

2nd Grade				
Written-Language Production Standards	1st Q	2nd Q	3rd Q	4th Q
Shading indicates standards for instruction each quarter				
Handwriting Standards				
Form and Production				
HW.2.1 Form all uppercase and lowercase letters legibly in manuscript, with no rotations or reversals				
<i>a. Consistently maintain proper proportion of ascenders, descenders, and letter parts.</i>				
<i>b. Self-assess manuscript legibility against models</i>				
<i>c. Print sentences that begin with uppercase letters and that include end and internal punctuation.</i>				
HW.2.2. Use grade-level appropriate paper to produce printed letters, words, and sentences with proper proportion, size, and spacing.				
<i>a. Print manuscript letters with proper spacing relative to top, bottom, and midlines.</i>				
<i>b. Print words and sentences using correct spacing between letters, words, and sentences.</i>				
<i>c. Print paragraphs using correct indentation and appropriate margins.</i>				
HW.2.3 Understand that cursive writing is different from manuscript.				
<i>a. Begin to understand the difference between manuscript and cursive writing by matching manuscript letters to their cursive counterparts and identifying where joinings occur.</i>				
<i>b. Identify and create four basic cursive lines (undercurve, downcurve, overcurve, slant).</i>				
<i>c. Form individual lowercase cursive letters and numerals with acceptable legibility.</i>				
<i>d. Write letters in cursive using consistent slant.</i>				
<i>e. Form joinings to connect letters, maintaining proportion of letters to joinings.</i>				
Writing Application				
HW.2.4 Produce written text, including multiple sentences organized into paragraphs.				
<i>a. Print identifiable words and sentences within paragraphs to create a story or response.</i>				

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Keyboarding Standards				
Production				
KB.2.1 Begin to use a keyboard to enter text.				
<i>a. Identify and use the home keys (A, S, D, F, J, K, L, ;).</i>				
<i>b. Use the Shift key to capitalize.</i>				
<i>c. Identify and use punctuation on the keyboard, including punctuation needing the Shift key (:, ", ?).</i>				
<i>d. Type letters and words while looking at the keyboard.</i>				
KB.2.2 Demonstrate an understanding of proper spacing in electronic text.				
<i>a. Use the spacebar to place spaces between words.</i>				
Word Processing				
KB.2.3 Know and apply grade-level keyboarding skills.				
<i>a. Find home keys by their "bumps" without looking at keyboard.</i>				
<i>b. Identify which fingers type which letters on standard QWERTY keyboard.</i>				
<i>c. Use the left little finger on the Shift key to capitalize letters on the right side of the keyboard and vice versa.</i>				
<i>d. Understand the difference between the Shift and Caps Lock keys.</i>				
<i>e. Use thumb to depress the space bar.</i>				
<i>f. Type non-word drills while looking at the keyboard.</i>				