KA-Consultants Ltd.
Do you have the drive to learn?
QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG17 · PRE-ENTRY

Handwriting 1: Letters and Numbers

Write clear letters and numbers.

Supports Adult ESOL · Pre-entry

In this sheet you will

- sit well and hold your pen or pencil
- write small letters, capital letters and numbers
- write on the line

Next sheet: BG18 I am, you are, he is

About this series

Free, practical English worksheets for adult learners, in class or at home. Practise speaking, listening, reading and writing through everyday situations.

Our philosophy

We help you understand, practise and grow in confidence.

Find more sheets for beginners

Scan the QR code, or go to **www.ka-consultants.com/quickfix** and choose Beginners.

Free for educational use. Teachers may print and share this worksheet unchanged with learners. Please keep the Keystone attribution and share the link to the original resource.

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LEARN Get ready to write



Sit up. Feet on the floor.
Hold the paper with your other hand.



right hand



left hand

Hold it gently. Do not press hard.

Small letters sit on the line. a c e o

Tall letters go up. b d h l

Tails go below the line. g j p y

LISTEN Listen to your teacher. Write the letter or number.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG17.*

Example: **b**

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. _____ 8. _____

SAY IT Listen and repeat. Then work with a partner.

A Write a **small b**, please.
B OK. **b**. Is it good?
A Yes. It sits on the line. Now write a **capital B**.
B OK. **B**.

Your turn. Say a letter or a number. Your partner writes it. Check it together. Change roles. **Write a small d, please.**

READ Read Fatima's note. Then copy it.



My name is Fatima.
I am from Pakistan.
I live in Manchester.
My number is 07700 900123.

Copy the note. Write on the line.

_____

_____

_____

_____

1. Where does Fatima live?
She lives in _____.

PRACTISE 1. Small letters. Trace. Then write on the line.

Watch your teacher write each letter. Trace it. Then write it.

Group 1 c a d g o q e s f

c c c a a a d d d

g g g o o o q q q

e e e s s s f f f

Group 2 l i t j u y

l l l i i i t t t

j j j u u u y y y

Group 3 r n m h b p k

r r r n n n m m m

h h h b b b p p p

k k k

Group 4 v w x z

v v v w w w x x x

z z z



PRACTISE 2. Capital letters. Trace. Then write on the line.

Make capital letters the same height. Watch where your teacher starts each letter.

A A A	B B B	C C C
D D D	E E E	F F F
G G G	H H H	I I I
J J J	K K K	L L L
M M M	N N N	O O O
P P P	Q Q Q	R R R
S S S	T T T	U U U
V V V	W W W	X X X
Y Y Y	Z Z Z	

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PRACTISE 3. Numbers. Trace. Then write on the line.

0 0 0 1 1 1 2 2 2

3 3 3 4 4 4 5 5 5

6 6 6 7 7 7 8 8 8

9 9 9

USE IT Write about you. Write on the line.

You can use made-up details.

My name is _____.

I live in _____.

My phone number is _____.

I CAN Tick Yes or Not yet.

I can sit well and hold my pencil.	Yes	Not yet
I can write small letters and capital letters.	Yes	Not yet
I can write the numbers 0 to 9.	Yes	Not yet