

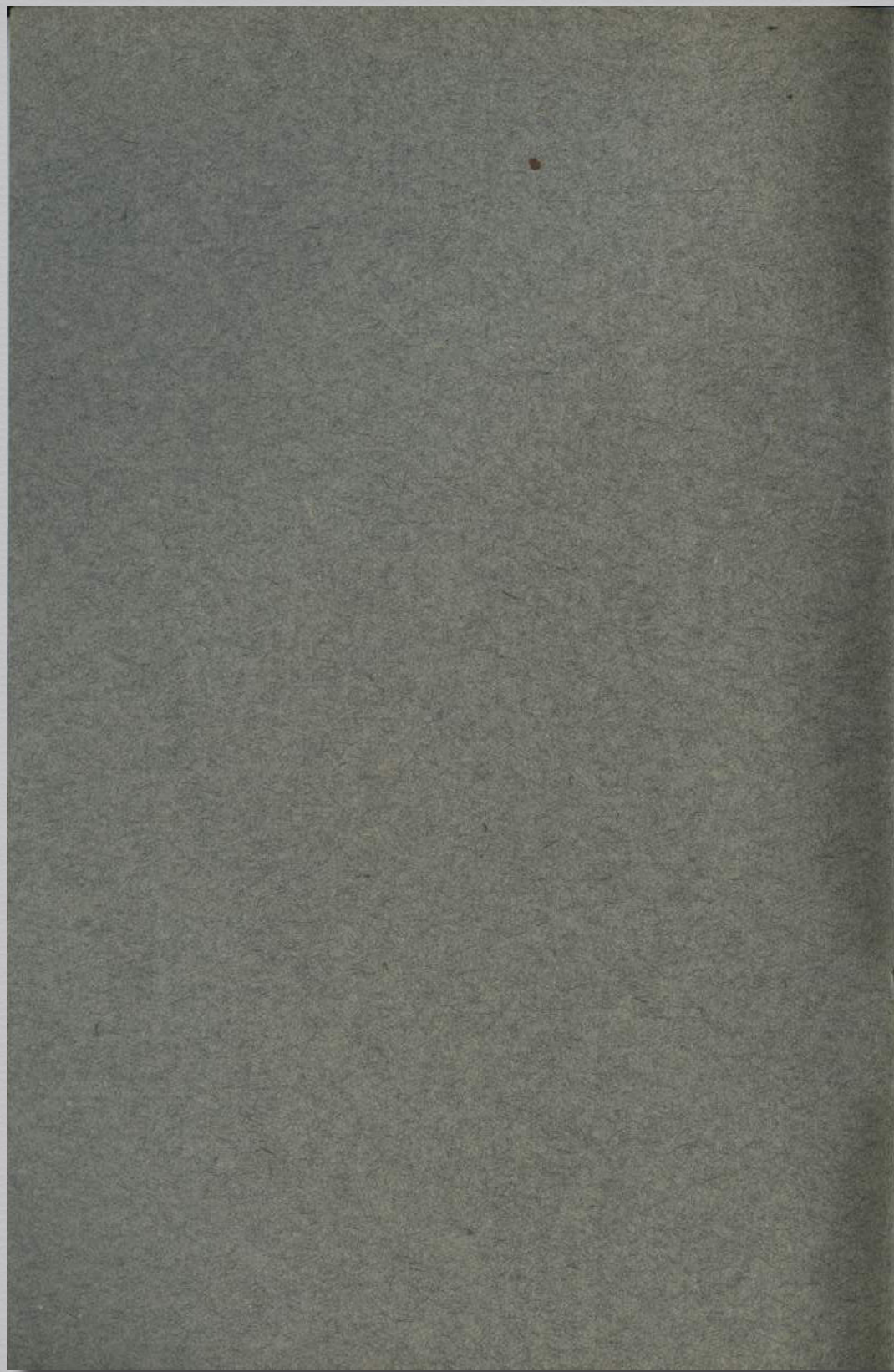
Pamphlets on Art Teaching. No. 4

EDITED BY HENRY T. WYSE, LECTURER IN ART
EDINBURGH PROVINCIAL TRAINING COLLEGE

FORMAL WRITING

EDINBURGH: ANDREW BAXENDINE & SON,
15 CHAMBERS STREET.

