# Introducing staff to Letter-join

Letter-join

# Getting started

- Letter-join Handwriting Manual
- How to log in
- Overview of Letter-join
- Typical workflow
- Letter-join activities

### Letter-join Manual

All school subscribers receive the Letter-join 44 page printed manual.

The manual covers all aspects of Letter-join in detail, including teaching tips and technical info for font and network set-up.



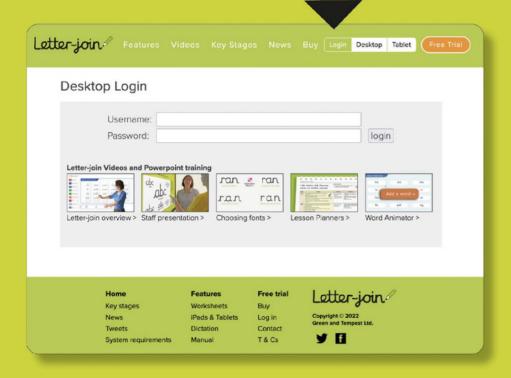
Alternatively, access the manual on-line from any Letter-join page.



### Log in to Letter-join

www.letterjoin.co.uk

### **LOG IN HERE**



### **School Administrator Account:**

Log in with the Letter-join School Admin username and password issued to you by Letter-join.

#### **Classroom Teacher Accounts:**

Individual class log-in details are listed on the Admin page.

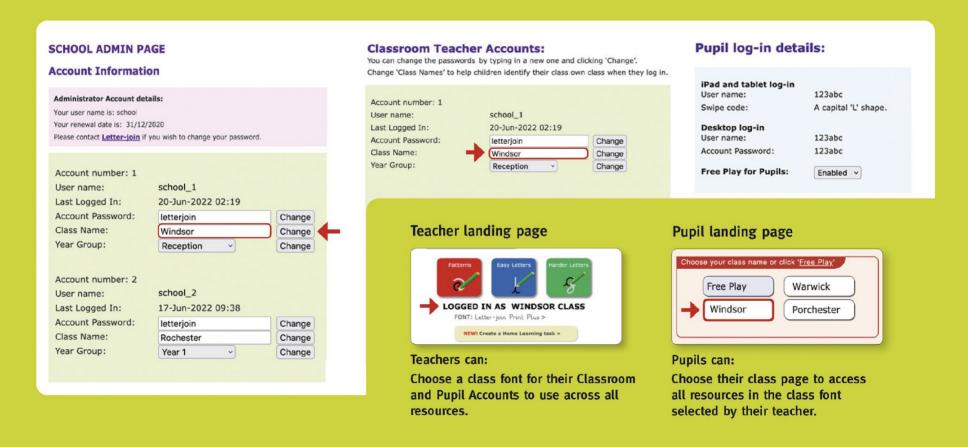
### **Pupil Account:**

Pupil log-in details are shown on the Admin page.

### Administrator tasks

### **SCHOOL ADMINISTRATOR ACCOUNT:**

Log in to the Letter-join Admin page to choose letterforms, download fonts and change class names across your school.



### Teach handwriting your way



Choice of letterforms and fonts when first setting up Letter-join



Lesson Planners for teaching printed and cursive handwriting



Teachers can choose cursive or printed fonts for activities and worksheets.



Font choices are auto selected for pupils in class and at home.



For real handwriting practice, worksheets are auto-selected in your chosen font.

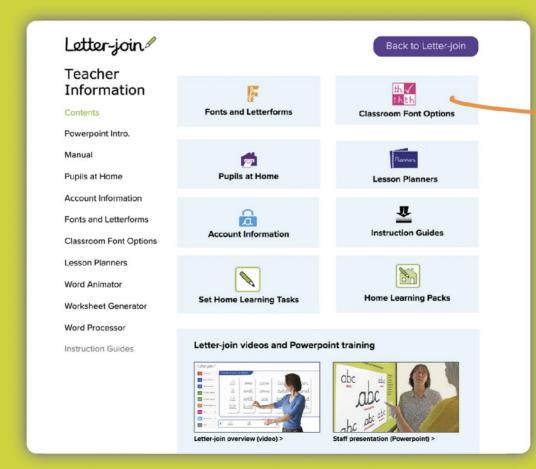
### Teacher's Information page



Here you can find Lesson Planners, choose a classroom font, set Home Learning tasks and watch 'How to' videos.

