Steps in Progression Document
Transcription - Handwriting

Literacy Tree

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Transcription **Handwriting: Formation & orientation**	Begin to form lower-case letters in the correct direction, starting and finishing in the right place Form capital letters Form digits 0-9	Form lower-case letters of the correct size relative to one another Start using some of the diagonal and horizontal strokes needed to join letters and understand which letters, when adjacent to one another, are best left unjoined	Use the diagonal and horizontal strokes that are needed to join letters and understand which letters, when adjacent to one another, are best left unjoined	Use the diagonal and horizontal strokes that are needed to join letters and understand which letters are best left unjoined as they begin to write with greater fluency	Write legibly and with increasing speed Choose which shape of a letter to use when given choices and deciding whether or not to join specific letters	Write legibly, fluently and with increasing speed Choose which shape of a letter to use when given choices and deciding whether or not to join specific letters
Transcription **Handwriting: Legibility, control & consistency**	Sit correctly at a table, holding a pencil comfortably and correctly Understand which letters belong to which handwriting 'families' (i.e. letters that are formed in similar ways) and to practise these	Write capital letters and digits of the correct size, orientation and relationship to one another and to lower case letters Use spacing between words that reflects the size of the letters	Increase the legibility and consistency of their handwriting [e.g. by ensuring that the spacing and size of letters is even]	Increase the legibility, consistency and quality of their handwriting [e.g. by ensuring that the downstrokes of letters are parallel and equidistant; that lines of writing are spaced sufficiently so that the ascenders and descenders of letters do not touch]	Make writing consistent and legible when writing with a range of implements	Choose the writing implement that is best suited for a task