

Key:

B = Beginning to explore concept/skill

D = In process of developing the concept/skill

M = Demonstrates concept/skill mastery

M = As indicated by Handwriting in the 21st Century - Educational Summit

Hamburg School

K – 8 Handwriting & Keyboarding Mastery Indicators

Based on 2012 Handwriting in the 21st Century- An Educational Summit

Written Language Production

Forms & Production	K	1	2	3	4	5	6	7	8
Identify and print letters and numerals, with assistance, on grade-level appropriate lined paper	M	M	M	M	M	M	M	M	M
Identify and create basic manuscript lines (vertical, horizontal, circle, slant)	M	M	M	M	M	M	M	M	M
Form lines and letters following the organization of print (left to right, top to bottom)	M	M	M	M	M	M	M	M	M
Identify and print with assistance most uppercase and lowercase letters	M	M	M	M	M	M	M	M	M
Identify and print numerals 0 through 9 with assistance	M	M	M	M	M	M	M	M	M
Begin short letters at the midpoint dotted line and end them on the lower line/baseline	M	M	M	M	M	M	M	M	M
Begin tall letters at the top line and end them on the lower line/baseline	M	M	M	M	M	M	M	M	M
With assistance, produce printed letters, words, and sentences with proper proportion, size, and spacing on grade-level appropriate paper	M	M	M	M	M	M	M	M	M
Control size of uppercase letters between top and bottom lines	M	M	M	M	M	M	M	M	M
Begin to print letters with proper proportions of ascenders and descenders (e.g., descenders should approach lower dotted line, ascenders should approach top line, midpoints should align with midpoint dotted line)	M	M	M	M	M	M	M	M	M
With assistance, print whole words with correct spacing between letters (e.g., letters should not touch or “crash” into each other)	M	M	M	M	M	M	M	M	M

Forms & Production	K	1	2	3	4	5	6	7	8
With assistance, print sentences with correct spacing between words (e.g., spaces between words should be the size of an individual letter) and between sentences (e.g., spaces between sentences should be the size of two letters)	M	M	M	M	M	M	M	M	M
Independently print legible letters, numerals, and punctuation on grade-level appropriate lined paper		M	M	M	M	M	M	M	M
Identify and form uppercase and lowercase letters independently and legibly, with minimal rotations or reversals		M	M	M	M	M	M	M	M
Use uppercase letter for /		M	M	M	M	M	M	M	M
Identify and form numerals 0–9, including two digit numeral pairs (e.g., 27)		M	M	M	M	M	M	M	M
Identify and form sentence end punctuation (period, exclamation point, question mark)		M	M	M	M	M	M	M	M
Produce printed letters, words, and sentences with proper proportion, size, and spacing on grade-level appropriate paper		M	M	M	M	M	M	M	M
Control size of uppercase letters relative to lowercase letters		M	M	M	M	M	M	M	M
Print letters with ascenders approaching top line and descenders approaching bottom line		M	M	M	M	M	M	M	M
Align letter midpoints with midpoint dotted line		M	M	M	M	M	M	M	M
Print whole words with correct spacing between letters		M	M	M	M	M	M	M	M
Print sentences using correct spacing between words and between sentences		M	M	M	M	M	M	M	M
Print two-digit numerals using correct spacing		M	M	M	M	M	M	M	M
Form all uppercase and lowercase letters legibly in manuscript, with no rotations or reversals			M	M	M	M	M	M	M
Consistently maintain proper proportion of ascenders, descenders, and letter parts			M	M	M	M	M	M	M
Self-assess manuscript legibility against models			M	M	M	M	M	M	M
Print sentences that begin with uppercase letters and that include end and internal punctuation			M	M	M	M	M	M	M
Use grade-level appropriate paper to produce printed letters, words, and sentences with proper proportion, size, and spacing			M	M	M	M	M	M	M