Click the 'Info' button on any Letter-join page to access.







### Letter-join overview

### Everything you need to teach handwriting from Early Years to Year 6



OPTIMISED FOR WHITEBOARDS



TOUCH-SCREEN
ACTIVITIES & GAMES



SPOKEN WORD ANIMATIONS



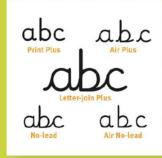
WORKSHEETS WITH CHOICE OF FONTS



LETTER-JOIN PHONICS



PRINTED AND CURSIVE LESSON PLANNERS



EXCLUSIVE LETTER-JOIN FONTS



HOME LEARNING PACKS FOR ALL YEAR GROUPS



HANDWRITING RECOVERY PROGRAMME



ALTERNATIVE LETTERFORMS

### Typical workflow





Choose a letter to learn



Watch animations with spoken instructions



Touch-screen activities for IWBs, iPads and tablets



Practice worksheets accompany all sections

### Use this workflow for:

- Patterns
- Easy letters
- Easy words
- Harder letters
- Harder words
- More letters

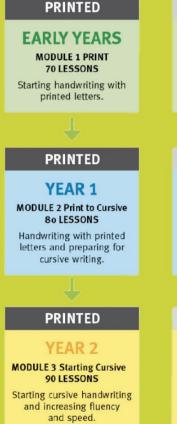


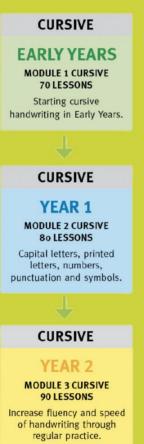
## Lesson Planners

- Lesson Planners
- Lesson Planner content
- Weekly lesson plan example
- Lesson planner linked resources

### **Lesson Planners**

Letter-join Lesson Planners are structured around Letter-join resources, and contain hundreds of handwriting lesson plans to help you teach and improve handwriting.



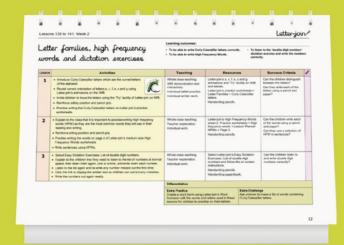




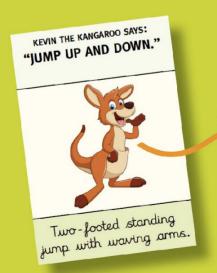
PLANNERS

### Lesson Planner content

A systematic method of teaching handwriting to National Curriculum expectations.

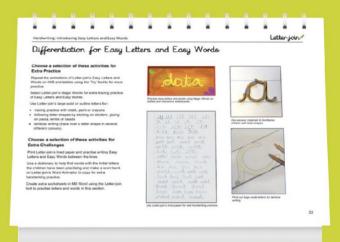


Typical lesson plan





Gross motor skills exercises



#### Differentiation for all sections



Worksheets linked to curriculum topics

### Weekly lesson plans example page

Lesson plans are regularly updated to include the latest Letter-join resources

Lessons 1 to 3: Week 1

Letter-join∕

### Letter families, high frequency words and dictation exercises

#### Learning outcomes:

- To be able to write Long Ladder letters correctly.
   To listen to
- · To be able to write High Frequency words.
- To listen to the 'CVC' dictation exercise and write the words correctly.