Price Sixpence net



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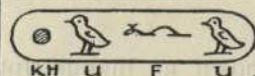
FORMAL WRITING AND LETTERING.

FORMAL writing, now generally known as manuscript writing, was used by the scribes or penmen for the writing of books before the invention of printing in 1454. The letters which we now use had their origin in Egyptian Hieroglyphics, the forms of which gradually changed during the centuries, culminating in Roman capitals, which are still used in book printing. Those capitals gradually changed into small letters, owing to the carelessness and increasing speed of the writing of the scribes. The invention of the printing press fixed the final form of the small letters. The typical alphabetic forms in use between 5000 B.C. and 1600 A.D. are shown on page 4.

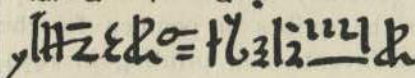
In ancient times broad pens made from reeds and quills were employed. The illustration on page 5 shows the successive stages in the cutting of a reed pen (A to E). In modern times steel pens of a similar shape are used. Liquid Indian ink is the best for this kind of writing.

Formal writing may be divided into two classes, whose characteristics are determined by the position in which the pen is held. The *shape* of the writing point is the same in both styles of writing, but the *position* of the pen is different. The illustration shows the characteristic forms of the two kinds of writing—STRAIGHT-PEN, in which the broad way of the nibs is horizontal (GH)—and SLANTED-PEN, in which the broad way of the nibs is sloping, the penholder pointing upwards towards the right (K). Black-letter (L) is written with a slanted pen. The alphabet of capital and small letters and exercises in this pamphlet are written with a straight pen. They are a modern version of the writing which was in common use in Italy during the fifteenth and sixteenth centuries. It will be noticed that they are practically identical with the letters used in modern printing.

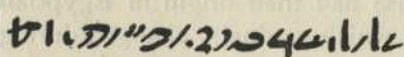
TYPICAL ALPHABETIC FORMS IN USE BETWEEN B.C. 5000 & A.D. 1600



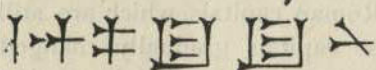
KHUFU EGYPTIAN 5000
(CHEOPS) HIEROGLYPHIC



EGYPTIAN B.C.
HIERATIC 5000



EGYPTIAN B.C.
DEMOTIC 5000



(NEBUCHADNEZZAR)
BABYLONIAN B.C. 1120

ΠΑΛΑΙΟΓΡΑΦΙΑ

PEN-WRITTEN
GREEK B.C. 500

PALEOGRAPHY

INCISED A.D.
ROMAN 200

PALEOGRAPHY

PEN-WRITTEN
ROMAN A.D. 400

PALEOGRAPHY

RUSTIC A.D.
ROMAN 500

PALEOGRAPHY

UNCIAL A.D.
ROMAN 600

paleography

half-uncial
english a.d. 800

paleography

roman smalls a.d.
italian 1600

paleography

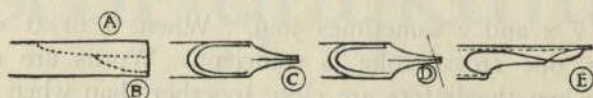
small italics a.d.
italian 1600

paleography

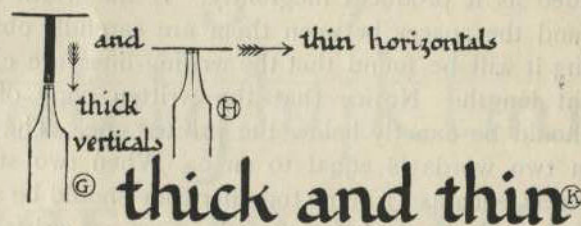
gothic text a.d.
northern europe 1600

paleography

modern a.d.
writing 1900



Thick and Thin[®]



black letter[®]



Italic letters (see diagram on page 4) were in use during the same period in Italy. These slanted letters developed into modern round-hand writing, now being rapidly superseded by Script writing, which is based on this upright straight-pen writing of the fifteenth and sixteenth centuries. They are to be carefully copied on the spaces below them. The letters are upright. The desk should slope at an angle of at least 30°. This allows the pen to be held level and prevents blotting. The pen nib should not be overcharged with ink. The top of the copybook should be sloped downwards from right to left. Write slowly at first and speed will come with careful practice.