Forms & Production	K	1	2	3	4	5	6	7	8
Print manuscript letters with proper spacing relative to top, bottom, and midlines			M	M	M	M	M	M	M
Print words and sentences using correct spacing between letters, words, and sentences			M	M	M	M	M	M	M
Print paragraphs using correct indentation and appropriate margins			M	M	M	M	M	M	M
Understand that cursive writing is different from manuscript			M	M	M	M	M	M	M
Begin to understand the difference between manuscript and cursive writing by matching manuscript letters to their cursive counterparts and identifying where joinings occur			M	M	M	M	M	M	M
Produce words, sentences, and paragraphs with proper proportion, size, and spacing on lined paper using manuscript writing				M	M	M	M	M	M
Form legible letters and numerals using cursive writing				M	M	M	M	M	M
Identify and create four basic cursive lines (undercurve, downcurve, overcurve, slant)				M	M	M	M	M	M
Form individual uppercase and lowercase cursive letters and numerals with acceptable legibility				M	M	M	M	M	M
Write letters in cursive using consistent slant				M	M	M	M	M	M
Form joinings to connect letters, maintaining proportion of letters to joinings				M	M	M	M	M	M
Form cursive words using correct spacing between letters and proportional letter sizes				M	M	M	M	M	M
Form sentences using cursive handwriting with correct spacing between words and with punctuation				M	M	M	M	M	M
Form cursive paragraphs using proper indentation and margins				M	M	M	M	M	M
Self-assess cursive legibility using model letters and words				M	M	M	M	M	M
Begin to use a keyboard to enter text				M	M	M	M	M	M
Identify and use the home keys (A, S, D, F, J, K, L, ;)				M	M	M	M	M	M
Use the Shift key to capitalize				M	M	M	M	M	M

Forms & Production	K	1	2	3	4	5	6	7	8
Identify and use punctuation on the keyboard, including punctuation needing the Shift key (:, ", ?)				M	M	M	M	M	M
Type letters and words while looking at the keyboard				M	M	M	M	M	M
Demonstrate an understanding of proper spacing in electronic text				M	M	M	M	M	M
Use the spacebar to place spaces between words				M	M	M	M	M	M
Maintain legibility in manuscript writing					M	M	M	M	M
Form legible letters and numerals using cursive writing					M	M	M	M	M
Write words, using proper joinings, legibly in cursive					M	M	M	M	M
Legibly write sentences and paragraphs in cursive with proper spacing					M	M	M	M	M
Use a keyboard to create written documents.					M	M	M	M	M
Consistently use the home keys (A, S, D, F, J, K, L, ;)					M	M	M	M	M
Type words and sentences with punctuation, increasing the proportion of time not looking at the keyboard					M	M	M	M	M
Use the Enter key to create new paragraphs					M	M	M	M	M
Use the Backspace and Delete keys to remove text					M	M	M	M	M
Type special characters (\$, #, *, etc.) as needed with proper finger strokes, including little finger on the Shift key					M	M	M	M	M
Demonstrate an understanding of proper spacing in electronic text					M	M	M	M	M
Enter one space between words and after punctuation marks					M	M	M	M	M
Recognize the space differences (kerning) between common typefaces (e.g., Arial versus Times New Roman)					M	M	M	M	M
Maintain legibility in manuscript writing						M	M	M	M
Maintain legibility in cursive						M	M	M	M
Use a keyboard to create written documents						M	M	M	M

Forms & Production	K	1	2	3	4	5	6	7	8
Consistently use the home keys						M	M	M	M
Consistently type words and sentences with punctuation without looking at the keyboard						M	M	M	M
Maintain accuracy in typed documents						M	M	M	M
Demonstrate an understanding of spacing choices in electronic text						M	M	M	M
Use the spacebar and Tab key as appropriate for the deliberate spacing of typed text						M	M	M	M
Understand and create superscript and subscript text						M	M	M	M
Understand paragraph spacing (single-spaced, double-spaced) and spacing between lines of a paragraph (leading)						M	M	M	M
Understand paragraph justification and use the paragraph justification menu						M	M	M	M
Maintain legible manuscript writing with proper proportion and spacing							M	M	M
Maintain legible cursive writing with correct form							M	M	M
Maintain manuscript and cursive writing with proper spacing of words, sentences, and paragraphs and consistent slant							M	M	M
Use an adaptive but legible manuscript-cursive hybrid when appropriate							M	M	M
Maintain accuracy in typed text							M	M	M
Type on nonstandard keyboards (e.g., smartphones) with accuracy							M	M	M
Demonstrate an understanding of spacing choices in electronic text							M	M	M
Use advanced spacing tools (leading, character spacing, etc.) for visual effect							M	M	M
Use the rule to adjust paragraph indentation							M	M	M
Choose final text sizes appropriate for the task and audience							M	M	M
Maintain legible manuscript writing with proper proportion and spacing								M	M