LESSON	Activities	Teaching	Resourc	es	Success Criteria	•
1	Introduce Long Ladder letters which are the straight letters of the alphabet.     Revisit correct orientation of letters i, I, t, u, j and y using Letter-join's animations on the IWB.     Invite children to trace the letters using the 'Try' facility of Letter-join on the IWB or on their tablets.     Reinforce sitting position and pencil grip.     Practise writing the Long Ladder letters on Letter-join's practice worksheets.	Whole class teaching.  IWB demonstration and interactivity.  Individual tablet practice.  Individual written work.	Letter-join's i, I, t, u, j and y animations and 'Try' facility on IWB and tablets.  Letter-join's practice worksheets > Letter Families > Long Ladder letters.  Handwriting pencils.		Can the children distinguish between the letters? Can they write each of the letters using a pencil and paper?	
2	Explain to the class that it is important to practise writing high frequency words (HFW) as they are the most common words they will use in their reading and writing. Reinforce sitting position and pencil grip. Practise writing the words on page 1 of Letter-join's medium-size High Frequency Words worksheets. Write sentences using HFWs.	Whole class teaching. Teacher explanation. Individual work.	Letter-join's High Frequency Words sheet 1. Practice worksheets > High frequency words > Lesson Planner HFWs > Page 1. Handwriting pencils.		Can the children write each of the words using a pencil and paper? Can they use a selection of HFW in sentences?	
3	Select Easy Dictation Exercises: List of CVC words.  Explain to the children that they need to listen to the list of words at normal speed, then listen to them again, one at a time, and write down each word.  Listen to the list again and re-write any words missed out the first time.  Click the link to display the written text so children can correct any mistakes.  Write the words out again neatly.	Whole class teaching. Teacher explanation. Individual work.	Select Letter-join's Easy Dictation Exercises: List of CVC words and follow the on screen instructions. Handwriting pencils.		Can the children listen to and write the CVC words correctly?	
		Differentiation				
		Create a word bank using Letter-join's Word Ask cl		Extra Challeng Ask children to Long Ladder let	make a list of words containing	

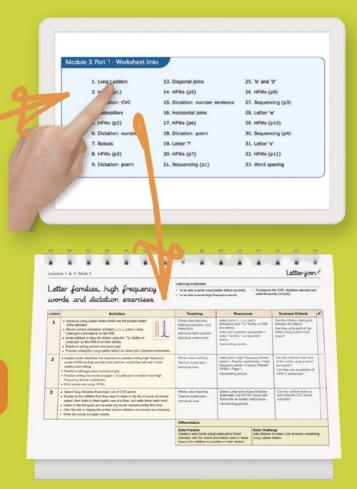
### Lesson Planner: linked resources

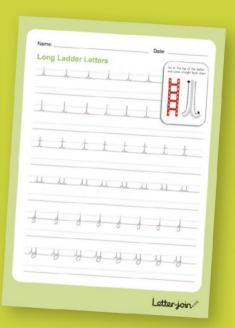
Links to worksheets are listed on the 'Worksheets Links' pages. Click on the Letter-join 'Info' button to find.

**LESSON** 

348







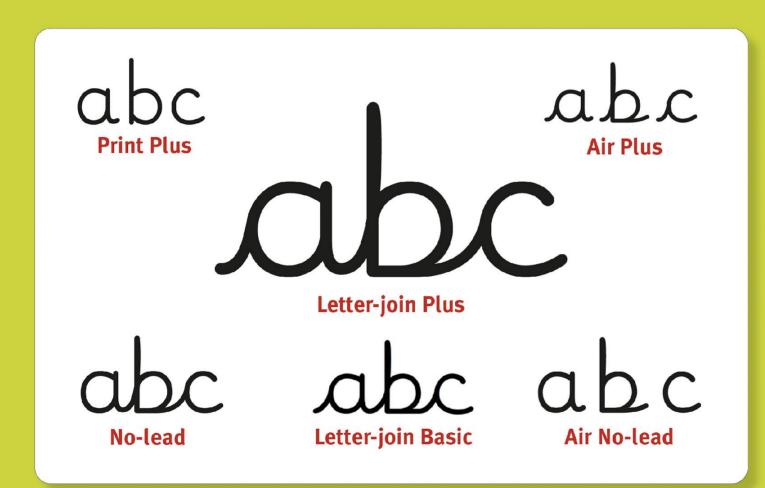
All worksheets use a school's preferred letterforms (selected from the Letter-join Administrator page) and are produced in PDF format.

