# THE UNIVERSITY OF OKLAHOMA GRADUATE COLLEGE

STANDARD MANUSCRIPT SCALES FOR GRADES I, II AND III

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# STANDARD MANUSCRIPT SCALES FOR GRADES I, II AND III

APPROVED BY

DISSERTATION COMMITTEE

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# TABLE OF CONTENTS

		Page
LIST C	OF TABLES	vi
Chapte	₽ <b>r</b>	
I.	INTRODUCTION	1
	Purpose and Background	1
	of Handwriting Scales	5 15 16
II.	THE DEVELOPMENTAL PROCEDURE	17
	Method of Sampling	17 20 30 30 30
III.	STATISTICAL TREATMENT OF DATA USED IN STANDARDIZATION	32
	Rate Scales	32 42
	Writing	49 55
IV.	SUMMARY AND CONCLUSIONS	<b>5</b> 8
BIBLIO	GRAPHY	61
APPEND	ICES	54
Α.	Letter of Transmittal	64
В.	Reply Form	66

Append	ix	Page
C.	Directions for Administering the Test Which Will Result in Securing Manuscript Writing Samples	68
D.	Schools Participating in This Study Grouped According to the Size of the City in Which They Are Located and the Number of Samples Secured	71
E.	Keyed Copy of Selections	77
F.	Qualities of Manuscript Writing and Directions for Achieving Normalcy	79
G.	Criteria and Directions for Rating Manuscript Writing	82
н.	Scales for Grades I, II and III	84
I.	Problem Sheet Used to Determine Overlap in Quality of Manuscript Writing	88
J.	Problem Sheet Used to Determine Cross-Validity Between Manuscript and Cursive Writing	90

## LIST OF TABLES

Table		Page
1.	Comparison of Conard's Standards and Scales Developed in This Study	14
2.	Cities of the United States Ranked According to Population	18
3.	Representative Stratified Sampling of Cities and Co-operation Factors	19
4.	Distribution, Number and Percentage of Samples Received and Used in This Study	21
5.	Distribution of Grade I Samples According to Placement in Identical Group by all Three Judges	24
6.	Distribution of Grade II Samples According to Placement in Identical Group by all Three Judges	26
7.	Distribution of Grade III Samples According to Placement in Identical Group by all Three Judges	28
8.	Distribution of Rate in Grade I According to Raw Scores, Percentiles and T-Scores	33
9.	Distribution of Rate in Grade II According to Raw Scores, Percentiles and T-Scores	34
10.	Distribution of Rate in Grade III According to Raw Scores, Percentiles and T-Scores	37
11.	Distribution of Grade I Samples According to Ranking in Merit Order, Mean Rank and Rank Position	43
12.	Distribution of Grade II Samples According to Ranking in Merit Order, Mean Rank and Rank-Position	_45 _

Table		Page
13.	Distribution of Grade III Samples According to Ranking in Merit Order, Mean Rank and Rank Position	47
14.	Distribution of Selected Samples in Grade I According to Mean Rank, Rank Position, Percentile, T-Score and Level of Quality	50
15.	Distribution of Selected Samples in Grade II According to Mean Rank, Rank Position, Percentile, T-Score and Level of Quality	51
16.	Distribution of Selected Samples in Grade III According to Mean Rank, Rank Position, Percentile, T-Score and Level of Quality	53
17.	Overlap in the Qualities of Manuscript Writing Between Grades I and II and Between Grades II and III	<b>5</b> 5
18.	Cross-Validation of Manuscript and Cursive Writing in Grades I, II, and III	56

# STANDARD MANUSCRIPT SCALES FOR GRADES I, II AND III

#### CHAPTER I

#### INTRODUCTION

### Purpose and Background

Since the early part of the century much research has been done on handwriting, according to titles of articles listed in the <u>Review of Educational Research</u>, the <u>Encyclopedia of Educational Research</u>, and the separate bibliographies on handwriting of Freeman<sup>1</sup> and Gray<sup>2</sup>. Freeman<sup>3</sup> and West<sup>4</sup> have described and reported the implications of this research for

Frank N. Freeman's annotated bibliographies on hand-writing appeared yearly from 1933 to 1940 inclusive in the October issues of the <u>Elementary School Journal</u>.

<sup>&</sup>lt;sup>2</sup>William H. Gray's annotated bibliographies on handwriting appeared yearly from 1941 to 1955 inclusive in the October issues of the <u>Elementary School Journal</u>.

<sup>&</sup>lt;sup>3</sup>Frank N. Freeman, "Teaching Handwriting," <u>What Research Says to the Teacher</u>, No. 4 (Washington: Department of Classroom Teachers, American Educational Research Association, National Education Association, 1954), pp. 1-33.

<sup>&</sup>lt;sup>4</sup>Paul V. West, "Handwriting," <u>Encyclopedia of Educational Research</u>, rev. ed., ed. by Walter S. Monroe (1950), pp. 524-529.

classroom teachers. Classification of the researches could be placed in these categories: (1) the general nature of handwriting programs, (2) handwriting and its effects on other school subjects, (3) handwriting systems and materials, (4) teaching techniques, and (5) measurement of handwriting. The problem of this dissertation is the measurement of handwriting-specifically, the measurement of manuscript writing.

As a matter of general interest, the historical background of manuscript writing can best be summarized by the following paragraph:

Manuscript writing is a simplified form of writing taken from that used by the monks before the invention of printing. It has been called by many different names in different localities, such as print script, joined script, script manuscript, script, Italian cursive, Fifteenth Century Italic, English Early Script, and Secretary. It was adopted in England about 1912, though it has been used in some schools as early as 1900. English schools teach the writing in the unjoined stage through the elementary grades, and by the end of the sixth year the children are generally encouraged to join their letter forms. Therefore, they have a formal as well as informal type of handwriting. This writing was brought to the United States between 1920 and 1922 by a number of people and was experimented with in a number of private schools in New York, Boston, and Philadelphia. After a few experiments were conducted by authorities in Teachers College, Columbia University, teachers in public schools as well as in private schools began to see the value of this type of handwriting, and it is now used extensively in all public schools and private schools where progressive education is considered.

To make the preceding paragraph more complete, according to

<sup>&</sup>lt;sup>5</sup>Edith U. Conard, <u>Trends in Manuscript Writing</u> (New York: Bureau of Publications, Teachers College, Columbia University, 1936), p. 3 (quoted by permission).

Hill<sup>6</sup>. the name of Marjorie Wise should be included as the person who brought manuscript writing to the United States. Miss Wise, a student from England, came to Teachers College to continue her education and to get some insight into American education. It was soon discovered that Miss Wise was a specialist in the teaching of manuscript writing. hibition of Miss Wise's beautiful art of writing, the staff at Teachers College decided to have her teach several members of the staff this new art of writing. Among those chosen was Miss Edith U. Conard. Miss Conard worked with Miss Wise for several years so that she might be thoroughly prepared to assume full responsibility for carrying on the work after Miss Wise's return to England. Miss Conard continued in this work; she wrote articles and published scales for the measurement of manuscript writing, thereby becoming a pioneer of the manuscript writing system in the United States.

When the merits of manuscript writing were realized, there was a rapid movement in the public and private schools in this country to adopt this legible style of writing. By 1929, there were over 700 schools that had adopted this method of writing. Recent surveys have shown that manuscript writing is used rather extensively in the schools of this country.

<sup>6</sup>Patty S. Hill, "Introduction," <u>Trends in Manuscript Writing</u>, by Edith U. Conard (New York: Bureau of Publications, Teachers College, Columbia University, 1936), p. 1.

Freeman's 7 survey in 1946 indicated that practices and opinions of educators strongly favor the use of manuscript in the first two primary grades and that 84.3 per cent of the school systems surveyed practice this form of writing. The survey conducted by Polkinghorne<sup>8</sup> in 1946 of 235 schools with 77.4 per cent returns, reported: 93.1 per cent of the schools start writing in Grade I, and 89.3 per cent of these use manuscript when beginning to write. The Foley survey of 1949 reports the results of a survey of handwriting practices in Grade I of 210 California schools and also gives reasons why 87 per cent of these schools prefer manuscript. Freeman 10 reported that the controversy over the use of manuscript versus cursive writing still continues, but approximately 85 per cent of the school systems in larger towns advocate the use of manuscript writing and then a change to the cursive style.

The contemporary acceptance of manuscript writing necessitates a summary of the alleged advantages. These

<sup>&</sup>lt;sup>7</sup>Frank N. Freeman, "Survey of Manuscript Writing in the Public Schools," <u>Elementary School Journal</u>, XLVI (March, 1946), pp. 375-380.

<sup>&</sup>lt;sup>8</sup>Ada R. Polkinghorne, "Current Practices in Teaching Handwriting," <u>Elementary School Journal</u>, XLVII (December, 1946), pp. 218-224.

<sup>&</sup>lt;sup>9</sup>Doris E. Foley, "Do You Teach Handwriting?" <u>Sierra</u> <u>Educational News</u>, XLV (December, 1949), p. 18.

<sup>10</sup> Frank N. Freeman, "Teaching Handwriting," NEA Journal, XLIII (November, 1954), pp. 482-483.

advantages according to Bell<sup>11</sup>, Duffy<sup>12</sup>, and Ragan<sup>13</sup> are:

- (1) Manuscript writing is more legible than cursive writing.
- (2) Manuscript writing can be written as rapidly as cursive writing. (3) Manuscript writing can be written with less physical tension and nervous strain than cursive writing.
- (4) Manuscript writing facilitates the learning of reading and spelling. (5) Manuscript writing satisfies the child's keen desire to write. (6) Manuscript writing is easy for children to learn because of simple strokes. (7) Manuscript writing is as individualistic as cursive writing. (8) Manuscript writing involves the learning of only one alphabet.
- (9) Manuscript writing is more rhythmical to write. (10) Manuscript letters form a basis for cursive writing. (11) Manuscript writing is more pleasant to read.

# Relationship of Measurements to Handwriting and a Chronological Listing and Summary of Handwriting Scales

Guided by the literature of  $McCall^{14}$ , Rinsland<sup>15</sup>, and

ll Juanita Bell, "What is Manuscript Writing?" Grade Teacher, LXII (October, 1944), pp. 32, 76.

<sup>12</sup>Nona K. Duffy, "Manuscript Writing," <u>Sierra Educational News</u>, XXXVI (October, 1940), pp. 18-21.

<sup>13</sup>William B. Ragan, Modern Elementary Curriculum (New York: Dryden Press, 1953), pp. 265-266.

<sup>14</sup>William A. McCall, <u>Measurement</u> (New York: Macmillan Co., 1939), pp. 3-26.

<sup>15</sup>Henry D. Rinsland, <u>Construction of Tests and Grading</u> (New York: Prentice Hall, Inc., 1938), pp. 1-17.

Ross<sup>16</sup> in the field of measurements, one sees that educational measurements set a part of the foundation of our educational philosophy. Without measurements, which give qualitative and quantitative accuracy, one cannot ascertain the progress of a student's learning. Among the measurable learnings of children is the ability to make written symbols, which, when put together comprise one form of communication. Students of handwriting early realized that the most valid and reliable criteria for measuring and evaluating children's handwriting were handwriting scales. Johnson says, "A scale gives the basis for a common understanding and accuracy in judgement." Thus, a scale can be a pedagogical aid and a stimulus which is of great value to the pupil, the teacher, and the administrator.

During the past half-century numerous handwriting scales were developed. Each of these scales are listed and summarized:

A Scale for Handwriting of Children in Grades V to VIII. 18 According to the literature on the measurement of

<sup>16</sup>Clay C. Ross, <u>Measurement in Today's Schools</u> (New York: Prentice Hall, Inc., 1947), pp. 3-64.

<sup>17</sup>George L. Johnson, "Measuring the Quality of Hand-writing," <u>Elementary School</u> <u>Journal</u>, XVI (February, 1916), p. 302.