In the small alphabet, the ascending and descending letters are twice the height of an o, except in i, j and t, which are less. The capitals are equal to a k. They vary considerably in width. The following are narrow, BEFIJLPRS, while M and W are specially wide. The others are equal in width and height. Some of the small letters have natural joinings, such as acdehiklmntu, while bgjopqsvwy do not

join. f v x and z sometimes join. When ff or tt come together, one cross-stroke is sufficient. Words are more legible when the letters are close together than when they are spread out. The common tendency for beginners is to leave too wide spaces between the letters. This must be avoided as it produces illegibility. If the width of the letters and the spaces between them are carefully observed in writing it will be found that the writing-lines are exactly the right length. Notice that the written copy of each letter should be exactly below the printed one. The space between two words is equal to an o. When two straight lined letters, such as li, come together they should be spread out a little. Two round letters such as oc are written very close to each other. The writing should *appear* to be equally spaced, this is not achieved by making the letters equidistant from each other. Letters may be written closer together or further apart if this is found necessary. Words should not be divided except between syllables. Formal writing is very useful in addressing, in copying favourite passages of poetry and prose, and for other writings required for permanent reference.

abcdefghijklmn

abcdefghijklmn

abcdefghijklmn

opqrstuvwxyz&

o⁻
opqrstuvwxyz&

opqrstuvwxyz&

ABCDEFGHIJ

ABCDEFGHIJ

ABCDEFGHIJ

KLMNOPQR

KLMNOPQR

KLMNOPQR

STUVWXYZ

STUVWXYZ

STUVWXYZ

1234567890

1234567890

1234567890

Formal writing is
specially suitable
for parcel addresses.

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EMINENT PAINTERS

Hogarth 1697 - 1764

Reynolds 1723 - 1792

Romney 1724 - 1802

Raeburn 1756 - 1823

Turner 1775 - 1851

Wilkie 1785 - 1841

Watts 1817 - 1904

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History deals with
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of Painting, Art ap-
preciation with the
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Artist exemplifies.

CUCKOO SONG

Sumer is icumen in,
Alhude sing cuccu!
Groweth sed, and bloweth med,
And springth the wude nu—
Sing cuccu!

Awe bleteth after lomb,
Alhouth after calve cu;
Bulluc sterteth, bucke verteth,
Murie sing cucu!

Cuccu, cuccu, well singes thu, cuccu
Ne swike thu naver nu;
Sing cuccu, nu, sing cuccu,
Sing cuccu, sing cuccu, nu!

CUCKOO SONG

Sumer is icumen in,
Slhude sing cuccu!
Groweth sed, and bloweth med
And springth the wude nu—
Sing cuccu!

Awe bleteth after lomb,
Alhouth after calve cu;
Bulluc sterteth, bukke verteth,
Murie sing cucu!

