word of God</li> </ul>

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<p><b>Lessons 31-40</b> The Students Will:</p> <ul style="list-style-type: none"> <li>review and practice formation of lowercase and uppercase letters <i>a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q</i> (Lessons 31, 32, 33, 34, 35, 36, 37, 40).</li> <li>review and practice correct slant (Lesson 38).</li> <li>review and practice formation of lowercase and uppercase letters as needed by students (Lesson 39).</li> <li>complete worktext pages (Lessons 31-40).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 34-43</p> <p><u>Student Worktext</u> Pages 36-46</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>1c Separation from the world</li> <li>2b Servanthood</li> <li>3b Mind</li> <li>3e Unity of Christ and the Church</li> <li>4a Sowing and reaping</li> <li>4c Fairness</li> <li>4d Victory</li> <li>5a Compassion</li> <li>6a Reverence for the Bible</li> <li>7b Exaltation of Christ</li> <li>8c Fight</li> </ul>

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<p><b>Lessons 41-50</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• review and practice formation of lowercase and uppercase letters <i>r, s, t, u, v, w, x</i> (Lessons 41, 42, 46, 47, 48, 49, 50).</li> <li>• review and practice formation of lowercase and uppercase letters as needed by students (Lesson 43).</li> <li>• practice on handwriting paper having no descender space (Lesson 44).</li> <li>• practice correct alignment (Lesson 45).</li> <li>• complete worktext pages (Lessons 41-50).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 44-53</p> <p><u>Student Worktext</u> Pages 47-55</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 2a Authority</li> <li>• 2b Servanthood</li> <li>• 2c Faithfulness</li> <li>• 2d Determination</li> <li>• 2f Cheerfulness</li> <li>• 5a Love</li> </ul>

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<p><b>Lessons 51-60</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• review and practice formation of lowercase and uppercase letters y, z (Lessons 51, 52).</li> <li>• review and practice formation of lowercase and uppercase letters as needed by students (Lessons 53, 55).</li> <li>• review and practice correct alignment, slant, and spacing (Lesson 54).</li> <li>• review and practice formation of uppercase letters with descenders g, i, y, z (Lesson 56).</li> <li>• review and practice formation of lowercase letters with descenders p, f, g, q, j (Lessons 57, 58, 59).</li> <li>• review and practice formation of lowercase ascenders b, f, h, k, l (Lesson 60).</li> <li>• complete worktext pages (Lessons 51-58).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i></p> <p><u>Teacher's Edition</u> Pages 54-63</p> <p><u>Student Worktext</u> Pages 56-69</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 2b Servanthood</li> <li>• 2e Industriousness</li> <li>• 3e Unity of Christ and the Church</li> <li>• 5d Communication</li> <li>• 6a Reverence for the Bible</li> <li>• 6b Prayer</li> <li>• 7c Thankfulness</li> </ul>

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<p><b>Lessons 61-70</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• review and practice formation of lowercase ascenders <i>d, t</i> (Lesson 61).</li> <li>• review and practice formation of ascenders and descenders as needed by students (Lesson 63).</li> <li>• review and practice correct posture, paper positioning, and pencil hold (Lesson 64).</li> <li>• review and practice handwriting neatness (Lesson 66).</li> <li>• practice writing with ink pens (Lessons 66, 67, 69, 70).</li> <li>• practice how to correct ink pen mistakes (Lessons 66, 68).</li> <li>• complete worktext pages (Lessons 61-70).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 64-73</p> <p><u>Student Worktext</u> Pages 70-80</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 2b Attentiveness</li> <li>• 2d Determination</li> <li>• 2f Cheerfulness</li> <li>• 3b Mind, orderliness</li> <li>• 3e Unity of Christ and the Church</li> <li>• 4c Fairness</li> <li>• 5a Kindness</li> <li>• 7a Grace</li> </ul>

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<p><b>Lessons 71-80</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• practice three types of joins: sweep out, bounce, curve (Lessons 71, 72, 73).</li> <li>• practice joining letters in words (Lessons 72, 73, 74, 75).</li> <li>• practice joining letters: <i>o, v, w, b, p, s</i> (Lesson 73).</li> <li>• review and practice the formation of two-stroke uppercase letters <i>f, h, k, q, x</i> (Lessons 76, 79).</li> <li>• review and practice formation of lowercase letters <i>t, x, i, j</i> (Lessons 77, 78, 79).</li> <li>• review and practice oval form of letters (Lesson 80)</li> <li>• complete worktext pages (Lessons 71-80).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 74-83</p> <p><u>Student Worktext</u> Pages 81-90</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 1c Separation from the world</li> <li>• 2f Cheerfulness</li> <li>• 3c Emotional control</li> <li>• 5c Evangelism and missions</li> <li>• 6b Prayer</li> <li>• 6c Spirit-filled</li> <li>• 7c Praise</li> <li>• 8b Faith in the power of the Word of God</li> </ul>