<sup>18</sup>Edward L. Thorndike, Handwriting (New York:
Teachers College, Columbia University, 1912), pp. 1-41. (Reprinted from Teachers College Record, II, March, 1910).

handwriting this instrument represents the first attempt to use a scale to define the qualities of writing. When Thorn-dike structured this scale, he was a pioneer in the field of measurement of handwriting. The fifteen levels of quality of this scale are based on the principle that steps of difference are equal in the sense of being called equal by competent judges. Freeman's 19 criticism, that this scale is useful only when a rough general survey of handwriting excellence is desired, prompted him to develop scales of his own.

A Scale for Measuring the Quality of Handwriting of School Children. 20 This scale was designed as a measure to determine the general quality and speed of school children's cursive writing. The statistical technique used is based on the assumption that there is a correlation between rank of specimen as determined by the speed at which the sample can be read and the rank based upon judgement of quality. This correlation was very low and a new scale was developed.

Chart for Diagnosing Faults in Handwriting. 21 A scale stressing five separate characteristics of cursive writing: uniformity of slant, uniformity of alignment, quality of line, letter formation and spacing. Under each

<sup>19</sup>Frank N. Freeman, "An Analytical Scale for Judging Handwriting," <u>Elementary School</u> <u>Journal</u>, XV (April, 1915), p. 432.

<sup>20</sup>Leonard P. Ayres, A Scale for Measuring the Quality of Handwriting of School Children (New York: Russel Sage Foundation, Bulletin No. 113, 1912).

<sup>21</sup> Frank N. Freeman, <u>Charts for Diagnosing Faults in Handwriting</u> (Cambridge: Riverside Press, 1914).

general characteristic there are several specimens depicting this characteristic. To use this scale, one must compare a handwriting sample with each characteristic, assign it a value, and then total the points, to arrive at a total score. The specimens of writing in this scale are samples of children's writing, which have been improved upon in printing.

An Analytical Scale for Judging Handwriting. 22 This scale, which is a component part of the preceding measuring device, was constructed because other handwriting scales could be used only as a rough general survey of one's cursive handwriting. As stated previously, five general characteristics of handwriting were considered. When a sample is evaluated, one gets a score which is a composite of five separate scores.

A Score Card for the Measurement of Handwriting. 23

A score card is to be used monthly by a teacher to check the progress of cursive writing made by each pupil. There are nine general characteristics that must be recognized. These are as follows: heaviness, slant, size, alignment, spacing of lines, spacing of words, spacing of letters, neatness and formation of letters. In using this score card, the teacher allocates to each handwriting sample a numerical value based

<sup>22</sup>Freeman, "An Analytical Scale for Judging Hand-writing."

<sup>23</sup>Truman C. Gray, "A Score Card for the Measurement of Handwriting," <u>Bulletin of the University of Texas</u>, No. 37 (Austin:—University-of-Texas,-1915),-pp.-1-50.

upon her judgment in reference to the general characteristics.

As a guide for the teacher the number which constitutes a perfect score is stated.

A Tentative Scale for the Measurement of Handwriting. 24 A group of eight school principals from St. Louis decided to construct a usable cursive handwriting scale based on factors other than legibility. The scale of nine levels of quality and a model specimen was compiled after twenty-five judges analyzed 240 samples of children's handwriting with these criteria in mind: letter formation, uniformity of alignment, uniformity of slant, degree of slant, quality of line, and size and spacing of letters. This scale proved to be of practical value to the teachers of the St. Louis public schools.

Measuring Scale for Handwriting: "Gettysburg Edition." This scale used in the measurement of the rate and quality of pupils' cursive writing replaced the original scale by the same author, and was designed to reduce variability in the results. This scale of eight levels of quality can be used in Grades V through VIII inclusive. Accompanying the scale are graphs which represent the per cent of pupils

<sup>&</sup>lt;sup>24</sup>George L. Johnson, "Measuring the Quality of Handwriting," <u>Elementary School Journal</u>, XVI (February, 1916), pp. 302-315.

<sup>25</sup>Leonard P. Ayres, <u>Measuring Scale for Handwriting</u> (New York: Russel Sage Foundation, 1917).

in each of the four upper grades commonly found to have comparable rate and quality of handwriting. According to Freeman<sup>26</sup> this scale is the most widely used instrument for the measurement of handwriting.

Locker Scale.<sup>27</sup> This standard of measurement can be used by pupils, teachers and administrators to measure the quality of pupils' cursive writing. There are eleven samples of cursive writing and one model sample. Each sample represents a standard which should be expected of children in a given grade. This scale was once considered a writing standard by the Virginia State Department of Education.

Criteria for Judging Efficiency of Handwriting
Instruction: The Zaner Handwriting Scales and Standards for
Grades I and II, Grades III and IV, and High Schools, Normal
Schools and Rural Schools. 28 These scales are often referred
to as the "Old Zaner Edition." They consist of eight levels
of quality and should be used by people schooled in the ZanerBloser penmanship method of handwriting. When using this
scale in the measurement of cursive writing, the teachers
should, the publishers suggest, consider the subjects'

<sup>26</sup>Freeman, "Teaching Handwriting."

<sup>27</sup>W. C. Locker, <u>Locker Scale</u> (Richmond, Virginia: by the author, 1917).

<sup>28</sup>Criteria for Judging Efficiency of Handwriting Instruction: The Zaner Handwriting Scales and Standards for Grades I and II, Grades III and IV, and High Schools, Normal Schools and Rural Schools (Columbus, Ohio: Zaner-Bloser Co., 1917).

movement, position, speed and form.

A Handwriting Scale for the Pupil: Handwriting and Measuring Tablets. 29 Appearing on the cover of children's blank writing tablets, this scale's main purpose was to present each pupil a ready instrument, that he may use in measuring his own standard of cursive writing in terms of rate and quality.

Creamer's Penmanship Grade Standards. 30 This scale is used to measure the rate and quality of pupils' cursive writing in Grades I through VIII and also as a stimulus for children to improve their writing. The specimens of quality are accompanied by the mean number of letters to be written in a given time at specific grade levels.

Scale for Grade Standards in Quality for Practice

Sentences in Handwriting. 31 The sentences utilized in structuring this scale are composed of words from Ayres' Spelling

List. The scale is to be used as a stimulus for the improvement of writing and also as a measure of speed and quality of children's cursive writing in Grades II through VIII.

<sup>&</sup>lt;sup>29</sup>Frank N. Freeman, "A Handwriting Scale for the Pupil," <u>Elementary School Journal</u>, XXI (June, 1921), pp. 744-761.

<sup>30</sup>A. J. Creamer, <u>Creamer's Penmanship Grade Standards</u> (Oklahoma City: Creamer Correspondence School, 1922).

<sup>31</sup> Emery W. Leamer, <u>Scale for Grade Standards in Quality for Practice Sentences in Handwriting</u> (Bloomington, Illinois: Public School Publishing Co., 1925), pp. 1-8.

Minneapolis Handwriting Scale: With Self-Corrective Handwriting Charts. 32 This set of four scales with eight degrees of quality on each grade level, III through VIII, is used to measure cursive writing. The derived scores of this scale are equivalent to the values of the Ayres scale.

Curtis Standard Practice Tests in Handwriting:

Teacher's Manual and Student's Daily Lesson Book. 33 The

Teacher's Manual contains instructions for the proper use of the standards and also contains sample graphs, records and suggestions for the diagnosis and remedy of the writing difficulties of individual children. The lesson book has exercises which students perform on diagnosed weaknesses, and graphs on which to mark their individual progress.

Handwriting Measuring Scales for Grades IV, V and VI. 34 The three scales, with three levels of quality and stated standard rate of 50, 60 and 65 letters written per minute in Grades IV, V and VI, respectively, are used in the evaluation of cursive writing. When using this scale, the lowest level of quality should be given a numerical grade of

<sup>32</sup>Ellen C. Nystrom, <u>Minneapolis Handwriting Scale</u>, <u>With Self Corrective Handwriting Charts</u> (Minneapolis: Board of Education, Minneapolis Public Schools, 1927).

<sup>33</sup>S. A. Courtis and Lena A. Shaw, <u>Courtis Standard</u>

<u>Practice Tests in Handwriting</u>, <u>Teacher's Manual and Student's</u>

<u>Daily Lesson Book</u> (New York: World Book Co., 1927).

<sup>34</sup>Frank N. Freeman, <u>Handwriting Measuring Scales for Grades IV</u>, <u>V and VI</u> (Columbus, Ohio: Zaner-Bloser Co., 1928).

60-70, the next level of quality should be given a numerical grade of 75-84, and the best level of quality should be given a grade of 85-95. A rating of 75-84 on this scale is comparable to approximately 60 on the Ayres Scale.

Manuscript Writing Standards. 35 These standards represent the first attempt in this country in the construction of scales which can be used to show progress in development of form, spacing, size and arrangement in manuscript writing. A detailed description of this scale appears in Table 1 on the following page.

The Practical Handwriting Scale. 36 These nine separate scales with five levels of quality on each scale are used in measuring the rate and quality of cursive writing. The three scales in pencil form are used in Grades I through III, whereas the six scales in pen and ink are used in Grades III through VIII. Thousands of children's handwriting samples from all parts of the United States were used in constructing these scales. The basis of standardization lies on the theory that differences in quality which are noted equally are equal in magnitude. This scale makes use of the widely used letter grades of A, B, C, D and F to determine separate grades of rate and quality of cursive writing. The

<sup>35</sup>Edith U. Conard, "Manuscript Writing Standards," Teachers College Record, XXX (April, 1929), pp. 669-680.

Henry D. Rinsland, The Practical Handwriting Scale (Dallas: Practical Drawing Co., 1930).

TABLE 1

COMPARISON OF CONARD'S STANDARDS AND SCALES
DEVELOPED IN THIS STUDY

	Conard's Standards	This Study
Sampling	20 schools	73 schools
	4000-5000 samples	7212 samples
	10 samples per child	l sample per child
Working samples	130	150 (50 per grade)
Number of scales and degree of measurement	l pencil form contains 12 steps of quality for Grades I-IV  l pen form contains 10 steps of quality for Grades III to	l scale with 5 de- grees of quality for each Grade I, II and III.
Factors	adult handwriting Quality	Rate and Quality
measured	Z	, , , , , , , , , , , , , , , , , , ,
Validity	Face validity	Face and cross- validity

letter grades are also given per cent equivalents.

The American Handwriting Scale. 37 This is the most recently published handwriting scale. It is adapted to the Palmer Handwriting Method. This scale affords a means whereby pupils, teachers, and administrators can measure the rate

York: A. N. Palmer Co., Department of Research, 1946).

and quality of cursive writing in Grades II through VIII.

This scale is a group of seven scales, one for each grade from II through VIII. Scale values have been assigned in several different ways so that the interpretation may be adapted to any local marking system. Further work is planned on this scale so that the scores made on it will be equated in terms of values of other well known scales.

Other cursive handwriting scales that were located during the basic research for the study are: Fraiser Writing Scale, Holmes Penmanship Test, Kansas City Scale for Measuring Handwriting.

In reviewing handwriting scales, only Conard's standards are used for judging manuscript writing; however, several cities, such as Winnetka, Illinois, and Bronxville, New York, have developed manuscript scales representing work in their own localities.

### Justification of the Study

At the present time there are no manuscript scales that measure both rate and five degrees of quality of manuscript writing for each Grade I, II and III. Nor are there any manuscript scales that have been cross-validated with equivalent cursive scales of five degrees of quality.

The basic result of the study would be to produce standardized scales that can be used in Grades I, II and III to measure rate and five degrees of quality of manuscript

writing. These scales can be of practical value to all who advocate the measurement and evaluation of manuscript writing.

## Statement of the Problem

The problem is to produce standardized manuscript scales for Grades I, II and III that measure rate and five degrees of quality.

Since the problem is to construct manuscript scales, considerable attention has been given to the construction of Conard's Manuscript Writing Standards. 38 A comparison between Conard's Standards and the proposed scales of the study was shown in Table 1.

<sup>38</sup>Conard, "Manuscript Writing Standards."

