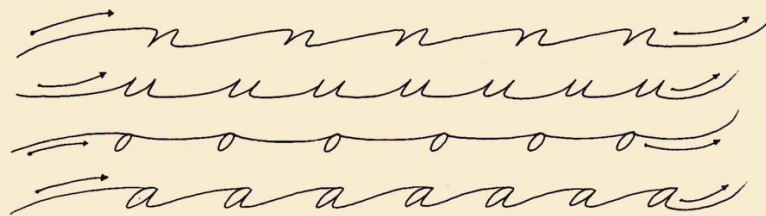
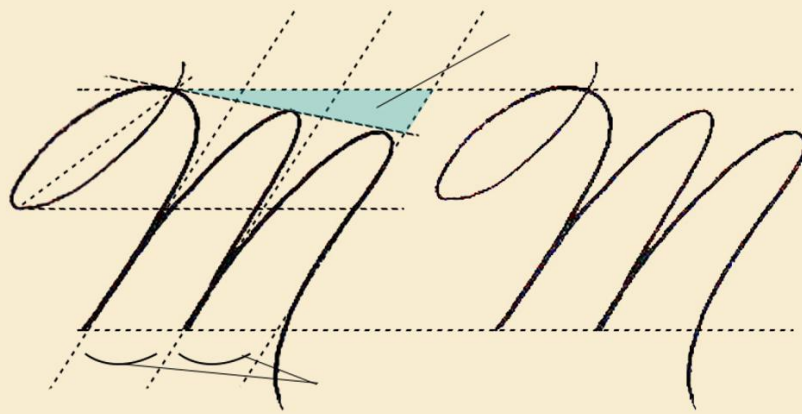


BUSINESS CURSIVE CALLIGRAPHY

BASIC LETTER STRUCTURE



BUSINESS CURSIVE

Business Cursive is a handwriting style based on Spencerian Script. Along with other effective methods, practicing Business Cursive is one of the best ways to improve handwriting and bring the beauty of words into normal handwriting.

WRITING MATERIALS

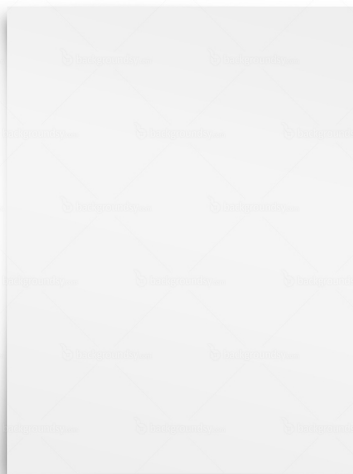
Unlike other types of calligraphy, writing Business Cursive does not strictly require particular tools because everyone has a different preference in the tipping size of the nibs. Business Cursive is written by pointed nibs which usually deliver slender strokes and we can choose from one of the following options:



Traditional Calligraphy Pen | Known as dip pen. In Business Cursive, we should only use pointed nibs. Some of the nibs I often use to write Business Cursive are Japanese Manga pen nibs (Nikko Maru), Speedball pointed nibs.



Fountain Pen | This type of pen is handy for Business Cursive writing and it is most effective to use Extra Fine fountain pen nibs to practice. My favorite one is Pilot Penmanship.



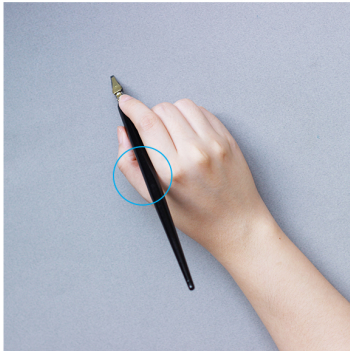
PAPER

Despite the wide variety of choice for penmanship paper, please notice the type of paper you use to practice

1. Paper that has a smooth surface, not as rough as the surface of watercolor paper
 2. Paper that is low absorbent that does not cause ink to bleed
 3. Paper size should be A4
- My recommendation is Strathmore paper (Patchment or Drawing)

PENHOLDING

Holding a pen correctly is a critical factor to start practicing Business Cursive. Holding a pen and moving hands properly give you more freedom in writing, ensure the continuity of letters and rapidity of writing speed. The way to hold a pen in Calligraphy is mostly identical in almost all typefaces; what is most important is the position of fingers on the pen holder and the way the palm lean against the paper surface when writing. Refer to the description below to learn how to hold a pen



Index finger | Place the index finger on the tip of the pen holder, notice that the index finger and the palm of the hand are placed face down in the same direction with the nib. Index finger can be placed slightly to the right of the pen holder and only the tip of the index finger touches the pen holder.

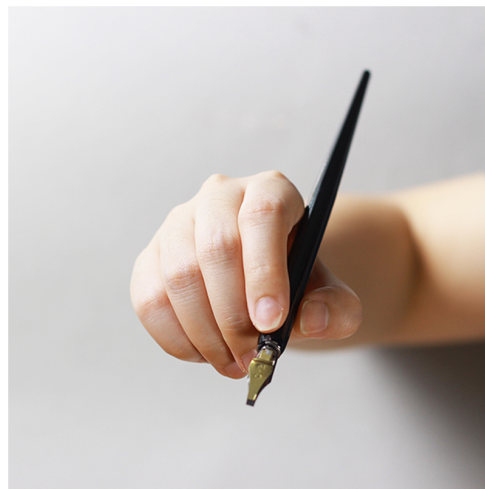
Notice that the pen holder should be kept at the end joint of the index finger (see the circle drawn in the picture)



Thumb | The thumb is placed on the left side of the pen holder, just below the index finger and not to place it on top or touch the index finger.