Forms & Production	K	1	2	3	4	5	6	7	8
Maintain legible cursive (or hybrid manuscript-cursive) writing with proper spacing and consistent slant								M	M
Maintain accuracy in typed documents.								M	M
Type on nonstandard keyboards (e.g., tablet touchscreen keyboards) with accuracy								M	M
Demonstrate an understanding of spacing choices in electronic text								M	M
Identify appropriate spacing between text and images for visual appeal								M	M
Access and use the page layout menu to adjust document margins								M	M
Choose final text sizes appropriate for the task and audience								M	M
Maintain legible manuscript writing with proper proportion and spacing									M
Maintain legible cursive (or hybrid manuscript-cursive) writing with proper spacing and consistent slant									M
Maintain accuracy in typed documents									M
Type on nonstandard keyboards (e.g., tablet touchscreen keyboards) with accuracy									M
Demonstrate an understanding of spacing choices in electronic text									M
Identify appropriate spacing between text and tables and within table cells for visual appeal									M
Access and use the page layout menu to adjust margins in different document sections									M
Choose final text sizes appropriate for the task and audience									M

Fluency	K	1	2	3	4	5	6	7	8
With assistance, print most uppercase and lowercase letters and numerals with speed appropriate to kindergarten	M	M	M	M	M	M	M	M	M
Print most individual uppercase letters within 5–6 seconds after dictated by the teacher	M	M	M	M	M	M	M	M	M
Print most individual lowercase letters within 5–6 seconds after dictated by the teacher	M	M	M	M	M	M	M	M	M
Print numerals 0 to 9 in order within one minute, with or without dictation by the teacher	M	M	M	M	M	M	M	M	M
Print uppercase and lowercase letters and numerals with speed and fluency appropriate for grade 1		M	M	M	M	M	M	M	M
Print individual uppercase letters accurately within 3–4 seconds after dictated by the teacher		M	M	M	M	M	M	M	M
Print individual lowercase letters accurately within 3–4 seconds after dictated by the teacher		M	M	M	M	M	M	M	M
Print numerals 0 to 9 in order within 20 seconds, with or without dictation by the teacher		M	M	M	M	M	M	M	M
Print uppercase and lowercase letters and numerals with speed and fluency appropriate for grade 2			M	M	M	M	M	M	M
Print legible sentences and paragraphs under timed condition			M	M	M	M	M	M	M
Print copied text at a rate of at least 25 letters per minute			M	M	M	M	M	M	M
Write by hand with speed and fluency appropriate for grade 3				M	M	M	M	M	M
Print legible sentences and paragraphs under timed conditions				M	M	M	M	M	M
Print copied text at a rate of at least 45 letters per minute				M	M	M	M	M	M
Increase the use of cursive writing for untimed, in-class writing									
Create accurate typed text with speed appropriate for grade 3				M	M	M	M	M	M
Type 5–10 words per minute from copy				M	M	M	M	M	M
Write by hand with speed and fluency appropriate for grade 4					M	M	M	M	M

Fluency	K	1	2	3	4	5	6	7	8
Use cursive writing under timed conditions					M	M	M	M	M
Write copied text at a rate of at least 60 letters per minute					M	M	M	M	M
Create accurate typed text with speed appropriate for grade 4					M	M	M	M	M
Type 10–15 words per minute from copy					M	M	M	M	M
Increase proportion of their time looking away from the keyboard					M	M	M	M	M
Write by hand with speed and fluency appropriate for grade 5						M	M	M	M
Write copied text at a rate of at least 70 letters per minute						M	M	M	M
Create accurate typed text with speed appropriate for grade 5						M	M	M	M
Type 15–20 words per minute from copy						M	M	M	M
Spend most of the time looking at the screen or the copy instead of the keyboard						M	M	M	M
Write by hand with speed and fluency appropriate for grade 6							M	M	M
Write copied text at a rate of at least 80 letters per minute using cursive or manuscript-cursive hybrid							M	M	M
Use pen/pencil lifts as needed for comfort, speed, and legibility							M	M	M
Create accurate typed text with speed appropriate for grade 6							M	M	M
Type 20–25 words per minute from copy							M	M	M
Look at the screen or the copy instead of the keyboard							M	M	M
Write by hand with speed and fluency appropriate for grade 7								M	M
Write copied text at a rate of at least 90 letters per minute using cursive or manuscript cursive hybrid								M	M
Use pen/pencil lifts as needed for comfort, speed, and legibility								M	M
Create accurate typed text with speed appropriate for grade 7								M	M

