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## HOW TO WRITE LEGIBLY FOR BETTER CAREER AND PROSPECT

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### ABSTRACT

Good handwriting activates the brain more than keyboarding. Good hand writing contributes to reading fluency because it activates visual perception of letters. Handwriting is a predictor of success in other subjects, because good hand writing has a positive impact on grades. Benefits of Good Handwriting for kids and adults.

Cognitive development: Benefits of good handwriting practice has an incredible influence on cognitive development. Writing by hand stimulates different brain parts associated with language processing, memory retention, and creative expression. Poor handwriting can have a pervasive effect on school performance.



### INTRODUCTION:

Graphology helps improve your personality and thought process, which play an important role in a job interview. Hand writing analysis also known as graphology is method of identifying the traits of an individuals through his/ her hand writing.

The study of written Printed symbols and of writing systems. Graphology is the study of handwriting. Through analysis, graphologists can learn a great deal about a writer. Graphologists can determine personality traits by examining the way a person forms each letter. The results can be helpful in putting together a personal profile. An analysis of your handwriting can reveal your behavior and reasons behind them. It covers your psychological and intellectual profile.

Graphology, inference of character from a person's handwriting. The theory underlying graphology is that handwriting is an expression of personality; hence, a systematic analysis of the way words and letters are formed can reveal traits of personality.

In 1897, the term graphology was coined by Abb Jean-Hippolyte Michon in Paris by combining two Greek words graphe in, to write and logos, science. He was the founder of The Society of Graphology and the first person to give scientific grounds to the handwriting analysis

### Principle of Graphology.

One of the core principles of the graphological approach is the belief that handwriting is a reflection of a person's personality. Graphologists believe that by examining a person's writing, they can gain insight into their character traits, emotional stability, cognitive abilities, and overall health.

Dr. Ludwig Klages, widely regarded as the father of modern graphology, publishes the influential handwriting and character. So technically, graphology is a study of functioning of our brain rather than of our handwriting. Our handwriting is essentially only a door to reach our brains. Technically, a right hander is so because the right side of his/her brain functions faster and better than the left side.

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### Theory of Handwriting:

Handwriting production is viewed as a constrained modulation of an underlying oscillatory process. Coupled oscillations in horizontal and vertical directions produce letter forms, and when superimposed on a rightward constant velocity horizontal sweep result in spatially separated letters. The science of handwriting analysis is based on the premise that no two individuals can produce exactly the same writing and that an individual cannot exactly produce his/her own handwriting due to writing variation. Variations are natural deviations that occur in a person's handwriting.

Graphology is a blend of art and science. It is a science because it measures the structure and movement of the written forms-slants, angles and spacing are accurately calculated and the pressure is observed in magnification and with precision.

### Basics of Handwriting:

To study graphology, parts of letters have to be identified. When a writer makes a path in a single impulse, it is referred to as strokes. The strokes that go upwards forming letters are referred to as upward strokes, whereas the strokes that go downwards and come back up forming letters are known as downward strokes.

**Features of Graphology:** Published Jun 20, 2023. Graph therapy is a therapeutic technique that involves using handwriting exercises to bring about positive changes in a person's behavior, emotions, or overall well-being. It is based on the belief that the way we write reflects our personality traits, emotions, and psychological patterns

Graphology is the visual appearance of language. This includes the layout, font, use of color and anything else that affects the way we see words visually REPRESENTED. Also called graphological features, graphology is also crucial for exploring how punctuation, paragraphing and spacing are used on a page.

**Objectives of Graphology:** By learning graphology one can become aware about own personality, real thinking pattern, behavior, capabilities, strength, weaknesses, relations personal and professional

### 4 Keys of Handwriting:

It's easy to teach handwriting effectively when you remember the four 'Ps' of handwriting: Posture, paper, pencil grip, and placement.

Teaching handwriting can be simple. It might seem like a mystery when you think about how a child goes from indecipherable scribbling with crayons in pre-K to neat and tidy cursive handwriting later in elementary school. But, don't worry you'll get your students there. It is easy to teach handwriting effectively when you remember the four Ps of handwriting: Posture, Paper, Pencil grip, and placement.

