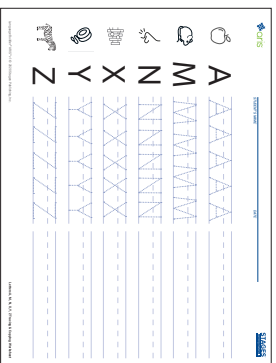# Writing: Tracing Letters

Student will learn to trace the letters of the alphabet using proper handwriting stroke order.

✎ Suggested Materials

✻ *Letter Tracing Worksheets* from the Reproducible Activities Book

✻ Writing instrument such as a pen, crayon, pencil, or marker

✻ The following handwriting stroke order chart is one example of how you can teach stroke order for each letter.

Aa Bb Cc Dd
Ee Ff Gg Hh
Ii Jj Kk Ll
Mm Nn Oo
Pp Qq Rr Ss
Tt Uu Vv Ww
Xx Yy Zz

Student:
Projected activities for: ___ / ___ / ___ to ___ / ___ / ___

Monday	Tuesday	Wednesday	Thursday	Friday

◎ IEP Goals

1. When provided a letter-tracing template and writing instrument, [Student] will trace straight-lined upper case letters (e.g. A, E, H) using proper stroke order, with 80% accuracy, in 4 out of 5 trials, with [no more than ## & type, or zero] prompts, as measured by recorded data, over [#] consecutive data days by [date or timeframe].

2. When provided a letter-tracing template and writing instrument, [Student] will trace all upper case letters, using proper stroke order, with 80% accuracy, in 4 out of 5 trials, with [no more than ## & type, or zero] prompts, as measured by recorded data, over [#] consecutive data days by [date or timeframe].

3. When provided a letter-tracing template and writing instrument, [Student] will trace all lower case letters, using proper stroke order, with 80% accuracy, in 4 out of 5 trials, with [no more than ## & type, or zero] prompts, as measured by recorded data, over [#] consecutive data days by [date or timeframe].

4. When provided a letter-tracing template and writing instrument, [Student] will trace all upper case and lower case letters, using proper stroke order, with 80% accuracy, in 4 out of 5 trials, with [no more than ## & type, or zero] prompts, as measured by recorded data, over [#] consecutive data days by [date or timeframe].

▥ Notes

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Writing: Tracing Letters

🔍 Lesson Focus

Student will learn to trace the letters of the alphabet using proper handwriting stroke order.

📂 Lesson Format

The primary lesson is for 1:1 instruction with a teacher or therapist.

🧭 Location

The lesson is intended as an indoor activity that requires the teacher and student to be seated next to, or across from, each other at a table or on the floor.

🖋 Preparation

Make copies of the *Letter Tracing Activity Sheets* from the Reproducible Activities Book, or print them from the ARIS website. Secure a pen, crayon, pencil, or marker for the student to write with.

📋 Procedures

1. Sit in a chair at the table facing the student.
2. Make sure you have the student's attention.
3. Place the worksheet in front of the student.
4. Give the instruction: "Trace the letter."
5. Prompt if necessary.
6. Wait for student to pick up the writing tool, and trace the letter on the worksheet.
7. Reinforce the student.

☑ Prerequisites

Technically, the student can start this lesson with no letter recognition skills, as long as they have already completed:

★ **Lesson 49**: *Shape Tracing*

However, the student will get more out of the lesson if they have already mastered identification of the letters. For this, they will need to have mastered:

★ **Lesson 136**: *Receptive Identification of Letters - Lower Case*
★ **Lesson 137**: *Receptive Identification of Letters – Upper Case*

⭐ Standards

Head Start
★ P-PMP 3

Common Core
★ CCSS.ELA-Literacy.L.K.1

ABLLS-R
★ S3

VB MAPP
★ W 12-M

🖥 Record Keeping

Data Sheet
★ *Skills-Based Lessons*

Home Communication Sheet
★ *Emerging & Maintaining Skills*

Teacher Tip

The order of mastery for writing is to first trace letters, then to copy them, next to write them with a starting point cue, and finally to write them independently. It is important to pay attention to how the student forms the letter at this early stage. If they start out tracing the letters in the wrong way, it will be much more difficult to correct their form as they progress through the steps.