# Fonts

- Preferred letterforms
- Font family
- Font differences
- Font applications

Letter-join fonts

**Exclusive fonts for use in MS Word and with Letter-join on-line resources** 



Letter-join fonts, to use in MS Word, are included with all Letter-join school subscriptions.

#### More about fonts

The Font Guide includes information about fonts for other systems.

letterjoin.co.uk/fontguide. pdf

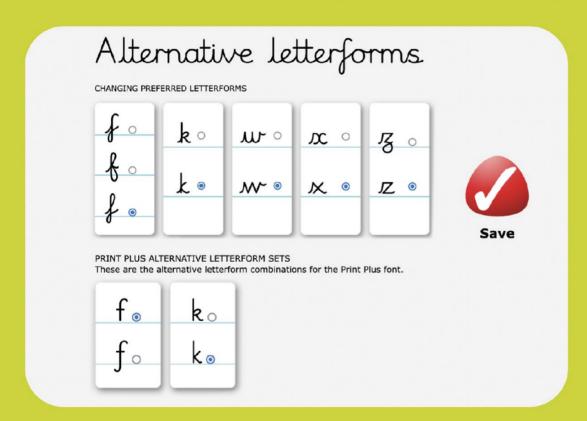
#### Font install

To download fonts, log in as school administrator.

Refer to Letter-join Manual page 43 for detailed information.

### Alternative letterforms

Start Letter-join by choosing your selection of preferred letterforms



Letter-join includes alternative letterforms for cursive f, k, w, x and z, and printed f and k. Once selected, the choices are used on all resources across a school account.



### Letter-join fonts

#### Letter-join Plus

A continuous cursive font with lead-in and lead-out lines.

#### Letter-join Air Plus

Used when wanting to teach continuous cursive letters that are not joined.

#### Letter-join No-lead

Does not include the lead-in line at the start of each letter but has a lead-out line that joins to the following letter.

#### Letter-join Air No-lead

Does not include a lead-in line, letters are not joined.

#### **Letter-join Print Plus**

Has simple exit strokes for letters that end 'on the line'.

#### **Letter-join Basic**

Use with Smart Notebook and other software without options for scripts fonts.

the dog ran the dog ran

the dog ran

the dog ran the dog ran

the dog ran

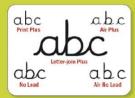
### Classroom font uses

### **On-screen animations**

Easy letters and words, Harder letters and words

#### **FONTS AVAILABLE**

Letter-join Plus Letter-join Air Plus Letter-join No-lead Letter-join Air No-lead Letter-join Print Plus





The animations you see for Easy letters and words, Harder letters and words have five font options. This includes associated worksheets.

The font change can be made under Classroom Font Options.

### On-line activities

All games and activities, On-line Word Processor and Word Banks

#### **FONTS AVAILABLE**

Letter-join Plus Letter-join Air Plus Letter-join No-lead Letter-join Air No-lead Letter-join Print Plus Letter-join Print



Magic Words



**On-line Word Processor** 



**Word Banks** 

spelling lis	,,,	
Look	Trace	Сору
Monday	Manday	
Tuesday	Tuesday	
Wednesday	Wednesday	
Thursday	Thursday	

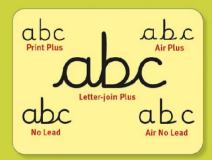
**Worksheet Generator** 

#### For MS Word

**FONTS AVAILABLE** 

Letter-join Plus Letter-join Air Plus Letter-join No-lead Letter-join Air No-lead Letter-join Print Plus

Letter-join Print



Fonts can be downloaded from Letter-join Admin page.