#### CHAPTER II

### THE DEVELOPMENTAL PROCEDURE

### Method of Sampling

Selection of Cities

The Editor and Publisher Co., Inc., publishers of the Market Guide<sup>1</sup> have indexed 1440 cities in the United States, ranked in order of population. The population range chosen for representative random sampling gives the following data: .35 per cent of the total number of cities are in Group I; 7.15 per cent of the total number of cities are in Group II; 24.10 per cent of the total number of cities are in Group III; and 68.40 per cent of the total number of cities are in Group IV. These percentages which are shown in Table 2 are significant when stratified sampling is attempted.

Considering the basic data in Table 2 and desiring random stratified sampling, random digits listed in Fisher and Yates' <u>Statistical Tables</u><sup>2</sup> were employed to select one

l Market Guide (New York: The Editor and Publisher Co., Inc., 1952), pp. 11-15.

Ronald A. Fisher and Frank Yates, Statistical Tables
(New York: Hafner Publishing Co., 1953), pp. 114-119.

hundred thirty cities located throughout the United States. The number appearing within each percentage represents the number of pupils deemed sufficient for that group.

TABLE 2

CITIES OF THE UNITED STATES RANKED ACCORDING TO POPULATION

Group		Cities	Population Range			
	Number	Per Cent of Total				
I	5	.35	1,000,000 or more			
II	103	7.15	100,000-1,000,000			
III	347	24.10	25,000 - 100,000			
IV	985	68.40	2,500 - 25,000			
TOTALS	1,440	100.00	• • • • • • • • • • • • •			

Table 3 reveals that no cities were sampled from Group I; nine cities were sampled from Group II; thirty-two cities were sampled from Group III; and, eighty-nine cities were sampled from Group IV. These data show that five cities or 6.85 per cent of the total number of cities whose school systems participated in this study were from Group II; six-teen or 21.92 per cent of the total number of cities were in Group III; and, fifty-two, or 71.23 per cent of the total number of cities were in Group IV.

Table 3 presents data to show how the distribution of the one hundred thirty cities was structured to insure

representative stratified sampling and the extent of cooperation attained from these cities.

TABLE 3

REPRESENTATIVE STRATIFIED SAMPLING OF CITIES AND CO-OPERATION FACTORS

Group	Number of Cities Contacted	Replies Received	Co-opei Yes	ration No	Percentage of the Total of Co-operating Schools
I	0	0	0	0	0
II	9	6	5	1	6.85
III	32	22	15	6	21.92
IV	89	60	52	8	71.23
TOTALS	130	88	73	15	100.00

### Securing Co-operation

A letter<sup>3</sup>, a self-addressed, stamped envelope and a short reply form<sup>4</sup> were sent to the superintendents of schools of the selected one hundred thirty cities, asking their cooperation in securing manuscript handwriting samples. As indicated in the preceding table, replies were received from eighty-eight or 67.69 per cent of the one hundred thirty schools. Of the eighty-eight schools that replied, seventy-three, or 82.95 per cent of the schools assured their

<sup>&</sup>lt;sup>3</sup>See Appendix A

\_4See\_Appendix\_B\_\_

co-operation in this study.

### Securing Samples

In order to construct standardized manuscript writing scales, many samples were desired. These samples were secured through the use of a set of standard directions. One set of directions was sent to each teacher of a section of Grades I, II and III whom the administrator of the selected schools had appointed. The tests to secure samples were administered during the month of April, 1956.

One finds that 9424 handwriting samples were collected with 7212 being used in the present study. The remaining 2212 samples were found to be non-usable and were discarded. One finds also that 540 or 7.49 per cent of the total number of usable samples were secured from Group II schools; 1843 or 25.55 per cent were secured from Group IV schools; and, 4829 or 66.96 per cent were secured from Group IV schools. These percentages, which are listed in Table 4, indicate that a significant level of stratified sampling was achieved in reference to the distribution of samples.

## <u>Standardization</u> <u>Procedure</u>

Scoring for Rate

Samples were discarded in which directions had not

<sup>&</sup>lt;sup>5</sup>See Appendix C

<sup>&</sup>lt;sup>6</sup>See Appendix D

TABLE 4

DISTRIBUTION, NUMBER AND PERCENTAGE OF SAMPLES RECEIVED AND USED IN THIS STUDY

Group	Samples Received	Usable Samples	Percentage of Usable Samples
I	0	0	0
II	540	540	7.49
III	1873	1843	25.55
IV	7011	4829	66.96
TOTALS	9424	7212	100.00

been followed by having the pupils write in cursive style; writing other than the prescribed passage, pronounced erasures and pronounced marking over of letters. If any letters were added or omitted, the necessary corrections were made in the gross total of the number of letters written. Only completed letters were counted. In all three grades the rate count is expressed in letters written per minute. To determine the rate score in Grade I, the letters written in each first grade sample were counted. To obtain the rate scores in Grades II and III, the total number of letters written per sample of each grade was divided by two. Odd numbered totals in Grades II and III gave scores ending in five tenths. A keyed copy of the selections was utilized to expedite the

<sup>&</sup>lt;sup>-7</sup>See<sup>-</sup>Appendix<sup>-</sup>E.

counting of letters.

Rate norms were expressed in three comparative ways: raw scores, which represent the basic score; percentiles, which are widely used and understood by teachers; and T-scores, which are used in standardized tests with reference to a standard scale of 100 equal units based upon the base line of the normal probability curve, with 0 set at minus five standard deviations, 50 set at the mean and 100 set at plus five standard deviations.

### Scaling for Quality

Scaling for quality was purely subjective and therefore judgments of value. After the samples of each grade were identified by a number, the initial sorting of samples was done in accordance with a set of directions. These directions were structured from suggestions made by primary teachers who were teaching the art of manuscript writing.

The nine separate sortings, three for each grade, were done by three teachers of that particular grade level from which the samples came. This procedure in the selection of judges was used because it was believed that teachers who will use this scale should have a leading part in its construction.

The results of these sortings, recorded in Tables 5, 6 and 7, are used in the selection of the fifty working samples for each grade. From within each quality group of each grade the

8See Appendix F.\_

identification number of the samples, upon which all three judges agreed as to their placement, was tabulated. By using tables of random digits, fifty samples from each grade were selected as being representative of that grade. To achieve normality in the selection of the fifty samples from each grade, three samples were selected from the first quality group; twelve from the second quality group; nineteen from the third quality group; twelve from the fourth quality group; and four from the fifth quality group, respectively, in each grade. This approximates, in general, numbers of the normal distribution for 100 cases--7, 24, 38, 24 and 7 per cents. The selections of the fifty working samples for each grade are shown in Tables 5, 6 and 7.

After the fifty samples had been selected from each of the three grades, each sample was identified by a number. Each group of fifty samples was then rated by thirteen teachers of the respective grades from which the samples were selected. Each teacher was asked to rate the samples according to a set of directions. These results were tabulated, and norms were expressed in the same scale values as used in the rate scale. The statistical treatment of these data appears in the following chapter and is the basis for the selection of the five scaled samples for each grade.

These fifteen photographed samples, five from each grade,

<sup>&</sup>lt;sup>9</sup>See Appendix G.

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TABLE 5

DISTRIBUTION OF GRADE I SAMPLES ACCORDING TO PLACEMENT IN IDENTICAL GROUP BY ALL THREE JUDGES

Group One	Group Two	)	Group Three				Group Four			Group Five	
20 162 168* 173 176 181 186 235 290 379 509 510 511 512 513 560 569 592 604* 608	7* 3! 11* 3! 13* 3! 84* 4! 85* 4! 89 5! 112 5! 113 5! 115 5! 117 138 139 140 6! 144 150 6	40 57 58 892* 61* 65* 65* 65* 653 59 65 65 65 65 65 65 65 65 65 65 65 65 65	2* 14* 19* 26* 27* 26* 27* 36* 39 40 51 55 56 63 63	201* 202 206 214 221 257 265 267 272 285* 286 287 294 297 306 308 309 313 314*	395 396 397 400 409* 415 417 419 424 444 451 456 457 473 474 480 505 529 548 549	723 726* 752 756 757 778 789 798 799 800* 802 804 825	:	15* 34 35 53 57 59 63 64 68 80 94 103 119 120 121 126 135 136	243 246 251 280 300* 305 311 315 319 334 345 345 347 365 382 383 384 385	453 454 471 477 484 486 499* 504 531 537* 545 5584 623 624	91 92 93 132 244 245* 259 240 441 452 485 497 508* 516 517 518 519 520

\*Samples selected by random digits which constitute the fifty working samples.

TABLE 5--Continued

Group	Group	Group	Group	Group		
One	Two	Three	Four	Five		
634 729*	166 630 192 631 194* 635 212 638 220 683 222 695 227 698 229 701 233 730 263 732 277* 743 279 751 281 772 282 792 283 794 324 795	77 317 554 79 318 585 82 323 586 104 325* 606 106* 338* 636 127 341* 651 134* 344 659 141 362 660 142 363 663 151* 367 682 152 373 704 154 374 708 156 378* 709 159 386* 712 163 387 714 164* 394 718	137 388 647 153 398 652 155 401 665 171 410 674 191* 411 675 193 414 693 196 418 706 204 422 713 205 423 745* 207* 425 748 207* 425 748 208 426* 753 209* 427 782 213 430 806* 216 434 808 236 435 813 241 439	521 533 534 625 680 686 687 700* 702 719 720 807 818 819 824*		

<sup>\*</sup>Samples selected by random digits which constitute the fifty working samples.

TABLE 6

DISTRIBUTION OF GRADE II SAMPLES ACCORDING TO PLACEMENT IN IDENTICAL GROUP BY ALL THREE JUDGES

Group	Group		Group			Group		Group			
One	Two		Three			Four		Five			
174 177 186 210 211 212 318 333 626 752 760 772 778 781 800 804 825 830 837 858*	21 49 54* 75 76 78 100 127* 133 134 136 141 142 143 144 146* 169 189 205* 231	456 474 479 480 481 482 506 516 522 536 537 538 544 546 550 551 552 553	706 718 735 736 739 744 754 765 766 767 768 771 774 775 782 783 784 790 802 808	1 8 11 16 17 22 25* 38 39 45 55* 56* 58 567 68 83* 86	170 171 179 180 183 192 206 208 213 217* 218 224 225 227 229 238 239 244 246 256	357 359 371 387 390 394 396 399* 400 401 402* 406 416 420 423 430 432 433 438 451	525 555 557 559* 585 612 618 622 629 637 642* 643 644 649 679 685 685	2 6 12 14 24 27 31 34 41 64 69 10 85 89 92 94 101	214* 219 243 245 247* 251 255 263 266 267 272 273 305* 306 307 310* 314* 322 329 389	615 616 617 627 631 632 639 641 646 647 651 654 658 665 665 670 675 680	13 46* 47 88 93 97 98 158 185 197 204 253 262 268 275 276 286 287* 289

\*Samples selected by random digits which constitute the fifty working samples.

TABLE 6--Continued

Group	Group			Group			Group		Group		
One	Two			Three			Four		Five		
859 860 865 867 868 874 876* 889 898 908 909 931 932 933	235 236* 280 308 361* 364 370 373 374* 375 376 377 379 382 388 393	571 572 579 581 583 584 590 624 652* 653 687 688 698 703 704*	811 813 815 816 828 829 862 897 904* 912 915* 921*	95 99 104 105 109 110 111* 113 114 117 124 128 150# 153 156 159	259 269 279 284 285 293 294* 301 312 320* 332 341 346 348 352* 354	452 453 457 458 461 463 477 487 491 492* 494 499 501* 502 503 508	694 699 728 729 732 734 770 787 789 803* 818* 836 844 845	103 107 119 120 123 131 132 138 149 151 160 161 162 164 184*	414 441* 442 447 448 460 462 468 476* 493 497 500 513 530 541 561	684 722 723 725 743 745* 746 748 749 750 764 793 796 798 798 856*	338* 362 365 368 384 385 439 444 492 594 741 791 792 893* 926

<sup>\*</sup>Samples selected by random digits which constitute the fifty working samples.