Fluency	K	1	2	3	4	5	6	7	8
Type at least 25 words per minute from copy, looking almost exclusively at the screen or copy								M	M
Write by hand with speed and fluency appropriate for grade 8									M
Write copied text at a rate of at least 100 letters per minute using cursive or manuscript-cursive hybrid									M
Use pen/pencil lifts as needed for comfort, speed, and legibility									M
Create accurate typed text with speed appropriate for grade 8									M
Type at least 30 words per minute from copy, looking almost exclusively at the screen or copy									M

Writing Application and Word Processing	K	1	2	3	4	5	6	7	8
With assistance, use letters and letter-like forms to produce written text	M	M	M	M	M	M	M	M	M
Print letters and letter-like forms to create identifiable words	M	M	M	M	M	M	M	M	M
Print first and last name	M	M	M	M	M	M	M	M	M
Begin to copy sentences	M	M	M	M	M	M	M	M	M
With assistance, identify a keyboard and mouse	M	M	M	M	M	M	M	M	M
Understand that a keyboard contains letters and numbers	M	M	M	M	M	M	M	M	M
Identify several letters on a keyboard	M	M	M	M	M	M	M	M	M
Identify numbers on a number pad	M	M	M	M	M	M	M	M	M
Identify a mouse	M	M	M	M	M	M	M	M	M
Use letters and words to produce written sentences		M	M	M	M	M	M	M	M
Print identifiable words within sentences to create a story or response		M	M	M	M	M	M	M	M
Start sentences with a capital letter		M	M	M	M	M	M	M	M
Print first and last name legibly		M	M	M	M	M	M	M	M

Writing Application and Word Processing	K	1	2	3	4	5	6	7	8
Know and apply basic keyboarding skills		M	M	M	M	M	M	M	M
Identify all letters on a keyboard and that they are not in alphabetical order		M	M	M	M	M	M	M	M
Use left hand to depress letter keys on the left side of the keyboard and vice versa		M	M	M	M	M	M	M	M
Identify the space bar and its function		M	M	M	M	M	M	M	M
Use a mouse and understand “clicking” and “double clicking”		M	M	M	M	M	M	M	M
Produce written text, including multiple sentences organized into paragraphs			M	M	M	M	M	M	M
Print identifiable words and sentences within paragraphs to create a story or response			M	M	M	M	M	M	M
Demonstrate basic knowledge of keyboard entry and mouse clicking			M	M	M	M	M	M	M
With different fingers and both hands, type the alphabet in order using a keyboard			M	M	M	M	M	M	M
Identify the Enter key and its function			M	M	M	M	M	M	M
Understand that clicking the mouse makes an insertion point in a document			M	M	M	M	M	M	M
Use the mouse to highlight (double-click) a word			M	M	M	M	M	M	M
Know and apply grade-level handwriting skills				M	M	M	M	M	M
Understand when cursive and manuscript may be used and choose appropriately for the task and audience				M	M	M	M	M	M
Know and apply grade-level keyboarding skills				M	M	M	M	M	M
Find home keys by their “bumps” without looking at keyboard				M	M	M	M	M	M
Identify which fingers type which letters on standard QWERTY keyboard				M	M	M	M	M	M
Use the left little finger on the Shift key to capitalize letters on the right side of the keyboard and vice versa				M	M	M	M	M	M
Understand the difference between the Shift and Caps Lock keys				M	M	M	M	M	M
Use thumb to depress the space bar				M	M	M	M	M	M
Type non-word drills while looking at the keyboard				M	M	M	M	M	M

