

# Foundation Phase Work Schedules

Grade  
**2**

**Handwriting**



**WESTERN CAPE**  
**Education Department**  
Provincial Government of the Western Cape



## FOREWORD

Policy implementation is not an uncomplicated event. It is a process of interpretation and engagement that spans a period of time. We learn from this process and we try to modify interventions so that they become appropriate and relevant to diverse contexts. Our learning over the last decade and more has taught us that we all need to talk, listen and find solutions to the challenges we face. The work schedules are the result of such a policy and learning process.

Literacy and Numeracy, together with other areas of work in the Foundation and Intermediate Phases, are important focuses of the Western Cape Education Department. We want to strengthen primary schools and create possibilities for a solid foundation so that we improve the chances of learners in their scholastic careers. We believe that this foundation can improve literacy and numeracy results, pass-rates in general and the throughput rate.

South Africa is a developing country and we have heard, in this age of globalisation, that countries involved in the catch-up must produce the necessary skills. So countries such as ours are capable of being competitive and stable. What is more important is to have a community of scholars who are able to read, write and enjoy schooling. The social value of school can be improved if the scholastic effort is enhanced.

The work schedules will be regarded as a component of the package that is concerned with the Foundations for Learning Campaign. It is regarded as a tool to bolster and give meaning to the campaign. In view of the perception that campaigns are merely rhetoric, the work schedules will act as support mechanism to give meaning to the building of foundations for literacy and numeracy. It is an attempt to provide guidelines to teachers on how to teach each school day.

The work schedules will be sent out with a view to eliciting feedback. They will also be field-tested in selected schools. The documents will be circulated as guidelines in January 2009 and comments requested by July 2009. The work schedules will also be field-tested in July 2009. All comments will inform the further development of work schedules.

The Western Cape Education Department is a learning organisation and attempts to understand its environment at all times. This learning process is a continuous one, since we have such a dynamic and rapidly changing context. Bearing this in mind, the invitation for comments and field-testing is an attempt to embrace the notion of a learning organisation through developing insights based on views of teachers, as well as those in other diverse contexts within our province. We know that a one-size-fits-all approach is not a recipe for success. We also know that we all need to listen, talk and find solutions to our challenges. Field-testing and an invitation to comment will give us the space to talk, listen and find solutions as we move forward to a quality education system for all our learners.



Dr. S. Naicker, Chief Director: Curriculum Development

# WORK SCHEDULE

## HANDWRITING

### GRADE 2

#### Introduction

The general rule of writing is for the teacher to set a good example at all times with regard to all work in the classroom during any lesson, on wall charts, flashcards, sum cards and reading cards.

Approximately 20 minutes must be structured for Handwriting every other and must be done under the direct supervision of the teacher.

All the written work must be corrected while the lesson is in progress in a positive and constructive manner encouraging learners to write more neatly, eliminate errors and be more careful about their books.

All exercises must be dated. In Grade 1 the teacher dates the books, while in Grades 2 and 3 the pupils do it. Work done on loose sheets of paper must be stored in the portfolio of evidence showing progress as the evidence is mounting.

The use of the eraser should be kept to a minimum and be used by the teacher only where applicable. The correct material for teaching hand writing must be used within the relevant stages of progression.

⇒ **The aim of Handwriting in Grade 2:**

- Write basic patterns throughout the year.
- Attention is given to:
  - The capital letter
  - Headings and dates
  - The margin and the underlining work
  - The correct and economical use of each page.
  - Spacing between letters and words.