#### More about fonts

The Font Guide includes information about fonts for other systems.

letterjoin.co.uk/fontguide.pdf

# Worksheets

- Ready-made worksheets
- Easily find a Letter-join worksheet
- Make your own worksheets with Letter-join tools

### Hundreds of ready-made worksheets

### Handwriting worksheets linked to curriculum topics

Worksheets in Resources section:

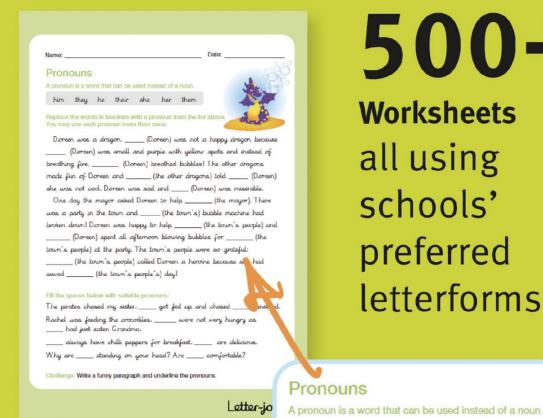
Early Years

Key Stage 1

Kev Stage 2

Posters and Handouts

Seasonal and Fillers



500+

**Worksheets** all using schools' preferred letterforms

him they he their she her them

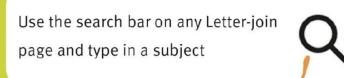
Replace the words in brackets with a pronoun from the list a

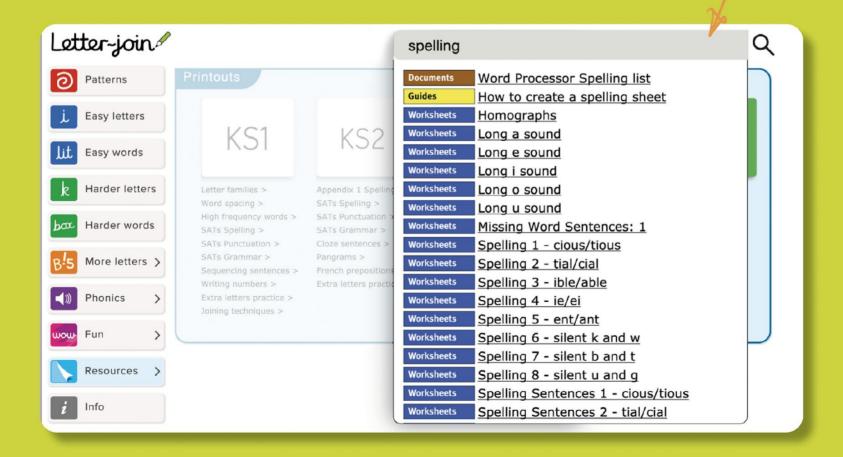
You may use each pronoun more than once:

Letter-join contains a vast selection of ready-made worksheets and printouts for use from EYFS to Year 6. They are available in PDF format and will automatically use your school's preferred letterforms for f, k, w, x and z.

### Find any Letter-join Worksheet

Quickly find any of the 500+ Letter-join worksheets.





### Making your own worksheets

#### **On-line Word Processor**

**Easy to use advanced features** 



The Letter-join On-line Word Processor allows you to create and save documents using any of the Letter-join fonts.

Open File...

My Files

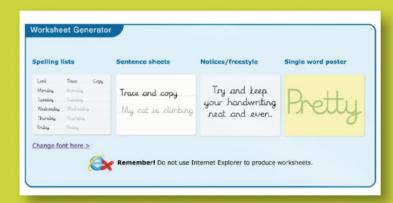
Colours spellings
Hello there
Long a sound
Y1 CE Words: 3
music club
testdoc1

- Use any Letter-join font
- No need to install fonts
- Preferred letterforms automatically selected
- Pre-made templates

#### Create

Worksheets, posters and notices when using a computer that does not have the Letter-join fonts or MS Word installed.