V

TABLE 7

DISTRIBUTION OF GRADE III SAMPLES ACCORDING TO PLACEMENT IN IDENTICAL GROUP BY ALL THREE JUDGES

Group One	Grou Two	•		Group Three	\$.10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	Gro Fou	•	Group Five	
30* 60* 81 169 175 201 230 231 234 235 236 237 238 246 309 353 366 381 448	2 22 25 27 33 36 43 58 74 79 86 117 130 136 170 172 173 178* 193	307 334 346* 348* 368 375 377 385 420 433 440 444 456 462 473 478 481 487 495	26 29 41 47 51 63 64 69* 83 99 101 119 120 131 140* 150 159 162	292 294 297 304 306* 312 313* 316 317 326* 328 330 331 332* 335 345 364*	475 522* 534 547* 549 552 559 566 575* 605* 605* 616 621 624 627 628 633	9 13 50 62 84 85 88 109 110 111 125 138* 139 153 180 197* 202	363 372 376* 382 383 384 403 404* 405 408 409* 410* 413 415 431 451 452 453 455	25* 53 96 102 103* 106 127 155* 158 204* 205 206 263 266 268 270 516	

\*Samples\_selected\_by\_random\_digits\_which\_constitute\_the\_fifty\_working\_samples.

TABLE 7--Continued

Group	Group	Group	Group	Group
One	Two	Three	Four	Five
461 468 507 570* 598	194 518 198 531 199* 553 200 554* 215* 555 216* 565* 221* 580 224 584 233 586 244 587 245 600 250 602 252* 603 280* 608 282 626* 302	184* 365 638 188 373* 641 189 374 191 390 192 391 210 392 213 394 222 406* 225 407 228 412 256 426 264 437 269* 454* 271 458 285 471 288 472*	203* 480 254 494 255 523 257 525 258 528 259 532 272 533 281 535 293 577* 318 585 324 589 325* 617 336* 619 340 628* 343 352	

<sup>\*</sup>Samples selected by random digits which constitute the fifty working samples.

constitute the three scales 10 of quality for Grades I, II and III. The five levels of quality in each grade are A, B, C, D and F. These letters have no reference to letter grades, being merely identification for levels of quality.

## Overlap in Quality of Manuscript Writing

The distinctive character of the type of writing done by each grade and the overlapping in quality of writing by the grades is very striking, but natural. To measure the degree of overlapping in the quality of manuscript writing among Grades I, II and III, twenty-five teachers' opinions were secured on a prescribed problem sheet. Statistical treatment and analysis of the data derived from the problem sheets are shown in the following chapter.

# Face Validity

The measure of face validity is plainly manuscript writing. It is evident that the scales can be used as models to measure rate and quality of children's manuscript writing.

# Cross Validity

The proposed manuscript scales were cross-validated with The Practical Handwriting Scale. 12 In order to cross

<sup>10</sup> See Appendix H.

<sup>&</sup>lt;sup>11</sup>See Appendix I.

<sup>12</sup>Henry D. Rinsland, <u>The Practical Handwriting Scale</u> (Dallas: Practical Drawing Co., 1930).

validate the two scales, twenty-five teachers' opinions were secured on prescribed problem sheets. 13 Statistical treatment and analysis of the data derived from the problem sheets are shown in the following chapter.

<sup>&</sup>lt;sup>13</sup>See Appendix J.

#### CHAPTER III

# STATISTICAL TREATMENT OF DATA USED IN STANDARDIZATION

## Rate Scales

The Tentative Rate Norms

The three tentative sets of rate norms, one for each grade, were based upon the letter count of 7212 samples:

2478 in Grade I, 2799 in Grade II and 1935 in Grade III.

Percentiles and T-scores were computed for each grade and are presented in Tables 8, 9 and 10. In column (1) the raw scores or letters written per minute are listed; in column (2) the frequencies are listed; in column (3) cumulative frequencies are listed; in column (4) the number of subjects who fall below each score, plus one-half of those who earn the given score are listed; in column (5) the percentiles are listed; in column (6) the standard deviation of the given percentages are listed as read from Garrett's Table A<sup>1</sup>; and in column (7) the T-Scores are listed. Since the standard deviation of the T-Scale is ten, in computing T-Scores, each

Henry E. Garrett, <u>Statistics in Psychology and Edu-</u>cation (New York: Longmans, Green and Co., 1954), p. 424.

TABLE 8

DISTRIBUTION OF RATE IN GRADE I ACCORDING TO RAW SCORES, PERCENTILES AND T-SCORES

(1)	(2)	(3)	(4)	(5)	(6)	(7)
1 (-)	( )	(0)	Cum. Freq.	Col.(4)	( - )	
Raw	f	Cum.	Below Score	in	S. D.	T-Score
Score	*	f	Plus ½ on	Per Cent	0. 5.	. 00020
1 42	10	2478	Given Score 2473	99.91	3.12	81
42	10 23	2478	2475	99.91	2.43	74
40	31	2445	2429.5	98.15	2.09	71
39	13	2414	2407.5	97.26	1.92	69
38	10	2401	2396	96.78	1.85	68
37	34	2391	2374	95.91	1.74	67
36 35	15 16	2357 2342	2349.5 2334	94.91 94.29	1.64 1.49	66 65
34	41	2342	2305.5	93.14	1.49	65
33	29	2285	2270.5	91.72	1.39	64
32	21	2256	2245.5	90.72	1.32	63
31	92	2235	2189	88.43	1.20	62
30	16	2143	2135	86.25	1.09	61
29 28	18 100	2127 2109	2118 2059	85.57 83.18	.98	59 59
27	16	2009	2001	80.84	.96 .87	59
26	26	1993	1980	80.00	.84	58
25	18	1967	1958	79.10	.81	58
24	23	1949	1937.5	78.26	.78	58
23	19	1926	1916.5	77.43	.75	58
22 21	105 129	1907 1802	1854.5 1737.5	74.92 70.20	.67 .53	57 55
20	43	1673	1651.5	66.72	.43	54
19	67	1630	1596.5	64.50	.37	54
18	186	1563	1470	59.39	. 24	52
17	53	1377	1350.5	54.56	.12	51
16 15	58 106	1324 1266	1295 1213	52.32	.06	51
14	92	1160	1114	49.00 45.00	03 12	50 49
13	324	1068	806	32.56	45	46
-12	96	744	696	28.12	58	44
11	119	648	588.5	23.78	71	43
10	94	529	482	19.47	86	41
9 8 7	165 119	435 270	352.5 210.5	14.24 8.54	-1.07 -1.37	39 36
7	44	151	129	5.21	-1.62	34
	51	107	91.5	3.70	-1.79	32
5	35	56	38.5	1.55	-2.16	28
4	12	21	15	.61	-2.50	25
6 5 4 3	12 6 2 1	9 3	6	.24 08	-2.79 -3 16	
ī	1	ĭ	.5	.61 .24 .08 .02	-2.79 -3.16 -3.61	14

TABLE 9

DISTRIBUTION OF RATE IN GRADE II ACCORDING TO RAW SCORES, PERCENTILES AND T-SCORES

(1)	(2)	(3)	(4) Cum. Freq.	(5) Col.(4)	(6)	(7)
Raw	f	Cum. f	Below Score Plus ½ on Given Score	in Per Cent	S. D.	T-Score
52.0 51.0 50.5 50.5 50.5 49.5 48.5 46.5 46.5 46.5 46.5 47.0 48.6 47.0 48.6 48.6 48.6 48.6 49.6 49.6 49.6 40.6 40.6 40.6 40.6 40.6 40.6 40.6 40	123368321131150148454739068336248757	2799 2798 2796 2793 2790 2784 2773 2771 2759 2758 2754 2753 2753 2753 2691 2686 2662 2662 2662 2663 2662 2663 2662 2663 2	2798.5 2797 2794.5 2791.5 2787 2780 2774.5 2756.5 2758.5 2756.5 2758.5 2758.5 2759.5 2737.5 2737.5 2735 2714 2693 2688.5 2684 2673.5 2684 2673.5 2688 2673.5 2688 2673.5 2688 2693 2688 2693 2599 2590 2591 2590 2591 2593 2597 2593 25	99.85 99.66 99.65 99.65 99.05 99.05 98.78 98.30 98.30 98.30 98.76 97.64 96.18 95.82 95.84 95.87 94.53 93.80 93.80 93.80 93.80 93.80 93.81	3.12 2.96 2.82 2.71 2.58 2.35 2.31 2.15 2.17 2.15 2.10 2.00 1.98 1.75 1.65 1.63 1.60 1.54 1.37 1.31 1.29 1.27 1.23 1.20	81 80 78 77 74 73 72 71 71 70 70 68 67 67 66 65 65 64 63 63 62 62

			TABLE 9Cont	inued		
(1) Raw Score	(2) f	(3) Cum. f	(4) Cum. Freq. Below Score Plus ½ on Given Score	(5) Col.(4) in Per Cent	(6) S. D.	(7) T-Score
34.0 33.5 32.0 31.5 32.0 31.5 30.5 30.5 29.5 26.5 26.5 27.5 26.5 27.5 27.5 27.5 27.5 27.5 27.5 27.5 27	13 11 52 15 15 15 17 22 11 13 14 10 14 33 33 12 13 13 13 13 13 13 13 13 13 13 13 13 13	2474 2461 2450 2398 2390 2375 2365 2288 2281 2259 2208 2197 2065 2054 2054 2054 2054 2054 2195 1881 1845 1822 1789 1753 1628 1609 1546 1443 1090 1015 777 932 774 643	2467.5 2455.5 2424 2394 2382.5 2367.5 2352.5 2310.5 2284.5 2270 2233.5 2202 2131 2059.5 2046 2016.5 1888 1863 1833.5 1895.5 1618.5 1618.5 1618.5 1075.5 1038 996 954.5 758.5 693.5 636	88.09 87.66 86.54 85.46 85.46 85.98 82.48 81.56 81.04 78.61 76.08 73.52 73.04 71.99 67.40 66.51 65.46 63.25 57.32 56.35 45.21 38.40 37.66 37.95 27.95 27.95 27.95 24.71	1.18 1.16 1.06 1.02 .93 .90 .83 .71 .62 .93 .93 .93 .93 .93 .93 .93 .93 .93 .93	62 62 61 60 60 60 60 55 55 55 55 55 55 55 55 55 55 55 55 55

TABLE	9	Con	tinu	per

(1) Raw Score	(2) f	(3) Cum. f	(4) Cum. Freq. Below Score Plus ½ on Given Score	(5) Col.(4) in Per Cent	(6) S.D.	(7) T-Score
16.0 15.0 14.0 13.0 14.0 13.0 11.0 10.5 10.0 10.5 10.5 10.5 10.5 10	34 101 13 94 126 15 18 43 16 16 17 11 15 85 72 08 21 1 10 00	629 595 494 481 452 358 346 320 3271 226 183 167 149 81 70 65 57 22 15 13 15 32 10 00	612 544.5 487.5 467.5 405 352 333 312 296.5 280 248.5 165 158 118.5 75.5 67.5 61 39.5 14 13 94 2.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1.5 1	21.85 19.44 17.40 16.69 14.46 12.57 11.89 10.59 10.00 8.30 5.64 4.23 3.02 2.70 2.41 2.18 1.41 .66 .32 .14 .09 .05 .02	78 86 97 -1.18 -1.25 -1.25 -1.25 -1.35 -1.56 -1.59 -1.98 -1.98 -1.98 -2.20 -2.48 -2.561 -2.78 -3.60 -3.60	42 41 40 39 38 38 38 37 36 34 33 31 30 32 24 22 20 19 17 14

TABLE 10

DISTRIBUTION OF RATE IN GRADE III ACCORDING TO RAW SCORES, PERCENTILES AND T-SCORES

			<del></del>			
(1) Raw Score	(2) f	(3) Cum. f	(4) Cum. Freq. Below Score Plus ½ on Given Score	(5) Col.(4) in Per Cent	(6) S. D.	(7) T-Score
95.05.05.05.05.05.05.05.05.05.05.05.05.05	100101111000001000002000100000050121	1935 1934 1934 1934 1933 1933 1933 1939 1929 1929 1929 1929	1934.5 1934 1934 1933.5 1933.5 1931.5 1930.5 1929.1929 1929 1929 1929 1928 1928 1928 1928	99.999 99.9878 99.9878 99.9819 99.9102 99.85 99.85 99.73 99.73 99.73 99.73 99.73 99.73 99.68 99.68 99.57 99.55 99.	3.80 3.60 3.60 3.40 3.12 2.97 2.81 2.78 2.78 2.73 2.73 2.73 2.63 2.59 2.59 2.59 2.59 2.59 2.44 2.36 2.36	88 86 86 81 89 78 78 78 78 77 77 77 77 76 76 76 76 76 76 76 76 74 74