⇒ **Apparatus:**

- Writing book (8.5mm ruling and HB pencils)







⇒ **The developmental stages of writing:**

Term 1	Term 2	Term 3	Term 4
The aim of the first term : <ul style="list-style-type: none"><li>- Practicing basic patterns</li><li>- writing the dates and headings</li><li>- underlining and drawing the margin</li><li>- Writing capitals</li><li>- Spacing of letters, Words, sentences</li><li>-The economical use of the writing book</li></ul>	The aim of the second term: <ul style="list-style-type: none"><li>- Practicing basic patterns</li><li>- Write capital letters</li><li>- Writing the date and headings</li><li>- the use off the ruler</li><li>- spacing between letters</li><li>- The correct and economical use of the book</li></ul>	The aim of the third term: <ul style="list-style-type: none"><li>- Practicing basic patterns</li><li>- Write capital letters</li><li>- Writing the date and headings</li><li>- the use off the ruler</li><li>- spacing between letters</li><li>- The correct and economical use of the book</li></ul>	The aim of the fourth term: <ul style="list-style-type: none"><li>- Revision and consolidation of previous work</li><li>- Preparatory exercises for cursive writing</li></ul>

## WORK SCHEDULE HANDWRITING

### GRADE 2

#### TERM 1





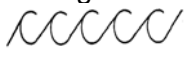

WK	ASSESSMENT STANDARDS & CORE TEACHING	TEACHER'S GUIDE
1	<ul style="list-style-type: none"> <li>⇒ Write the date and heading: <b>Handwriting</b></li> <li>⇒ Write the Pattern:  W W W W W W V</li> <li>⇒ Write capital and lower case letters: Vv , Ww</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 1
2	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the Pattern:  l l l l l l l l</li> <li>⇒ Write capital and lower case letters: Oo , Cc</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 2
3	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the pattern:  m m m m m m m m</li> <li>⇒ Write capital and lowercase letters: Jj , Kk</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 3
4	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the pattern:  u u u u u u u u</li> <li>⇒ Write capital and lowercase letters: Ss, Uu</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 4
5	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the pattern:  c c c c c c c c</li> <li>⇒ Write capital and lowercase letters: Zz , Xx</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 5
6	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the pattern:  c c c c c c c c</li> <li>⇒ Write capital and lowercase letters: Aa, Ee</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 6

<p><b>7</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>lllll l</i></p> <p>⇒ Write capital and lowercase letters: <b>Ff , Kk</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 7</p>
<p><b>8</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>lllll l</i></p> <p>⇒ Write capital and lowercase letters: <b>Hh , li</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 8</p>
<p><b>9</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>ooooo o</i></p> <p>⇒ Write capital and lowercase letters: <b>Mm , Ll</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 9</p>
<p><b>10</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>aaaaa a</i></p> <p>⇒ Write capital and lowercase letters: <b>Tt, Yy</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 10</p>

**WORK SCHEDULE HANDWRITING**

**GRADE 2**

**TERM 2**







WK	ASSESSMENT STANDARDS & CORE TEACHING	TEACHER'S GUIDE
11	⇒ Write the date and heading ⇒ Write the Pattern:  W V ⇒ Write capital and lower case letters: Vv , Ww ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 11
12	⇒ Write the date and heading ⇒ Write the Pattern:  ⇒ Write capital and lower case letters: Tt, Jj ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 12
13	⇒ Write the date and heading ⇒ Write the pattern:  ⇒ Write capital and lowercase letters: Mm, Nn ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 13
14	⇒ Write the date and heading ⇒ Write the pattern:  ⇒ Write capital and lowercase letters: Uu, Xx ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 14
15	⇒ Write the date and heading ⇒ Write the pattern:  ⇒ Write capital and lowercase letters: Cc; Kk ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 15
16	⇒ Write the date and heading ⇒ Write the pattern:  ⇒ Write capital and lowercase letters: Ee, Cc ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 16

<p><b>17</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>ooooo o</i></p> <p>⇒ Write capital and lowercase letters: <b>Oo, Qq</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 17</p>
<p><b>18</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>ooooo o</i></p> <p>⇒ Write capital and lowercase letters: <b>Pp, Dd</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 18</p>
<p><b>19</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>aaaaa a</i></p> <p>⇒ Write capital and lowercase letters: <b>Aa, Cc</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 19</p>
<p><b>20</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>aaaaa a</i></p> <p>⇒ Write capital and lowercase letters: <b>Yy, Zz</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 20</p>