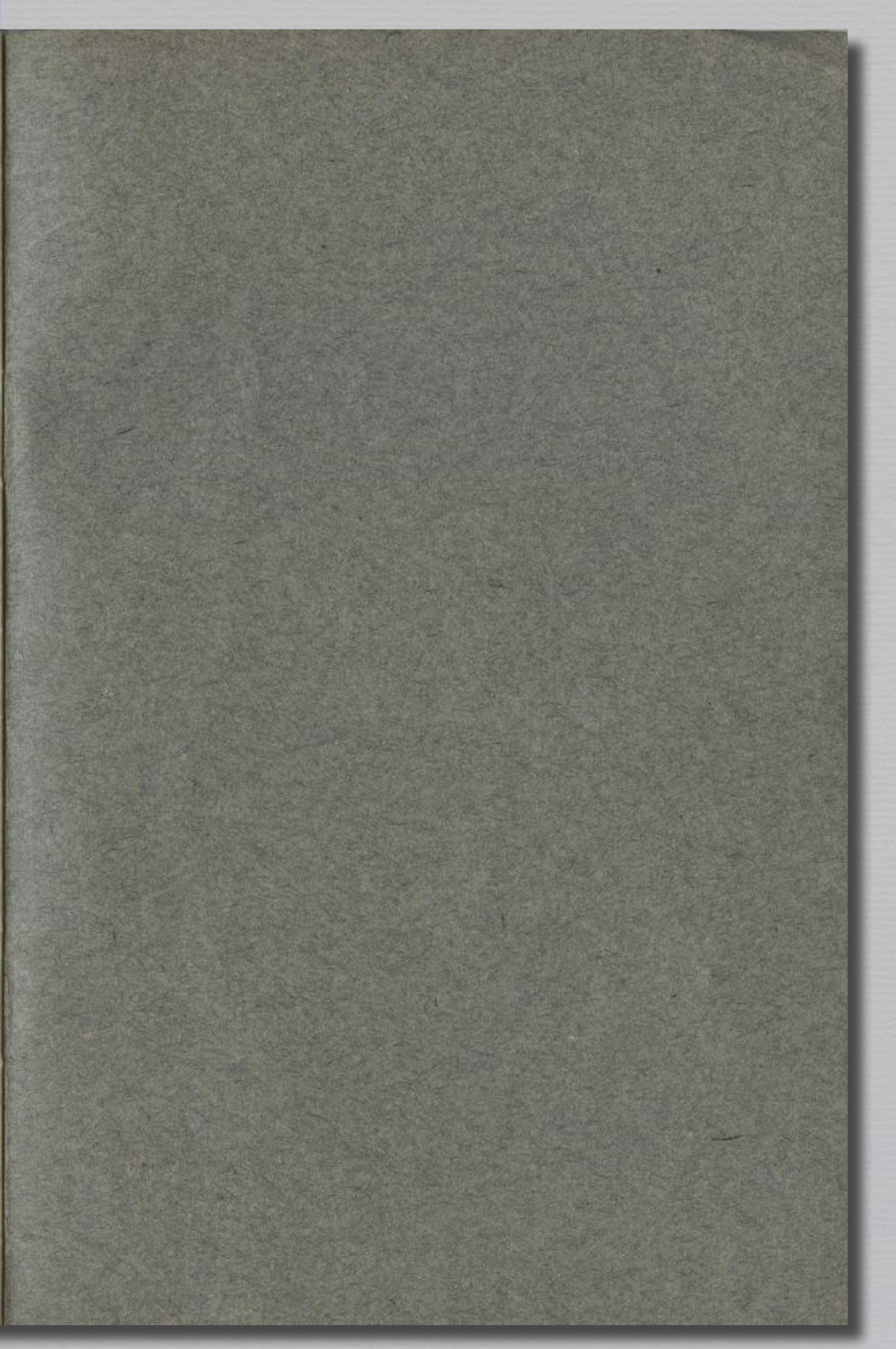
Cuccu, cuccu, well singes thu, cuccu
Ne swike thu naver nu;
Sing cuccu, nu, sing cuccu,
Sing cuccu, sing cuccu, nu!

CLICKOOTSONG

Turner is coming in a hurry
I have said 'cuckoo' for a while
Grown old and blind and deaf
And spring the weeds all over me
I say cuckoo

And I have said 'cuckoo' for a while
I have said 'cuckoo' for a while
I have said 'cuckoo' for a while
I have said 'cuckoo' for a while
I have said 'cuckoo' for a while

I have said 'cuckoo' for a while
I have said 'cuckoo' for a while
I have said 'cuckoo' for a while
I have said 'cuckoo' for a while
I have said 'cuckoo' for a while



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