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<p><b>Lessons 81-90</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• practice proofreading skills (Lesson 81).</li> <li>• practice proper handwriting speed (Lesson 82).</li> <li>• practice proper indentation (Lesson 83).</li> <li>• review and practice formation of lowercase and uppercase letters as needed by students (Lesson 84).</li> <li>• review and practice correct slant, alignment, and spacing (Lesson 85).</li> <li>• review and practice formation of question marks (Lesson 86).</li> <li>• practice proper outline form (Lessons 87, 90).</li> <li>• practice good handwriting neatness (Lesson 88).</li> <li>• practice proper margins (Lesson 89).</li> <li>• complete worktext pages (Lessons 81-90).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 84-93</p> <p><u>Student Worktext</u> Pages 91-100</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 4a Sowing and reaping</li> <li>• 6a Bible study</li> <li>• 7c Praise</li> <li>• 7d Contentment</li> <li>• 8d Courage</li> </ul>

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<p><b>Lessons 91-100</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• review and practice letter formation of lowercase and uppercase letters as needed by students (Lessons 91, 92, 94).</li> <li>• review and practice the importance of good handwriting skills (Lesson 95).</li> <li>• review and practice proper letter size (Lesson 95).</li> <li>• review and practice proper handwriting speed (Lessons 96, 97).</li> <li>• review and practice proper paragraph indentation (Lesson 98).</li> <li>• review and practice proper placement of labels (Lesson 99).</li> <li>• review and practice formation of quotation marks (Lesson 100).</li> <li>• complete worktext pages (Lessons 91-100).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pre- and Post-test pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 94-103</p> <p><u>Student Worktext</u> Pages 101-10a</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 5b Giving, unselfishness</li> <li>• 5e Loyalty</li> <li>• 6a Reverence for the Bible</li> <li>• 8d Courage</li> </ul>

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<p><b>Lessons 101-110</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• review and practice proper indentation and punctuation marks (Lesson 101).</li> <li>• practice proper indentation of drama (Lesson 102).</li> <li>• practice proper song and poetry form (Lesson 103).</li> <li>• discuss avoiding skips and jumps (Lesson 104).</li> <li>• review and practice good legibility in their handwriting (Lesson 105).</li> <li>• review and practice proper spacing (Lesson 106, 109).</li> <li>• review and practice proper slant (Lesson 107, 109).</li> <li>• review and practice proper alignment (Lessons 108, 109).</li> <li>• review and practice formation of lowercase and uppercase letters as needed by students (Lesson 110).</li> <li>• complete worktext pages (Lessons 101-110).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 104-13</p> <p><u>Student Worktext</u> Pages 110b-18</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 1c Separation from the world</li> <li>• 2c Dependability</li> <li>• 2e Work</li> <li>• 5a Thoughtfulness, Courtesy</li> <li>• 8c Fight</li> <li>• 8d Courage</li> </ul>

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<p><b>Lessons 111-119</b> The Students Will:</p> <ul style="list-style-type: none"> <li>• review and practice numeral formation (Lesson 111).</li> <li>• review and practice one-o'clock letters <i>c, a, o, q, g, e</i> (Lesson 112).</li> <li>• review and practice letters <i>i, s, d, t, f, l, b, h, k, n, m, p, r, v, x, w, u, y, z</i> (Lessons 113, 114, 115).</li> <li>• review and practice letter formation of letters as needed by students (Lessons 116, 117).</li> <li>• review and practice proper handwriting posture, paper positioning, and pencil hold (Lesson 118).</li> <li>• review and practice neat, legible handwriting (Lesson 119).</li> <li>• complete a posttest (Lesson 119).</li> <li>• compare progress between pretest and posttest (Lesson 119).</li> <li>• complete worktext pages (Lessons 111-119).</li> </ul>	<p>20 min./ 3 days per week</p>	<p>Read and discuss material in text. Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b> Student Worktext pages Assessment Worktext pages Pretest and Posttest pages Portfolio Evaluation rubric Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i> <u>Teacher's Edition</u> Pages 114-22</p> <p><u>Student Worktext</u> Pages 119-28</p> <p>Standard Pencil Paper with 3/8 inch lines PreCursive Alphabet Chart Cursive Alphabet Chart Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	<p><b>BATs:</b></p> <ul style="list-style-type: none"> <li>• 2f Cheerfulness</li> <li>• 3b Mind</li> <li>• 3d Body as a temple</li> <li>• 7c Praise</li> </ul>

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<p><b>Supplemental Lessons 120-124</b>            The Students Will:</p> <ul style="list-style-type: none"> <li>• review and practice proper slant (Lesson 120).</li> <li>• review and practice legibility (Lesson 121).</li> <li>• review and practice proper spacing (Lesson 122).</li> <li>• review and practice numeral formation (Lesson 123).</li> <li>• review and practice proper alignment (Lesson 124).</li> <li>• complete worktext pages (Lessons 120-124).</li> </ul>	<p>20 min./            3 days per week</p>	<p>Read and discuss material in text.            Use interactive and hands-on activities outlined in the Teacher's Edition.</p> <p><b>Evaluation Techniques</b>            Student Worktext pages            Assessment Worktext pages            Pretest and Posttest pages            Portfolio            Evaluation rubric            Student self-evaluation based on classroom checklist</p>	<p><i>Handwriting 4 for Christian Schools</i>   <u>Teacher's Edition</u>            Pages S3-S7; S9-S17</p> <p>Standard Pencil Paper with 3/8 inch lines            PreCursive Alphabet Chart            Cursive Alphabet Chart            Chalkboard or overhead projector</p> <p>Various instructional material as listed and specified in the Teacher's Edition</p>	