**WORK SCHEDULE HANDWRITING**

**GRADE 2**

**TERM 3**

WK	ASSESSMENT STANDARDS & CORE TEACHING	TEACHER'S GUIDE
21	⇒ Write the date and heading ⇒ Write the Pattern:  W V ⇒ Write capital and lower case letters: <b>Ww, Vv</b> ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 21
22	⇒ Write the date and heading ⇒ Write the Pattern:  l i l i l i l i ⇒ Write capital and lower case letters: <b>Ll, li</b> ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 22
23	⇒ Write the date and heading ⇒ Write the pattern:  m m m m m m ⇒ Write capital and lowercase letters: <b>Rr , Nn</b> ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 23
24	⇒ Write the date and heading ⇒ Write the pattern:  u u u u u u ⇒ Write capital and lowercase letters: <b>Uu , Vv</b> ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 24
25	⇒ Write the date and heading ⇒ Write the pattern:  c c c c c c ⇒ Write capital and lowercase letters: <b>Cc , Dd</b> ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 25
26	⇒ Write the date and heading ⇒ Write the pattern:  e e e e e e e ⇒ Write capital and lowercase letters: <b>Cc, Ee</b> ⇒ Write words and sentences with spacing ⇒ Underline the work	Wk 26





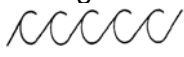



<p><b>27</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>oooooo o</i></p> <p>⇒ Write capital and lowercase letters: <b>Qq , Qq</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 27</p>
<p><b>28</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>oooooo o</i></p> <p>⇒ Write capital and lowercase letters: <b>Hh , li</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 28</p>
<p><b>29</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>aaaaa a</i></p> <p>⇒ Write capital and lowercase letters: <b>Jj, Cc</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 29</p>
<p><b>30</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>aaaaa a</i></p> <p>⇒ Write capital and lowercase letters: <b>Ss, Ff</b></p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 30</p>

## WORK SCHEDULE HANDWRITING

### GRADE 2

### TERM 4

WK	ASSESSMENT STANDARDS & CORE TEACHING	TEACHER'S GUIDE
31	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the Pattern:  W V</li> <li>⇒ Write capital and lower case letters: Ss , Ff</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 31
32	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the Pattern:  l i l i l i l i</li> <li>⇒ Write capital and lower case letters: Ll, li</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 32
33	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the pattern:  m m m m m m</li> <li>⇒ Write capital and lowercase letters: Rr , Mm</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 33
34	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the pattern:  u u u u u u</li> <li>⇒ Write capital and lowercase letters: Uu , Yy</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 34
35	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the pattern:  c c c c c c</li> <li>⇒ Write capital and lowercase letters: Aa , Xx</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 35
36	<ul style="list-style-type: none"> <li>⇒ Write the date and heading</li> <li>⇒ Write the pattern:  e e e e e e e</li> <li>⇒ Write capital and lowercase letters: Tt, Ee</li> <li>⇒ Write words and sentences with spacing</li> <li>⇒ Underline the work</li> </ul>	Wk 36

<p><b>37</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>ooooo o</i></p> <p>⇒ Write capital and lowercase letters: Pp , Gg</p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 37</p>
<p><b>38</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>ooooo o</i></p> <p>⇒ Write capital and lowercase letters: Oo , li</p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 38</p>
<p><b>39</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>aaaaa a</i></p> <p>⇒ Write capital and lowercase letters: Bb, Dd</p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 39</p>
<p><b>40</b></p>	<p>⇒ Write the date and heading</p> <p>⇒ Write the pattern: <i>aaaaa a</i></p> <p>⇒ Write capital and lowercase letters: Jj, Ff</p> <p>⇒ Write words and sentences with spacing</p> <p>⇒ Underline the work</p>	<p>Wk 40</p>