			TABLE 10Con	tinued		
(1) Raw Score	(2) f	(3) Cum. f	(4) Cum. Freq. Below Score Plus ½ on Given Score	(5) Col.(4) in Per Cent	(6) S. D.	(7) T-Score
77.05.05.05.05.05.05.05.05.05.05.05.05.05.	000200212002001910030241035002400142216	1916 1916 1916 1916 1914 1914 1914 1914	1916 1916 1915 1914 1913 1911.5 1909 1909 1909 1908 1907 1906.5 1896.5 1896 1894.5 1889 1886.5 1889 1886.5 1878 1878 1878 1878 1872 1872 1872 1872	99.06 99.06 99.06 99.01 98.95 98.95 98.99 98.69 98.69 98.69 98.59 98.02 97.81 97.66 97.51 97.69 97.51 97.69 97.97 97.09 97.00	2.35 2.35 2.35 2.31 2.26 2.22 2.22 2.22 2.22 2.22 2.22 2.2	74 74 74 73 73 73 72 72 72 72 71 71 70 70 70 70 69 69 68 68 68 68 68 68 68 68

			TABLE 10Con	tinued		
(1) Raw Score	(2) f	(3) Cum. f	(4) Cum. Freq. Below Score Plus ½ on Given Score	(5) Col.(4) in Per Cent	(6) S. D.	(7) T-Score
57.05.05.05.05.05.05.05.05.05.05.05.05.05.	202504202344365237513533113129534134973	1856 1854 1854 1852 1847 1843 1831 1831 1826 1812 1808 1715 1709 1682 1677 1676 1645 1645 1646 1647 1640 1627 1640 1626 1595 1587 1583 1583 1583 1583 1583 1583 1583 1583	1855 1854 1853 1849.5 1847 1845 1837 1830 1827.5 1819 1814 1761.5 1700.5 1670.5 1664.5 1640.5 1640.5 1640.5 1640.5 1640.5 1625.5 1585.5 1585.5 1567.5 1547.1 1547.5 1522.5 1507.5	95.90 95.85 95.80 95.62 95.49 95.39 94.61 94.61 94.61 94.61 94.61 94.61 94.61 87.40 86.65 85.33 86.65 85.33 84.81 84	1.74 1.73 1.73 1.71 1.69 1.64 1.61 1.61 1.54 1.15 1.15 1.15 1.10 1.00 1.00 1.00 1.00	67 67 67 67 67 66 66 66 66 66 66 66 66 6

			TABLE 10Con	tinued		
(1) Raw Score	(2) f	(3) Cum. f	(4) Cum. Freq. Below Score Plus ½ on Given Score	(5) Col.(4) in Per Cent	(6) S. D.	. (7) T-Score
38.5 38.0 37.0 36.0 36.0 36.0 36.0 36.0 36.0 36.0 36	8 28 51 7 3 20 41 41 15 6 3 14 18 15 7 12 47 31 13 21 40 84 9 18 10 10 10 10 10 10 10 10 10 10 10 10 10	1506 1498 1470 1464 1413 1406 1403 1383 1342 1338 1327 1312 1248 1216 1201 1164 1159 1147 1100 1097 982 932 848 839 821 771 666 644 649 455	1502 1484 1467 1438.5 1404.5 1393 1362.5 1393 1362.5 1319.5 1281.5 1241 1225 1208.5 1161.5 1153 1123.5 1098.5 1040.5 983 977 952 890 843.5 839 816 800.5 718.5 663 652 631 554.5 469.5 442.5	77.65 76.72 75.84 74.37 72.87 72.61 72.02 70.44 69.28 68.25 64.60 64.16 63.33 62.48 61.13 60.95 59.61 58.79 50.82 50.51 49.22 46.01 42.19 41.38 40.35 37.15 34.28 33.71 32.62 28.67 25.20 24.27 22.38	.76 .70 .61 .60 .54 .54 .47 .42 .36 .32 .25 .21 .02 .02 .02 .02 .02 .02 .02 .02 .02 .02	55776665555555555555555555555555555555

	* * · · · · · · · · · · · · · · · · · ·		TABLE 10Con	tinued		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Raw Score	f	Cum. f	Cum. Freq. Below Score Plus ½ on Given Score	Col.(4) in Per Cent	S. D.	T-Score
19.0 18.5 17.0 16.0 17.5 16.0 15.0 16.5 14.0 13.5 14.0 13.5 14.0 10.5 10.5 10.5 10.5 10.5 10.5 10.5 10	23 71 17 21 58 12 14 53 4 13 50 4 6 11 52 20 14 21 11 11 21 21 11 11 21 11 11 11 11 11	430 407 336 319 298 240 228 214 161 157 144 90 84 73 68 64 64 32 30 26 14 13 12 11 10 85 43 22 22 11	418.5 371.5 327.5 308.5 269 234 221 187.5 159 150.5 119 92 87 78.5 70.5 67 56 39 31 28 20 14 13.5 11.5 9 6.5 5 11.5 9 6.5 11.5 11.5 11.5 11.5 11.5 11.5 11.5 1	21.64 19.21 16.93 15.95 13.91 12.10 11.42 9.69 8.22 7.78 6.15 4.50 4.06 3.64 3.46 2.89 2.02 1.60 1.45 1.03 .72 .70 .65 .59 .54 .46 .34 .23 .18 .10 .10 .10 .052 .026	789609 -1.09 -1.20 -1.30 -1.30 -1.42 -1.54 -1.79 -1.79 -1.80 -1.79 -1.95 -2.15 -2.47 -2.55 -2.47 -2.55 -2.61 -2.83 -3.09 -3.09 -3.30 -3.50	42 41 40 39 38 37 36 35 33 33 32 31 30 28 27 26 25 25 24 22 21 20 19 19 18 17 15

standard deviation is multiplied by ten and then added or subtracted from fifty, depending upon its negative or positive value.

Tables 8, 9 and 10 should e used as tentative rate norms; probably further sampling would not change the whole numbers in percentiles or T-Scores significantly.

## Scales of Quality

#### Rank Position

The three scales of quality, one for each grade, are based upon nine initial and thirty-nine final opinions of primary teachers. The final ranking in merit order of the fifty working samples for each grade was recorded, mean ranks computed and rank position assigned in the Tables 11, 12 and 13.

## Selection of Scale Samples and Tentative Quality Norms

That sample which received the mean rank nearest to one was selected as the sample of the first quality of manuscript writing and was identified by the letter A. That sample which received the mean rank nearest to 12.5 represents the second quality of manuscript writing and was identified by the letter B. That sample which received the mean rank nearest to 25 represents the third quality of manuscript writing and was identified by the letter C. That sample which received the mean rank nearest to 37.5 represents the

TABLE 11

DISTRIBUTION OF GRADE I SAMPLES ACCORDING TO RANKING IN MERIT ORDER, MEAN RANK AND RANK POSITION

No.	1	2	3	4	5	J 6	udge 7	s8	9	10	11	12	13	Total	Mean Rank	Rank Position
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	2 1 3 4 5 6 17 9 8 10 11 7 12 14 15 18 13 20 19 22 21 24	1 2 4 5 3 8 12 10 6 9 3 7 11 14 15 19 17 16 5 18 12 0 24	2 1 4 5 3 8 12 10 6 9 13 7 11 14 15 20 19 17 26 18 21 24	2 1 4 5 3 9 11 2 6 8 3 7 10 15 14 20 19 17 26 18 21 24	2 1 7 5 4 10 12 17 6 11 8 3 9 14 13 12 20 26 15 19 18 22	2 1 5 4 3 10 18 7 6 1 9 12 15 14 24 23 17 26 18 20 19 25	2 1 5 4 3 14 16 9 6 8 11 7 10 12 5 23 15 24 18 20 19 28 28 28 28 28 28 28 28 28 28 28 28 28	2 1 3 5 4 0 16 9 6 8 2 7 1 1 8 1 4 2 5 3 1 5 4 1 7 2 9 2 9	2 1 4 5 6 10 15 9 3 8 12 7 11 7 13 5 22 14 24 18 19 28 28	3 1 2 5 4 9 15 16 7 10 8 11 16 13 24 14 21 18 29 18 29	2 1 4 5 3 10 7 13 6 8 1 1 9 12 14 15 12 12 12 12 12 12 12 12 12 12 12 12 12	1 2 3 5 4 10 15 1 7 8 9 6 2 17 13 4 20 14 26 21 9 18 29	2 136 4 9 13 14 8 7 10 5 12 11 12 12 12 12 12 12 12 12 12 12 12	25 15 51 63 49 123 174 143 81 107 144 205 176 296 267 202 318 242 268 270 342	1.92 1.15 3.92 4.85 3.77 9.46 13.38 11.00 6.23 8.23 11.08 6.85 11.08 15.76 13.54 22.77 20.54 15.54 24.46 18.61 20.61 20.77 26.31	2 1 4 5 3 9 13 10 6 8 11 7 12 16 14 23 19 15 25 18 20 21 26

4

TABLE 11--Continued

No.	1	2	3	4	5	.J 6	udge 7	s 8	9	10	11	12	13	Total	Mean Rank	Rank Position
24 25 26 27 28 29 31 32 33 35 37 38 39 40 41 42 43 44 45 47 48 49 50	25 30 30 30 30 30 30 30 30 30 30 30 30 30	2349822676120339507781443258906 4443258906	25 39 30 30 30 30 30 30 30 30 30 30	25409268712639507881244367905 4040455	25409468712630597881254437906 44437906	27 34 29 21 30 22 31 31 31 31 31 31 31 31 41 41 41 41 41 41 41 41 41 41 41 41 41	32 34 30 31 22 31 22 31 22 31 22 31 22 31 22 31 22 31 22 31 22 31 31 31 31 31 31 31 31 31 31 31 31 31	32 34 30 22 33 31 20 21 32 45 45 45 41 34 45 41 34 45 41 45 45 46 45 46 46 46 46 46 46 46 46 46 46 46 46 46	32 33 30 72 31 31 32 32 32 32 32 32 32 32 32 32 32 32 32	324308205312857774493366401343445908	32430813328587745932460174436908 443446908	33307351185686304179255447098 4447098	31 31 32 31 32 32 32 33 34 40 35 43 43 43 44 44 44 45 45 47	374 429 387 358 278 447 385 309 457 375 235 394 552 517 470 584 477 549 559 557 613 647 613	28.77 33.00 29.77 27.54 21.38 34.38 29.61 23.77 35.15 28.85 18.08 30.31 42.46 40.15 39.77 36.69 41.31 42.23 40.15 43.00 42.85 47.15 48.77 47.15	28 33 31 27 22 34 30 24 35 29 17 32 43 38 36 46 37 41 42 40 45 44 47 49 50 48

TABLE 12

DISTRIBUTION OF GRADE II SAMPLES ACCORDING TO RANKING IN MERIT ORDER, MEAN RANK AND RANK POSITION

No.							udge							Total	Mean	Rank
	1	2	3	4	5 	6	7	8	9	10	11	12	13		Rank	Position
12345678901121314516171892122	32145697811617208324 1161720832234155	32 1 5 4 6 0 8 7 1 1 8 6 1 2 9 7 1 3 1 2 2 3 2 4 1 5 5	23 1 5 4 6 1 9 7 2 18 17 1 8 15 3 19 12 23 14 25	321456110712817983145190254	4213569117120190181641817230245	4 1 2 3 6 7 9 1 8 1 2 0 1 9 1 0 1 5 1 1 4 1 1 7 2 1 2 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1 3 1	3214750128148199651317242950	3 1 2 4 8 6 10 1 7 1 4 18 19 9 5 6 11 17 26 30 24 20	4213869171381905152176292420	3 2 1 6 9 5 10 13 8 14 18 17 7 4 15 12 20 27 26 23 19	2 1 3 6 9 5 10 13 8 4 19 16 7 4 15 11 12 12 20 8 23 18	2 1 3 14 8 10 7 11 5 3 21 17 6 4 15 12 12 12 12 12 12 12 12 12 12 12 12 12	3 1 2 10 11 8 5 13 6 15 22 16 12 4 23 9 14 18 27 24 17	39 22 20 71 89 82 120 141 93 167 244 228 123 80 219 168 249 239 321 345 284 278	3.00 1.69 1.54 5.46 6.85 6.31 9.23 10.85 7.15 12.85 18.77 17.54 6.15 16.85 12.92 19.15 18.38 24.69 26.54 21.85 21.38	3 2 1 4 7 6 9 11 8 12 19 17 10 5 16 13 20 18 25 27 22 21