- 1. Posture:** Good sitting posture promotes good handwriting. This can be taught in Kindergarten and reinforced in every grade. When considering a child's posture, look at their desk. Does it fit their size? The right size and style of chair and desk affect school performance. Children don't come in a standard size. Check that every child can sit with their feet flat on the floor and arms resting comfortably. Children who sit on their feet often will lose stability in their upper torso.
- 2. Paper:** Give your students paper that has double lines for correct letter orientation. Watch our why double Lines? Webinar to learn more about using double line paper to practice correct letter formation. In the meantime, try it for yourself with our double lines download.
- 3. Pencil grip:** Grip is one of the foundations of handwriting. The most important thing to understand about pencil grip is that doesn't develop naturally- it is learned. Based on yours of experience helping childred, we developed own theories about how to develop good pencil grip habit effectively. Because children are born imitators, demonstration will lead to success. Learn how to teach your students to hold their pencils correctly.
- 4. Placement:** Correct paper placement helps children to move the writing hand across the page. Paper placement is different for left and right-handed children. There is a misconception that people should slant their paper to make slanted writing. Not true. In fact, we slant paper so that it fits the natural arc of

the forearm. Children who slant their papers properly can write faster because the arm moves naturally with the paper. Good sitting posture promotes good handwriting. Give your students paper that has double lines for correct letter orientation.

### Types of Handwriting:

Cursive Handwriting is joined-up writing where letters are connected, making it faster to write as you needed to take your pen off the page less.

- Print Handwriting
- Modern Cursive
- Letter Shapes
- Letter Size
- Letter Spacing
- Letter Angle
- Smoothness

**Good Handwriting Skills:** Good handwriting maintains consistent and legible letter shapes. Each letter should have a specific form that is easily recognizable and clear.

Muscle memory is important for anything we do, even writing with pen and paper. If you don't have regular practice, you're going to have a harder time writing neatly. Taking 10-15 minutes each day to write neatly and slowly can vastly improve your handwriting.

Rules include letters touch the bottom line, short letters start at middle dotted line, tall letters touch top line, spacing go between words, leave a finger space, and print letters the same.

It might take a bit longer than typing, but you'll help to build up the muscles that are necessary for easy, smooth, and neat handwriting. To practice your writing every day, start a journal, make your to-do lists by hand, or complete handwriting practice sheets.

### Mimic The Handwriting You Admire.

Each day, choose one that you'd like to emulate. Then try to copy the look of that handwriting, letter by letter. Pay attention to how they connect letters, any decorative flourishes they use, and the shapes and angles they create. Spend around five minutes per day on this.

### Characteristics of Hand writing:

These are functions of letter form, line form, and formatting. Letter form includes the shape of letters, curve of letters, angle or slant of letter, proportional size of letters and the use and appearance of connecting lines between letters.

The best way to improve your stamina as well as the legibility of your handwriting is through practice. Take up all possible opportunities to write by hand—you can write notes, essays, shopping lists and letters to friends, or even take up journaling. Characteristics include word spacing, line quality, consistency, connecting strokes, pen lifts, cursive letters, writing pressure, complete letters, diacritics, embellishments, slants and baselines habits.

### Every Handwriting Is Unique:

Every person's handwriting is unique and different, it can be used to verify a document's writer. The deterioration of a person's handwriting is also a symptom or result of several different diseases. The inability to produce clear and coherent handwriting is also known as dysgraphia.

### Problems with the Legible Hand Writing:

1. Why do we not write legibly/beautifully?
2. Lack of basic knowledge of the English script.

3. We do not know how to hold pen/pencil
4. Base line, Upward stroke, Downward stroke, half circle, full circle, oval shape, standing line, sleeping line, slants etc.
5. Hand writing is mind body exercise
6. Observe consciously & practice carefully
7. We should understand human brains & their proper functions.
8. Basic knowledge of conscious and subconscious minds.
9. Lack of proper guidance & rigorous practice.
10. Make yourself as a habit not a laborious work.

Note: There should be coordination between body and mind, i.e. eye and hand co-ordination.

### Tips to improve your Handwriting:

1. Use a nice pen
2. Maintain a relaxed grip
3. Improve your hand writing with drills
4. Experiment with paper rotations
5. Practice with a worksheet
6. Sneak in practice to improve your handwriting
7. Write on lined paper or use a template
8. Embrace your personal style
9. Space between two letters and words should be same
11. Follow the punctuation
12. Handwriting is mind body exercise
13. Keep positive attitude
14. Practice consciously
15. Open handwriting file in your brain
16. Practice, Practice, Practice
17. Rectify your mistakes
10. Quality of paper decides your handwriting
11. Learn how to hold pen
12. Try to adopt the changes you make
13. Keep consistency
14. Don't be a Hare be a Tortoise
15. Maintain Eye-hand co-ordination
16. Don't use sleepery or rough paper
17. Selection of pen is secret of your hand writing.
18. Maintain spacing between letters and words
19. Practice clock-wise and anti-clockwise direction
20. Consistency is key to your hand writing

### CONCLUSION:

In conclusion, handwriting is more than just a way to communicate. It engages our brains in ways that typing simply cannot replicate, leading to improved memory, learning and cognitive development.

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