Writing Application and Word Processing	K	1	2	3	4	5	6	7	8
Practice typing with the keyboard covered or masked				M	M	M	M	M	M
Type several letters and words without looking at keyboard				M	M	M	M	M	M
Know and apply grade-level skills with other devices (e.g., use a mouse to highlight portions of text, use right-click to access alternative menus)				M	M	M	M	M	M
Know and apply grade-level handwriting skills					M	M	M	M	M
Choose handwriting or keyboarding as appropriate for the task and audience					M	M	M	M	M
Know and apply grade-level keyboarding skills					M	M	M	M	M
Use keyboarding skills for a variety of class work, such as spelling lists and composition					M	M	M	M	M
Type most high-frequency words (<i>the, I, and</i> , etc.) and first and last name without looking at keyboard					M	M	M	M	M
Increase the proportion of time looking away from the keyboard					M	M	M	M	M
Type at least one page in a single setting					M	M	M	M	M
Demonstrate beginning knowledge of word processing skills to produce written text					M	M	M	M	M
Create a new file					M	M	M	M	M
Type out a document first written by hand					M	M	M	M	M
Open an existing file					M	M	M	M	M
Use menu and ruler formatting tools to change margins					M	M	M	M	M
Use menu-driven commands to change paragraph settings (justification, indentation, line spacing)					M	M	M	M	M
Understand how a computer stores files and save a file to the correct location					M	M	M	M	M
Retrieve a saved file					M	M	M	M	M
Know and apply grade-level handwriting skills						M	M	M	M
Choose handwriting or keyboarding as appropriate for the task and audience						M	M	M	M
Know and apply grade-level keyboarding skills						M	M	M	M
Type most words and sentences without looking at the keyboard						M	M	M	M
Achieve 85% accuracy in typed documents						M	M	M	M

Writing Application and Word Processing	K	1	2	3	4	5	6	7	8
Use numeric keypad for entry of numbers as appropriate for the task						M	M	M	M
Access function keys as needed in software applications						M	M	M	M
Type at least two pages in a single setting						M	M	M	M
Demonstrate knowledge of basic word processing skills to produce written text						M	M	M	M
Electronically edit a previously saved document						M	M	M	M
Experiment with basic text formatting tools to change font, size, color, and style (bold, italic, underline), using both menus and key commands						M	M	M	M
Use common keyboard shortcuts (e.g., CTRL + z to undo)						M	M	M	M
Navigate to save a file to removable media (flash drive, CD-ROM)						M	M	M	M
Insert an image into text						M	M	M	M
Demonstrate efficient text editing (copy and paste, highlight and move, keystrokes) techniques						M	M	M	M
Know and apply grade-level handwriting skills							M	M	M
Choose handwriting or keyboarding as appropriate for the task and audience							M	M	M
Know and apply grade-level keyboarding skills							M	M	M
Type words and sentences without looking at keyboard							M	M	M
Achieve 90% accuracy in typed documents							M	M	M
Access function keys as needed in software applications							M	M	M
Type at least three pages in a single setting							M	M	M
Demonstrate knowledge of intermediate word processing skills to produce written text							M	M	M
Compose writing assignments at the keyboard							M	M	M
Use spell checker and thesaurus to augment editing							M	M	M
Understand and use headings									
Add page numbers to documents							M	M	M
Format an inserted image (e.g., change wraparound)							M	M	M

Writing Application and Word Processing	K	1	2	3	4	5	6	7	8
Access special characters menu							M	M	M
Know and apply grade-level handwriting skills								M	M
Choose handwriting or keyboarding as appropriate for the task and audience								M	M
Know and apply grade-level keyboarding skills								M	M
Type words and sentences without looking at keyboard								M	M
Achieve 90% accuracy in typed documents								M	M
Access function keys as needed in software applications								M	M
Type at least five pages in a single setting								M	M
Demonstrate knowledge of intermediate word processing skills to produce written text								M	M
Understand and use common templates (e.g., built-in templates for letters, resumes, calendars)								M	M
Understand the concept of “styles” and use the Style menu to create and change paragraph styles								M	M
Create and format bulleted and numbered lists								M	M
Insert a table into text								M	M
Use captions for images								M	M
Use drawing tools								M	M
Understand and use find-and-replace strategies as an editing task								M	M
Know and apply grade-level handwriting skills									M
Choose handwriting or keyboarding as appropriate for the task and audience									M
Know and apply grade-level keyboarding skills									M
Type words and sentences without looking at keyboard									M
Achieve 90% accuracy in typed documents									M
Access function keys as needed in software applications									M
Type at least seven pages in a single setting									M
Demonstrate knowledge of advanced word processing skills to produce written text									M
Create and use a personal Style sheet									M

Writing Application and Word Processing	K	1	2	3	4	5	6	7	8
Understand and apply section breaks to create document parts with different layouts									M
Create a document with multiple columns									M
Create a basic Table of Contents using automated tools									M
Understand the use of automated references and bibliographies									M
Format tables in a text manually and understand how the Style menu applies to tables									M
Create a basic chart/graph using the tools provided by the word processing program									M