TABLE 12--Continued

No.	1	2	3	4	5	J 6	udge 7	s 8	9	10	11	12	13	Total	Mean Rank	Rank Position
24 25 26 27 29 31 33 33 33 33 33 41 43 44 45 47 49 50	19 19 227 228 333 333 333 333 44 44 44 44 49 50	19279680233333333434444445649	22279681233334067981244534040579	132982760453316879126443805097	15 12 22 23 23 23 33 33 33 33 33 34 44 44 44 45 49 49	153872163267948592344445816079	16387216325704869231444508079	13287325314695970132873253146954943465488079	142873153056248702314498097	11219485305426782130446598097	122104952754336791238564408097	920335941842576841395742080946	7 212 31 20 22 33 33 33 35 34 44 37 44 40 48 48	183 295 374 373 310 383 340 416 452 462 495 488 521 534 555 588 519 614 624 623	14.08 22.69 28.77 28.69 23.85 29.46 26.15 32.00 30.85 34.77 31.31 35.54 38.08 41.08 41.08 41.23 44.85 44.77 45.23 39.92 47.23 49.77 48.00	14 23 29 28 24 30 26 33 31 34 35 32 36 38 37 40 41 43 42 45 44 46 39 47 50 49

TABLE 13

DISTRIBUTION OF GRADE III SAMPLES ACCORDING TO RANKING IN MERIT ORDER, MEAN RANK AND RANK POSITION

No.	1	2	3	4	5	<u></u> Ј	udge 7	s 8	9	10	11	12	13	Total	Mean Rank	Rank Position
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	3 1 9 16 7 11 13 10 6 4 8 14 15 12 23 26 17 24 19 22	3 1 2 18 4 5 17 6 1 1 8 10 13 19 7 9 20 27 24 26 16 22 14 22	3 1 17 10 6 15 7 11 8 9 25 12 18 43 13 27	3 2 1 15 9 6 14 7 10 4 8 12 3 1 1 5 18 6 3 2 1 2 2 1 1 3 2 4	3 2 1 15 9 6 14 7 10 5 8 12 31 1 4 18 36 32 12 23 13 24	3 2 1 15 9 7 14 6 10 5 8 12 3 1 1 4 18 6 3 1 2 2 2 9 1 3 2 4	3 2 1 15 9 7 14 6 10 5 8 12 19 1 4 21 36 33 24 23 30 13 25	2 13 16 96 12 58 7 10 13 19 11 4 20 33 5 24 22 31 14 27	1 3 2 15 8 7 11 5 9 6 10 12 12 12 36 25 31 14 17	3 2 1 15 8 6 13 7 10 5 9 12 19 1 4 20 37 33 24 . 22 29 14 23	2 3 1 3 1 3 5 1 4 8 1 6 7 1 2 0 1 1 4 1 3 5 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	3 2 1 14 10 6 13 7 9 5 8 11 19 12 4 17 36 31 22 12 29 15 23	2 3 1 13 9 5 14 7 10 6 8 12 18 11 4 17 35 32 21 27 15 22	34 27 17 190 119 79 176 91 128 72 106 151 261 146 60 238 461 406 303 281 380 185 304	2.61 2.08 1.31 14.61 9.15 6.08 13.54 7.00 9.85 5.54 8.15 11.61 20.08 11.23 4.61 18.31 35.46 31.23 23.31 21.61 29.23 14.23 23.38	3 1 15 9 6 13 7 10 5 8 12 20 11 4 17 35 32 23 22 30 14 24

TABLE 13--Continued

No.		2	3	4	5	J 6	udge 7	s 8	9	10	11	12	13	Total	Mean Rank	Rank Position
24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46	1 18 21 25 20 43 31 28 34 30 32 29 45 33 41 42 36 39 38 40 37 44 46 47	35 124 24 30 323 41 323 43 323 43 43 45	37 14 19 16 42 20 30 40 40 43 41 32 32 32 32 42 47	37 17 19 16 42 20 33 40 42 42 59 38 44 42 39 46 46	37 17 19 16 32 32 31 42 33 44 41 58 39 42 46	6 37 17 19 16 43 20 33 21 24 45 34 40 25 39 30 27 42 47	7 37 18 16 43 22 23 13 27 45 34 40 20 34 40 20 34 40 40 40 40 40 40 40 40 40 40 40 40 40	8 39 15 18 17 43 26 21 32 42 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 42 34 44 44 44 44 44 44 44 44 44 44 44 44	37 16 19 18 42 27 22 32 40 40 43 44 43 44 43 44 43 44 43 47 22 38 47 48 48 48 48 48 48 48 48 48 48 48 48 48	39 16 18 17 425 21 32 425 43 43 43 43 43 43 43 44 43 43 44 43 45 46 46 46 46 46 46 46 46 46 46 46 46 46	40 17 19 16 12 10 13 13 14 13 14 13 14 13 14 14 15 16 16 16 16 16 16 16 16 16 16 16 16 16	39 16 18 20 42 20 20 33 42 43 43 43 43 44 46 46 46 46	40 16 19 28 41 20 33 42 43 43 43 43 43 43 43 43 43 43 43 43 43	472 211 254 249 552 337 278 404 410 520 348 584 461 450 540 548 354 476 526 371 372 527 603	Rank  36.31 16.23 19.54 19.15 42.46 25.92 21.38 31.08 31.54 40.00 26.77 44.92 35.46 34.61 41.54 42.15 27.23 36.61 40.46 28.54 28.61 40.54 46.38	Position  37 16 19 18 44 25 21 31 33 39 26 45 36 34 42 43 27 38 40 28 29 41 46
47 48 49 50	47 50 48 49	48 50 49 47	45 50 49 48	48 50 49 47	48 50 49 47	48 50 49 46	48 50 49 47	49 50 47 48	49 50 45 48	49 50 47 48	47 50 49 48	47 50 48 49	48 50 47 46	621 650 647 618	47.77 50.00 49.77 47.54	48 50 49 47

fourth quality of manuscript writing and was identified by
the letter D. That sample which received the mean rank nearest to 50 was taken as the fifth quality of manuscript writing
and identified by the letter F. The letters A, B, C, D, and
F are not to be interpreted as letter grades; they are merely
identification letters. In each scale the identified samples
were photographed and are the scales of quality.

The three tentative quality norm tables, one for each grade, were based upon teachers opinions as to what constitute the five quality levels of manuscript writing. In each grade the descending merit order of mean rank samples were recorded, percentile position and T-Scores of each sample were computed in the same manner as in the rate norms, thereby scores are expressed in three comparative ways in Tables 14, 15 and 16. These tables should be used as tentative norms when the quality of children's manuscript writing is being determined.

# Overlap in the Qualities of Manuscript Writing

The degree of overlap in the qualities of manuscript writing was determined by the opinions of twenty-five primary teachers. In the tabulation and analysis of their opinions a definite degree of overlap in writing was evident between Grades I and II and between II and III. It was possible to measure six degrees of overlap, but in each case only two prevailed; complete and four-step overlap. Complete overlap

TABLE 14
CTED SAMPLES IN GRADE I ACCORDING

DISTRIBUTION OF SELECTED SAMPLES IN GRADE I ACCORDING TO MEAN RANK, RANK POSITION, PERCENTILE, T-SCORE AND LEVEL OF QUALITY

Mean Rank	Rank Position	Per Cent	s. D.	T-Score	Level of Quality
1.15 1.92 3.77 3.92 4.85 6.23 6.85 8.23 9.46 11.08 11.08 11.08 13.38 13.54 15.76 18.61 20.54 20.61 20.77 21.38 22.77 21.38 22.77 24.46 26.31 27.54 28.77 28.85 29.61 29.77 30.31 33.00 34.38 35.15 36.15	50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35 33 32 31 30 29 28 27 26 25 24 22 21 20 19 18 17 16 15	997 997 997 997 997 997 997 997 998 897 898 897 777 77	2.33 1.88 1.65 1.48 1.34 1.28 1.13 1.04 .95 .88 .81 .74 .67 .61 .57 .50 .44 .39 .33 .28 .23 .18 .02 02 08 13 23 33 39 39 39 39 39 39 3	73 665 6565 665 665 665 665 665 665 665 6	B

TABLE 14--Continued

Mean Rank	Rank Position	Per Cent	s. D.	T-Score	Level of Quality
36.69 39.77 40.15 40.15 41.31 42.23 42.46 42.83 43.00 44.92 47.15 47.15 48.54 49.77	14 13 12 11 10 9 8 7 6 5 4 3 2	27 25 23 21 19 17 15 13 11 9 7 5	61 67 74 81 88 95 -1.04 -1.13 -1.28 -1.34 -1.65 -1.65 -1.68 -2.33	44 43 43 42 41 40 40 39 37 37 35 34 31 27	D

TABLE 15

DISTRIBUTION OF SELECTED SAMPLES IN GRADE II ACCORDING TO MEAN RANK, RANK POSITION, PERCENTILE, T-SCORE AND LEVEL OF QUALITY

Mean Rank	Rank Position	Per Cent	S. D.	T-Score	Level of Quality
1.54 1.69 3.00 5.46 6.15 6.31 6.85 7.15 9.23 9.46 10.85 12.85	50 49 48 47 46 45 44 43 42 41 40 39	99 97 95 93 91 89 87 85 83 81 79	2.33 1.88 1.65 1.48 1.34 1.28 1.13 1.04 .95 .88	73 69 66 65 63 61 60 60 59 58	В

TABLE 15--Continued

Mean Rank	Rank Position	Per Cent	S. D.	T-Score	Level of Quality
12.92 14.08 15.08 16.85 17.54 18.38 18.77 19.15 21.38 21.85 22.69 23.85 24.69 26.15 26.54 28.69 28.77 29.46 30.85 31.31 32.00 34.77 35.54 37.54 38.08 39.92 40.08 41.08 41.23	38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11	75 73 76 65 65 61 55 55 51 47 45 41 37 33 31 27 25 21 17	.67 .61 .57 .50 .44 .39 .33 .28 .13 .02 08 18 28 33 44 57 67 67 67 67 88 95	56 56 55 54 53 52 51 50 50 49 48 47 47 46 44 43 42 41 40	B
42.69 44.77 44.85 45.23 47.23 47.92 48.00 49.77	9 8 7 6 5 4 3 2 1	15 13 11 9 7 5 3 1	-1.04 -1.13 -1.28 -1.34 -1.48 -1.65 -1.88 -2.37	40 39 37 37 35 34 31 27	F

TABLE 16

DISTRIBUTION OF SELECTED SAMPLES IN GRADE III ACCORDING TO MEAN RANK, RANK POSITION, PERCENTILE, T-SCORE AND LEVEL OF QUALITY

Mean Rank	Rank Position	Per Cent	S. D.	T-Score	Level of Quality
1.31 2.08 2.61 4.61 5.54 6.08 7.00 8.15 9.15 9.85 11.61 13.54 14.23 14.61 16.23	50 49 48 47 46 45 44 43 42 41 40 39 38 37 36 35	99 97 95 93 91 89 87 85 83 81 79 77 75 73	2.33 1.88 1.65 1.48 1.34 1.28 1.13 1.04 .95 .88 .81 .74 .67	73 69 66 65 63 61 60 69 58 57 56 56 55	В
18.31 19.15 19.54 20.08 21.38 21.61 23.31 23.38 25.92 26.77 27.23 28.54 28.61 29.23 31.08 31.23 31.54 34.61 35.46 35.46 36.31	34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15	67 65 61 57 55 51 47 45 41 39 37 35 31 29 27	.44 .39 .33 .28 .23 .18 .02 02 08 13 18 23 28 39 44 50 55 61	54 53 53 52 51 50 50 49 48 47 46 46 44 44	C
36.61	13	25 25	67	43	. D

TABLE 16Cor	ntinue	d
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Mean Rank	Rank Position	Per Cent	S. D.	T-Score	Level of Quality
40.00 40.46 40.54 41.54 42.15 42.46 44.92 46.38 47.54 47.77 49.77 50.00	12 11 10 9 8 7 6 5 4 3 2	23 21 19 17 15 13 11 9 7 5 3	74 81 88 95 -1.04 -1.13 -1.28 -1.34 -1.48 -1.65 -1.88 -2.33	43 42 41 40 40 39 37 37 35 34 31 27	F

was indicated by the A, B, C, D and F levels of quality in Grade I as being equal to the A, B, C, D and F levels of quality in Grade II respectively. Four-step overlap was indicated by the A level of quality in Grade I as being equal to the B level of quality in Grade II; or the B level of quality in Grade I as being equal to the C level of quality in Grade II; or the C level of quality in Grade I as being equal to the D level of quality in Grade II; or the D level of quality in Grade II; or the D level of quality in Grade II as being equal to the F level of quality in Grade II. To determine the degree of overlap in writing in Grades II and III the same criteria were used.

