

Pen Licence Checklist

To earn a pen licence, your writing in all books must show the following:

- All letters are correctly formed (like in the Nelson Scheme).
- All short letters are the same size.
- All ascenders and descenders are the right height/length.
- All ascenders and descenders are vertical, not sloping.
- All letters are joined correctly and learning is neat.
- Capital letters are bigger than lower case letters.
- Spaces between letters are the right size (not too squashed or stretched).
- Spaces between words are the right size (not too small or big).
- Date and title are underlined with a ruler and in the right place.
- In maths books make sure you have 1 digit per box.