

# early learning centre SS16

sku number : 142461  
product : fun to write  
pack dimensions : 210mm(H) x 145mm(W)  
supplier : JAMES GALT + CO LTD category : Learning is fun  
date: 18 Aug 2015 designer : Dorothy

## colours:



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approval	date	signature
packaging manager		
copywriter		
QA		
product manager		



## learn to write

user guide

142461 0815

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**It is important that when young children first start to write, they should acquire good habits in letter and number forming. The learning process should be both enjoyable and interesting for the child. These cards are designed to help make writing fun to learn, through a simple and easy to follow method of tracing the letters and numbers on the plastic cards, with a finger or pen.**

1. Choose one of the six reusable plastic cards and look at the pictures with the child. Encourage them to repeat the name of the object in each picture, emphasising the first sound of the word. If the card has numbers on it, count the objects with the child.
2. Turn the card over and you will find large letters and numbers which correspond to the pictures you have been looking at. Show the child how to trace over the shapes with their finger, starting at the red dot and using the dotted lines and arrows as a guide. If a letter or a number is formed by two strokes, the second starting position is shown by a blue dot.
3. When the child feels confident about finger tracing, progress to writing with the fibre tip pen. Once they are used to holding the pen, the child should write over each large shape, starting at the red dot and tracing over the dotted line as before. The ink in the pen is specially formulated for writing on the plastic coated cards which can be wiped clean with a damp cloth.
4. When the child is confident in using the pen, turn the card over to show the letters and numbers reduced in size. Make sure they are sitting comfortably and they are holding the pen correctly.
5. Encourage the child to start at the top of each card and work across the columns from left to right as follows:  
**Column 1** - name the picture/count the objects  
**Column 2** - say the first sound/say the number  
**Column 3** - write over the dotted letter or number, starting at the red dot and using the blue arrows as a guide  
**Column 4** - write over the dotted letter or number  
**Column 5** - write the same letter or number but this time with only the red or blue dots as guides
6. Once the basic writing skills have been mastered on the plastic cards, you can encourage the child to write letters and numbers with the pencil on the notepad provided. Each sheet of notepad is part ruled to allow the child to draw a picture at the top and form letters and simple words at the bottom. Encourage the child to write the letter and number, first with and then without reference to the card.