In studying Table 17 one will notice that 5 per cent of the twenty-five teachers noticed complete overlap in the qualities of manuscript writing between Grades I and II, and

and II. Twenty per cent of the twenty-five teachers noticed complete overlap in the quality of manuscript writing between Grades II and III, and 80 per cent noticed four steps of overlap between Grades II and III. In both cases four-step overlap was most significant and a unique factor. The degrees of overlap are found in Table 17.

TABLE 17

OVERLAP IN THE QUALITIES OF MANUSCRIPT WRITING BETWEEN GRADES I AND II AND BETWEEN GRADES II AND III

	Frequency and E	xtent of Overlap
Degree of Overlap	Between Grades I and II	Between Grades II and III
Complete	l (5 per cent)	5 (20 per cent)
4 step	24 (95 per cent)	20 (80 per cent)

#### Cross Validity

The proposed manuscript scales were cross-validated with a cursive scale. This comparative validity was measured by the analysis of the opinions of twenty-five primary teachers. The teachers' opinions were secured on problem sheets on which they rated a quality of manuscript writing of one grade as being equal to a quality of cursive writing of the same grade. The five levels of quality were considered

the equal of the levels A, B, C, D and F of manuscript writing of one grade if they were rated as being equal to the A, B, C, D and F levels of cursive writing of the same grade respectively. If the ratings of the B, C, D and F quality levels of manuscript writing of one grade were rated as being equal to the A, B, C and D quality levels of cursive writing of the same grade, the manuscript writing was one quality level better than the cursive.

In studying Table 18, one will notice that 16 per cent, 8 per cent and 16 per cent of the teachers in Grades I, II and III noticed that the same quality levels of manuscript and cursive writing were equal in their respective grade. Eighty-four per cent, 92 per cent and 84 per cent of the teachers in Grades I, II and III noticed that the manuscript writing was one quality level better than the cursive

TABLE 18

CROSS-VALIDATION OF MANUSCRIPT AND CURSIVE WRITING

IN GRADES I, II AND III

Degree of Comparison Grade I	Grade II Grade III
The same quality 4 level of manuscript(16 per cent) and cursive are equal	2 4 (8 per cent) (16 per cent)
Manuscript one 21 quality level bet- (84 per cent) ter than cursive	23 21 (92 per cent) (84 per cent)

writing.	These	differen	ces a	are si	gnifi	cant at	the 1 p	er
cent lev	el of c	onfidence	and	are u	nique	facts.	These	com-
parative	valida	tion data	are	found	in Ta	able 18.		
								:

#### CHAPTER IV

#### SUMMARY AND CONCLUSIONS

The present study has been concerned with the development of manuscript scales for Grades I, II and III. The purpose of this chapter is to summarize the findings of this study.

During the past fifty years much research has been done in the area of handwriting. Until 1920 educators taught only cursive writing, but when the merits of manuscript were seen, there was a rapid movement in many schools to adopt the print script method of writing.

Students of handwriting early realized that the most valid and reliable criteria for evaluating children's handwriting were handwriting scales, and during the past half century numerous handwriting scales were developed. The purpose of this study was to construct three manuscript scales, since there are no manuscript scales that measure both rate and five degrees of quality of manuscript writing for Grades I, II and III.

Random stratified sampling was employed to select one hundred thirty schools. Letters were sent to the

superintendents of the selected schools asking their co-operation in securing manuscript handwriting samples. Directions for giving the test were sent to the co-operating schools, and these tests were administered during the month of April, 1956.

Those samples were discarded in which directions had not been followed. The three tentative sets of rate-norm tables, one for each grade, were based upon the letter count in terms of letters per minute of the 7212 samples. The rate norms are expressed in raw scores, percentiles and T-scores.

Fifty samples from each grade were selected by a systematic plan so as to assure normality to their distribution. The fifty samples in each of these three sets were identified by number and handed to judges for ranking, with full instructions as to procedure. The judges consisted of teachers from the particular grade level from which the samples came. In each grade these samples that received a designated mean rank were assigned a level of quality and appear as the scales of quality.

The three tentative quality rate-norm tables, one for each grade, were based upon teachers' opinions as to what constitutes the five quality levels of manuscript writing. The quality norms are expressed in raw scores, percentiles and T-scores.

The overlap in quality of writing by the grades is very-striking,-but-natural:—There-is-a-four-step-overlap-

in the quality of writing between Grades I and II, and II and III.

The manuscript scales were cross-validated with a cursive scale. Eighty-four per cent of the teachers in Grades I, II and III rated the manuscript writing one quality level better than the cursive writing.

In conclusion, this study produced standardized manuscript scales which afford a means whereby the pupil, the teacher and the administrator may evaluate with a high degree of accuracy the manuscript handwriting of any pupil or group of pupils.

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	APPENDIX A
	LETTER OF TRANSMITTAL
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March 10, 1956

Mr. Frank J. Ogden Superintendent of Schools Winchester, Kentucky

Dear Mr. Ogden:

Your school has been selected, by representative sampling of the schools of the United States, from which to secure samples of manuscript writing for Grades I, II and III. The study, in the procedure of candidacy for the degree of Ed. D. by Diodato Bezzi, a student in residence, is under the direction of Dr. Henry D. Rinsland, professor of Education of The University of Oklahoma, and a writer of standardized tests and college textbooks in testing.

You may be interested to know the purpose of this study is to construct standardized scales for manuscript writing. The uniqueness of these scales lies in the fact that they will measure rate and five degrees of quality of manuscript writing, and will be cross-validated with a currently published cursive scale. These scales will be of great value to all who advocate the measurement and evaluation of manuscript writing. A copy of the completed scales will be furnished you as a small compliment for your cooperation.

You will be asked to have three teachers, one from each Grade I, II and III, from one of your elementary schools, send samples of manuscript writing of all pupils in the primary grades. These samples will consist of a short passage, written according to a set of directions. These samples will be sent by express, at our expense, to my advisor at The University of Oklahoma.

A self-addressed, stamped envelope and short form is enclosed for your convenience in replying your willingness to cooperate in this study. I should appreciate a reply by March 19, 1956.

Sincerely yours,

Diodato Bezzi

Dr. Henry D. Rinsland Advisor

Encl.-

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1	APPENDIX B	
	The American services	
	REPLY FORM	
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REPL	Y FORM
Number	March 9, 1956
Name of co-operating school	
Town	_State
In the spaces designated list grade and the name of the teams script samples from all pupils	the total enrollment in each cher who will secure the manu- s in that grade.
Enrollment Number or	f Sections Name of Teacher
Grade I	
Grade II	
Grade III	
Name of the person completing	Title
Dr. Henry D. Rinsland College of Education University of Oklahoma Norman, Oklahoma	Diodato Bezzi Doctoral Candidate

APPENDIX C	
DIRECTIONS FOR ADMINISTERING THE TEST WHICH	
RESULT IN SECURING MANUSCRIPT WRITING SAM	MPLES
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# DIRECTIONS FOR ADMINISTERING THE TEST WHICH WILL RESULT IN SECURING MANUSCRIPT WRITING SAMPLES

- A. Preliminary Steps for Administering the Test
  - l. First Day:
    - a. Write in manuscript the proper selection on the blackboard. In order for the children to become familiar with the selection they are to read it in unison.
    - b. Selection for Each Grade:

Grade I: Once upon a time there was a little old man and woman.

Grade II: Once upon a time there was a little old man and woman. They wanted a boy. So the woman made a boy. He ran away from the little old woman.

Grade III: Once upon a time there was a little old man and woman. They wanted a boy. So the woman made a boy. He ran away from the little old woman. He also ran away from a hen, a dog, a pig and a cat. They could not catch him. But a fox caught and ate him. The little boy was made of gingerbread.

### B. Administering the Test

- 1. Second Day:
  - a. During the writing period the pupils will write, on standard paper used for their grade, the selection that is on the board.
  - b. The teacher should now say, "Let us repeat the story that is on the board." The teacher and pupils will now read the selection. "The lesson for today is to write the short story that is on the board. Begin on the top line of the paper, do not skip any lines and write as you usually do. Do not start writing until I say 'Go'. Do not go back and erase or make over any letter

that you have written. When I say 'Stop' you must stop writing." Do not tell the children how many minutes they are to write.

- c. When the second hand reaches 50, say, "Get ready to write." Observe the pupils to see that all are ready. When the second hand reaches 60, say 'Go'. Watch the time carefully. Allowing one minute for Grade I and two minutes for Grades II and III. When the allotted time is up say 'Stop'. Then say, "On the bottom line write Grade I, II or III (whatever the case may be."
- C. Preparing the Samples for Shipment to the Center
  - 1. The principal, or one of the teachers, will secure the samples from the other teachers, place them in a light carton, enclose the identification slip, adhere the enclosed sticker to the carton and ship express, collect to Dr. Henry D. Rinsland, College of Education, University of Oklahoma, Norman, Oklahoma. Your Railway Express Agent will call for this package at your telephoned request. It would be appreciated if these samples are sent by the last week of April.