⏣ Lesson Progression

When you begin this lesson with the student, they should already be able to trace horizontal, vertical, diagonal, and intersecting lines, as well as curves and circles. Tracing letters is simply a combination of these fine motor activities.

- Start first with the single letter sheets. You can fold or cut the paper if you only want the student to see one letter at a time.
  - » Start with upper case, straight-lined letters (e.g., **A**, **L**, **M**).
    - › Give the instruction, "Trace the letter **A**."
    - › Encourage the student to write the letters following proper stroke order.
      - The most basic rule of writing letters is to always start at the top of the letter.
      - On the front of this lesson, we have included one example of how you can teach stroke order for each letter.
- When the student can successfully trace letters made up of straight lines, introduce upper case letters with curves.
- When the student can successfully trace upper case letters, introduce lower case letters following the same procedure.
  - » Note that there is a special sheet for **b**, **d**, **p**, **q** practice.
- When the student is ready, you can move from the single-letter sheets to the sheets with multiple, smaller letters.
- If the student can receptively identify letters, you can incorporate some receptive labeling into this activity, such as, "Trace the **A**."

⊕ Generalization

As the student's ability to trace letters improves:

- Have the student practice tracing letters with their fingers and with different writing implements.
- Have the student practice tracing letters in settings outside of the classroom.
- Have the student trace letters in different materials, such as sand or shaving cream.
- Communicate the student's progress to parents and home staff using the *Emerging and Maintaining Skills Home Communication Sheet*, so the parents can have the student practice tracing letters at home or in other environments outside of school. You can provide them with copies of the activity sheets to encourage at-home practice.

◎ Whole-Child Lesson Ideas

Glitter Glue Cards

On index cards or similarly-sized card stock, lightly use a pencil to create the tracing lines for the letters you want the student to practice. Give the student puffy paint, glitter glue, or white glue to trace the letters. When dry, the raised letters are a great tactile surface for the student to trace with their fingers. You can also use the cards for matching or other learning activities.

⊜ Prompting

Suggested prompt ideas, in general from least to most invasive:

1. Place only the worksheet and writing instrument on the table.
2. Model how to trace the letter.
3. Hand the writing instrument to the student and repeat the instruction.
4. Lightly guide the student's hand to the correct position and stroke order.
5. Hand over hand place the writing instrument and guide the student to trace the letter.

➔ Next Steps

Once the student can trace letters, move on to:

- ★ **Lesson 143**: *Tracing Name*

Skills-Based Lessons
DATA SHEET

LESSON NUMBER

LESSON TITLE

STUDENT'S NAME   *DATE*

Prompt Codes				Notes
V	Verbal	FP	Full Physical	
PV	Partial Verbal	PP	Partial Physical	
M	Model	G	Gesture	
PM	Partial Model	L	Location	

Command: _____

Desired Response: _____

Circle + (correct), - (incorrect), NR (no response), or P (prompted) and fill in Prompt Code.

Date: _____ Staff Initials: _____ Notes:
Time Started: _____
Time Finished: _____ % Correct: _____

Trial	1	2	3	4	5	6	7	8	9	10
Response	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P
Prompt Code										

Date: _____ Staff Initials: _____ Notes:
Time Started: _____
Time Finished: _____ % Correct: _____

Trial	1	2	3	4	5	6	7	8	9	10
Response	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P
Prompt Code										

Date: _____ Staff Initials: _____ Notes:
Time Started: _____
Time Finished: _____ % Correct: _____

Trial	1	2	3	4	5	6	7	8	9	10
Response	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P
Prompt Code										

Date: _____ Staff Initials: _____ Notes:
Time Started: _____
Time Finished: _____ % Correct: _____

Trial	1	2	3	4	5	6	7	8	9	10
Response	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P	+ – NR P
Prompt Code										