### **Worksheet Generator Quick and simple worksheets**



- Create worksheets in three font sizes
- Use any of Letter-join's fonts
- No need to install fonts
- Preferred letterforms automatically selected

#### Create

- look, trace and copy spelling lists
- trace and copy sentence sheets
- freehand posters
- single word posters

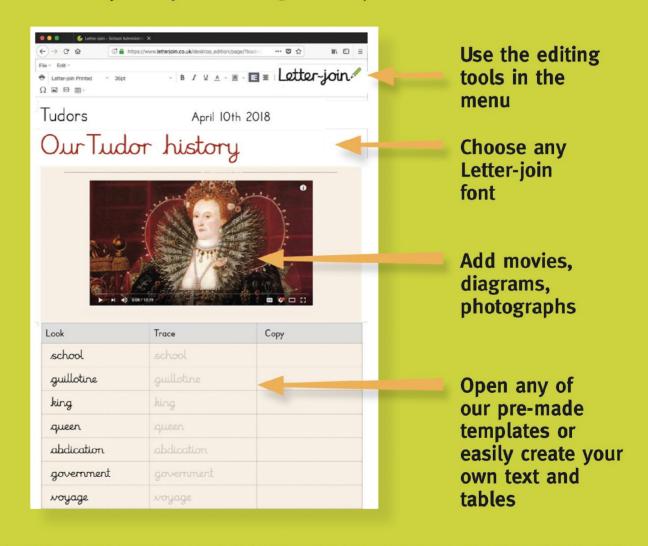
### Letter-join On-line Word Processor

### Log in and design worksheets on any computer using Letter-join fonts



Create and save documents using any of the Letter-join fonts.

An on-line alternative to MS Word for creating spelling lists, classroom presentations and much, much more!



### Letter-join Worksheet Generator

Create simple, handwriting worksheets using Letter-join templates.

Choose any Letter-join fonts to produce a worksheet. Worksheets are created within internet browsers and include preferred letterforms for f, k, w, x and z.

They can be saved as PDFs.



### **Spelling lists**



In three sizes with options to show all the guidelines or the baseline only.

### **Sentence** sheets

П	Trace and copy
	My school trip is to the goo.
	My ochoot trip is to the goo.
	It will be few.
	It will be gun.

In three sizes with options to hide or show guidelines and with trace or trace and copy options.

### Posters/freestyle



In three sizes with options to show guidelines, baseline only or no lines at all, and to range text left or centred.

### Single word poster



Choose text and background colour. Perfect for classroom displays.

# Fun Activities

- Magic Patterns
- Magic Words
- SoundMatch
- PhonicsMatch
- Word Search
- Write it Right!

- LetterMatch
- LetterLotto
- Letter Families
- Phozzle
- Rember Write
- Write in Time!



### **Choice of Letter-join font**

Click the 'Info' button on any Letter-join page, choose Classroom Font Options and select the Letter-join font of your choice.

### Fun Activities 1/2

### Interactive activities designed for IWB and tablet use



#### **Magic Patterns**

A selection of patterns, shapes and mazes for tracing on imaginative backgrounds.



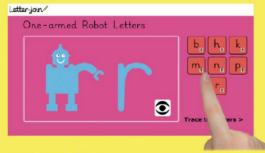
#### **Magic Words**

Enter any word and trace on a choice of colourful backgrounds.



#### **Phonics Match**

A matching pairs game to beat the clock using cursive or printed letters.



#### **Letter Families**

Reinforces different letter shapes and shows the correct way to write the letters.



#### LetterMatch

Helps teach the names and sounds of the letters of the alphabet.



#### **Word Search**

Create class word banks to make word searches or spelling lists.

### Fun Activities 2/2

### Interactive activities designed for IWB and tablet use



#### **SoundMatch**

A matching pairs game for Early Years to support Letter-join Phase 1 Phonics activities.



#### Write it Right!

A fun activity that rewards neat handwriting.



#### Phozzle

Practise recognition and orientation of cursive or printed letters.



#### LetterLotto

Practise recognition and orientation of cursive or printed letters.



#### **Remember Write**

Develop your pupils' memory skills while they practise their handwriting and spelling. KS1 Phonics to KS2 statutory spellings.



#### Write in Time!

Choose from eight KS2 topics. The more words that are neatly written, the higher the award given.