### APPENDIX D

SCHOOLS PARTICIPATING IN THIS STUDY GROUPED

ACCORDING TO THE SIZE OF THE CITY IN

WHICH THEY ARE LOCATED AND THE

NUMBER OF SAMPLES SECURED

# SCHOOLS PARTICIPATING IN THIS STUDY GROUPED ACCORDING TO THE SIZE OF THE CITY IN WHICH THEY ARE LOCATED AND THE NUMBER OF SAMPLES SECURED

### GROUP I

Zero Schools Size of City: 1,000,000 population or more

### GROUP II

Five Schools Size of City: 100,000 to 1,000,000 population

		Name of School	Location	Number of Samples
	1.	Omaha Public Schools	Omaha, Nebraska	131
	2.	Linberg Elementary	Tulsa, Oklahoma	157
	3.	Manitou Elementary	Tacoma, Washington	80
į	4.	Leinkanf Public	Mobile, Alabama	72
	5.	Chisolm Elementary	Montgomery, Alabama	100
			TOTAI	L: 540

### GROUP III

Sixteen Schools Size of City: 25,000 to 100,000

	Name of School Location		Number of Samples	
1.	Virginia Heights	Roanoke, Virginia	74	
2.	Schneider Elementary	Columbia, South Carolin	a 87	
3.	South Port Elementary	Kenosha, Wisconsin	63	

	GROUP	III <u>Continued</u>	
	Name of School		umber of Samples
4.	Tank Elementary	Green Bay, Wisconsin	379
5.	Union District	Jackson, Michigan	275
6.	Chestnut Street	Wilmington, North Carolina	a 136
7.	Euclid Avenue	Jamestown, New York	72
8.	McKinley Elementary	Portsmouth, Ohio	81
9.	Pine Street Elemen- tary	Spartanburg, South Carolina	91
10.	Washington	Billings, Montana	80
11.	Park View Elementary	Jackson Tennessee	92
12.	Franklin Elementary	Marion, Indiana	87
13.	Jefferson Elementary	Johnson City, Tennessee	106
14.	South Park Elementary	Salina, Kansas	70
15.	Redwood City District	Redwood City, California	119
16.	New Kensington	New Kensington, Pennsylvania	61
		TOTAL:	1873

### GROUP IV

### Fifty-two Schools Size of City: 2,500 to 25,000

	Name of School	Location	Number of Samples
1.	East Elementary	Lancaster, Ohio	406
2.	Anderson Elementary	Orange, Texas	187
3.	Roosevelt Elementary	Aberdeen, South Dakota	76

	GROUP	IVContinued	
	Name of School	Location	Number of Samples
4.	Tiffon Elementary	Chillicothe, Ohio	83
5.	First District	Meadville, Pennsylvania	137
6.	Washington Elementary	Fayetteville, Arkansas	78
7.	Roosevelt-Wilson	Texas City, Texas	354
8.	Longe Central	Blytheville, Arkansas	83
9.	Jefferson Elementary	Shenandoah, Pennsylvania	86
10.	Fort Myers	Fort Myers, Florida	67
11.	Morristown	Morristown, Tennessee	641
12.	Gay Street	Phoenixville, Pennsylvan	ia 85
13.	Elizabeth City	Elizabeth City, North Carolina	360
14.	Shive Elementary	Vernon, Texas	52
15.	Nicolet Elementary	Menasha, Wisconsin	57
16.	North Side Elementary	Opelika, Alabama	99
17.	University Elementary	Bowling Green, Ohio	77
18.	Miller Park School	Gainesville, Georgia	90
19.	Coshocton Public	Coshocton, Ohio	340
20.	Lindsay Elementary	Gainesville, Texas	84
21.	Keister Elementary	Harrisonburg, Virginia	8 <b>7</b>
22.	West Park Elementary	Moscow, Idaho	62
23.	South Elementary	Fulton, Missouri	88
24.	John Small Elementary	Washington, North Caroli	na 132
-25	-Hichman-Elementary-	-Winchester,-Kentucky	58

		GROUP	IV <u>Continued</u>	
		Name of School	Location	Number of Samples
	26.	Williams Elementary	Monongahela, Pennsylvani	.a 69
	27.	Levelland Elementary	Levelland, Texas	129
	28.	Havre Public Schools	Havre, Montana	56
	29.	Longfellow Elementary	Elk City, Oklahoma	67
	30.	Wright Elementary	Corry, Pennsylvania	71
	31.	Central Grammar	Union City, Tennessee	81
	32.	Falls Church Elementary	Falls Church, Virginia	87
	33.	Central Elementary	Pratt, Kansas	75
	34.	Marlin Elementary	Marlin, Texas	91
	35.	Paris City Schools	Paris, Kentucky	385
	36.	Ellis Elementary	Bellevue, Ohio	84
	37.	Central Elementary	Haines City, Florida	79
	38.	Breckenridge Elementary	Breckenridge, Texas	81
	39.	Patrick Hamilton	Dowagiac, Michigan	57
	40.	Central Elementary	Bluffton, Indiana	93
	41.	Searcy Primary	Searcy, Arkansas	95
	42.	Mt. Pleasant Elemen- tary	Mt. Pleasant, Iowa	59
	43.	Joint Class A	Kellog, Idaho	59
	44.	Lyons City Schools	Lyons, Kansas	174
	45.	Monticello Elementary	Monticello, New York	381
	46.	Macon Elementary	Macon, Missouri	85
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### GROUP IV--CONTINUED Number of Samples Name of School Location Towanda, Pennsylvania 68 Towanda Elementary 47. Nevada, Iowa 201 Nevada Elementary 48. 49. Renovo Boro 84 Renovo, Pennsylvania Elementary Butler, Missouri 227 Butler Elementary 50. Edinburg Elementary 51. Edinburg, Indiana 117 99 Winnemucca Grammar Winnemucca, Nevada 52. TOTAL: 7011 GRAND TOTAL: 9424

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	APPENDIX E	•
	ATTENDIA E	
	KEYED COPY OF SELECTIONS	
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### KEYED COPY OF SELECTIONS

4 8 9 13 18 21 22 28 Once upon a time there was a little

31 34 37 42 old man and woman. (Grade I to here)

46 52 53 56 58 61 66 70 They wanted a boy. So the woman made

71 74 76 79 83 87 90 96 a boy. He ran away from the little

99: 104 old woman. (Grade II to here)

106 110 113 117 121 122 125 126 129 He also ran away from a hen, a dog,

130 133 136 137 140 144 149 152 a pig and a cat. They could not

157 160 163 164 167 173 176 179 catch him. But a fox caught and ate

182 185 191 194 197 201 203 him. The little boy was made of

214 gingerbread. (Grade III to here)

### APPENDIX F

# QUALITIES OF MANUSCRIPT WRITING AND DIRECTIONS FOR ACHIEVING NORMALCY

# QUALITIES OF MANUSCRIPT WRITING AND DIRECTIONS FOR ACHIEVING NORMALCY

### Qualities of Manuscript Writing

Scoring for quality is purely subjective and therefore a judgment of value. The elements of quality that one must consider in the rating of handwriting samples are: spacing, letter alignment, letter formation, uniformity of size, and uniformity of slant.

Spacing is thought of as the uniformity and the width of space between letters within words, and between words. Spacing within words should be as follows: the straight letters should be placed apart and the round letters should be placed closer together. Spacing between words should be comparable to the width of two wide letters, such as m or w.

Letter alignment has reference to the evenness of line. The writing should follow a line which is perpendicular to the edge of the paper.

Letter formation suggests the degree in which letters conform to a standard form. Letters should be round, firm and the ending strokes should be solid.

Uniformity of size has reference to the height of the letters. The writing should be neither too small nor too large. There should be a direct constant proportion between the tall and the short letters. All tall letters should be of an equal height and all short letters should be of an equal height.

Uniformity of slant has reference to the degree of inclination of each letter as compared to a perpendicular drawn to the baseline of the paper. This inclination should not be extreme in either direction.

### Directions for Achieving Normalcy

The initial sorting of samples will place them in five groups of different merit. Group one is designated for the best samples of writing; group two is designated for the next best samples of writing; groups three and four are designated for samples of inferior merit, as compared to the preceding group; whereas group five is designated for the poorest samples of writing.

It is important that normalcy be attained, that is:
7 per cent of the samples are to be placed in group one
24 per cent of the samples are to be placed in group two
38 per cent of the samples are to be placed in group three
24 per cent of the samples are to be placed in group four
7 per cent of the samples are to be placed in group five

By reading from the table below one can determine how the samples are to be distributed.

Grade	Total Samples	Group One (7%)	Group Two (24%)	Group Three (38%)	Group Four (24%)	Group Five (7%)
I	826	58	198	314	198	58
II	933 645	65 45	224 145	355 245	224 155	65 45

TABLE OF DISTRIBUTION

If in group one there are more than the required number of samples, review all samples in group one, selecting the best samples until the required number is attained. Place the remaining samples in group two. If in group one there are less than the required number of samples, review all samples in group two. From the best samples in group two select the required number of samples and place them in group one.

By repeating the procedure for each group normalcy will be attained.

When normalcy has been realized place the samples in the designated boxes.

# APPENDIX G CRITERIA AND DIRECTIONS FOR RATING MANUSCRIPT WRITING

# APPENDIX G CRITERIA AND DIRECTIONS FOR RATING MANUSCRIPT WRITING

# CRITERIA AND DIRECTIONS FOR RATING MANUSCRIPT WRITING

Criteria to be Used in Rating Manuscript Writing

Scoring for quality is purely subjective and therefore a judgment of value. The elements of quality that one must consider in the rating of handwriting samples are: spacing, letter alignment, letter formation, uniformity of size and uniformity of slant.

Spacing is thought of as the uniformity and the width of space between letters within words, and between words. Spacing within words should be as follows: the straight letters should be placed apart and the round letters should be placed closer together. Spacing between words should be comparable to the width of two wide letters, such as m or w.

Letter alignment has reference to the evenness of line. The writing should follow a line which is perpendicular to the edge of the paper.

Letter formation suggests the degree in which letters conform to a standard form. Letters should be round, firm and the ending strokes should be solid.

Uniformity of size has reference to the height of the letters. The writing should be neither too small nor too large. There should be a direct constant proportion between the tall and the short letters. All tall letters should be of an equal height and all short letters should be of an equal height.

Uniformity of slant has reference to the degree of inclination of each letter as compared to a perpendicular drawn to the baseline of the paper. This inclination should not be extreme in either direction.

Direction for Rating Manuscript Writing Samples

Each judge will place the samples in merit order from high to low, giving the one receiving the highest rank the top position and the one receiving the lowest rank the bottom position. Number each sample on the back, giving the one receiving the highest rank number one, and the lowest number fifty.

### APPENDIX H

SCALES FOR GRADES I, II AND III

### SCALE FOR GRADE I

Once upon a time
there was a little
Once upon a time there was a li
there was a li
Once upon a time
there was
Once uponatime
there wa
The Uponation - 11-erewas
QUALITY F

### SCALE FOR GRADE II

Once	UĐ	n a	tim	e the	re	Was	a	
little	old	man	and	wom	•	•••••	· T·	
They	Will	ted (	ן נלים	<u>, S</u> ,	the			•

One upon a time there was a little old man and woman. They wanted a boy. So the

Once upon a time there was a little old man and woman. They

Once upon atime there was a little old man and woman. They wanted a bog. So the woman made a boy. He man away from the little old woman.

Once upon a time there was upon they and woman. They

### SCALE FOR GRADE III

Once upon a time there was a little
old man and woman. They wanted a
boy. So the woman made a boy. I
ran away from the little old woman.
QUALITÝ A
Once upon a time there was a little old
man and woman. They
wanted a boy so
Once upon a time there was a little old man and woman. They wanted a boy. So the woman made a boy He ran away from the little old.

Once upon a time there was a little old man, and woman, I hey wanted a boy. So the woman made.

QUALITY D

Ohce appnathere was its leold man and wom an there was its leold man quality f

APPENDIX I
PROBLEM SHEET USED TO DETERMINE OVERLAP IN QUALITY OF MANUSCRIPT WRITING

# PROBLEM SHEET USED TO DETERMINE OVERLAP IN QUALITY OF MANUSCRIPT WRITING

TEACHER'S	NAME	GRADE
ILMOHER O	IALUTIL	 OLIVE

DIRECTIONS: (1) Problem: rate a quality of one grade, beginning with Grade I, as being equal to a quality of the grade just above it; as, starting with Grade I, it would be Grade II, etc. (2) Record results of your opinion in the blanks below -- ONE quality only.

### GRADE I

Quality (A, B, C, D, or F) of Grade I, is equal to quality (A, B, C, D, or F) of Grade II.

### GRADE II

Quality (A, B, C, D, or F) of II, is equal to quality (A, B, C, D, or F) of Grade III.

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APPENDIX J
PROBLEM SHEET USED TO DETERMINE CROSS-VALIDITY
BETWEEN MANUSCRIPT AND CURSIVE WRITING
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# PROBLEM SHEET USED TO DETERMINE CROSS-VALIDITY BETWEEN MANUSCRIPT AND CURSIVE WRITING

TEACHER'S NAME	GRADE
DIRECTIONS: (1) Problem: rate a quality writing of one grade, beginning with Grad to a quality of cursive writing of the sa (2) Record results of your opinion in the ONE quality only.	e I, as being equal me grade.
GRADE I	
Manuscript quality (A, B, C, D, or F) of Grade I, is equal to cursive quality (A, B, C, D, or F) of Grade I:	
GRADE II	
Manuscript quality (A, B, C, D, or F) of Grade II, is equal to cursive quality (A, B, C, D, or F) of Grade II:	
GRADE III	
Manuscript quality (A, B, C, D, or F) of Grade III, is equal to cursive quality (A, B, C, D, or F) of Grade III:	