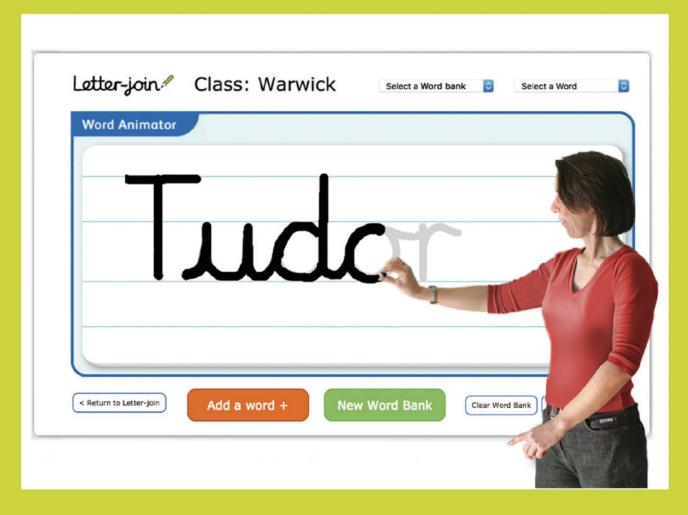
### Letter-join Word Animator

Create animations of words for pupils to trace over and practise



2 CREATE ANIMATION

PRACTICE FOR PUPILS



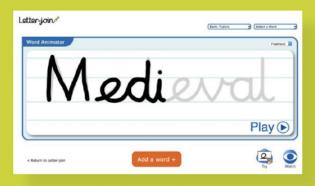
Use Letter-join Word Animator

### to create spelling lists

Write and record new word animations to share with pupils. Then convert your words into a spelling list for real handwriting practice.

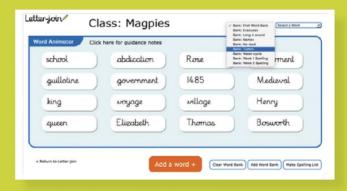
1

Build a bank of animated topic words for pupils to re-play and trace using the Word Animator.



2

Share classroom Word Banks on your school tablets so pupils can watch and practise.



3

Click 'Make Spelling List' to format your Word Bank into a Spelling List.



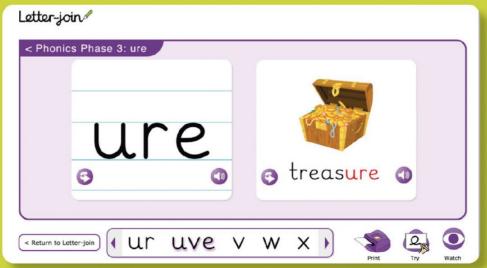
### Letter-join Phonics

### **Combine handwriting with Letter-join phonics resources**

Letter-join's phonics resources are designed to support your school's phonics programme whilst introducing handwriting to children.

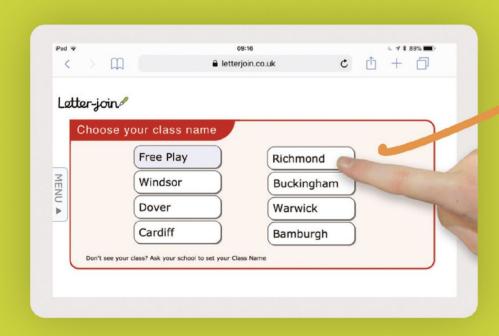
Listen to and practise sounds then watch and practise letter formation.





### Letter-join at home

Pupils can log in to Letter-join at home and enjoy the same activities as at school. Teachers can easily share classroom activities such as animations in word banks for home practice.





### More information

### Website

www.letterjoin.co.uk

Includes latest news, features, cost calculator and testimonials.
Access to Free Trial.

### Brochure

- School subscribers receive one printed manual for every classroom subscription.
- Shows how to use Letter-join in detail at Primary level.
- Letterjoin brochure 44 page brochure view online

### Try

Try Letter-join on your interactive whiteboards, desktop computers and tablets for free.