Middle finger, ring finger and pinky finger | The other three fingers are placed close together, the ring finger and pinky finger are bent and lean against the paper.



Front view of hand holding a pen.

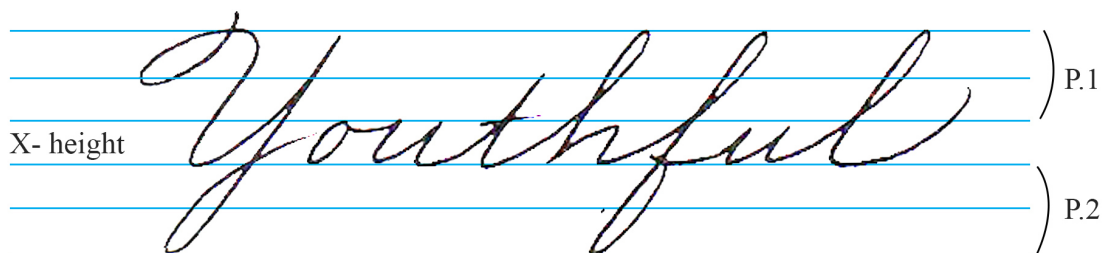
BASIC CONCEPTS OF LETTERS



In pointed-nib calligraphy type in general, we have two main concepts: *Letter inclination*, *Letter height/The ratio of letter*.

Letter inclination is the inclination of the letter relative to the baseline, Business Cursive and typefaces in pointed-nib calligraphy type (Copperplate Script, Spencerian Script) incline from 52 to 60 degrees to the baseline

The ratio of letter is divided into three parts, the middle part is called x-height and the other two is measured by x. The limit line below Height x is the baseline where words are written on.



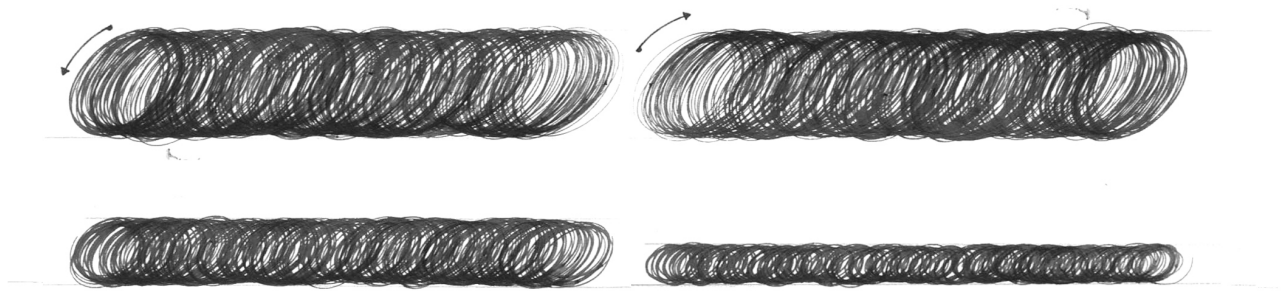
In Business Cursive, the letter height is 2 : 1 : 2 as follows:

1. Small letters such as a, o, c, e, ... are written in X-height
2. Letters with heads are written in part 1 and X-height
3. Letters with tails are written in X-height and part 3
4. Capital letters are written in the same height with letters with head (contained in part 1 and x), however, some styles have capital letters written in 4x height

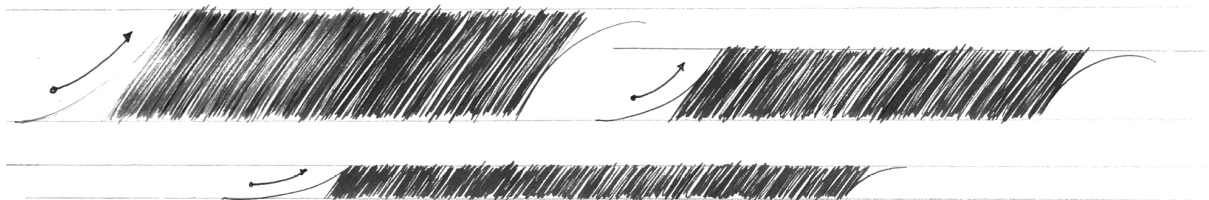
PART 1 | WARM UP

In Business Cursive, warm up is always the most important part. Warm-up drills form the habit of moving the hand so that the control of the strokes is better. Most drills are contained in Oval and straight lines, below are some basic drills.

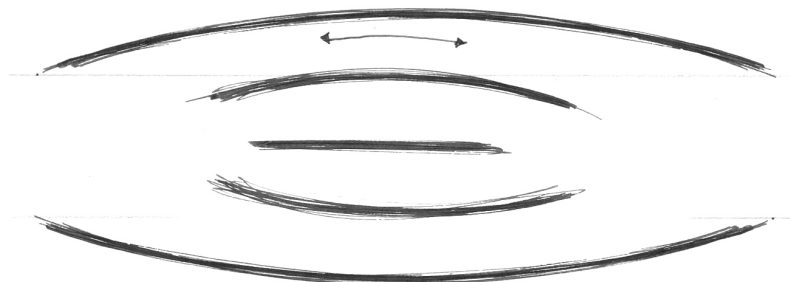
OVAL | In this oval exercise, we draw oval circles moving from left to right with Horizontal and Vertical scaling of approximately 2:3, the ovals are drawn clockwise and counterclockwise in different sizes as shown below.



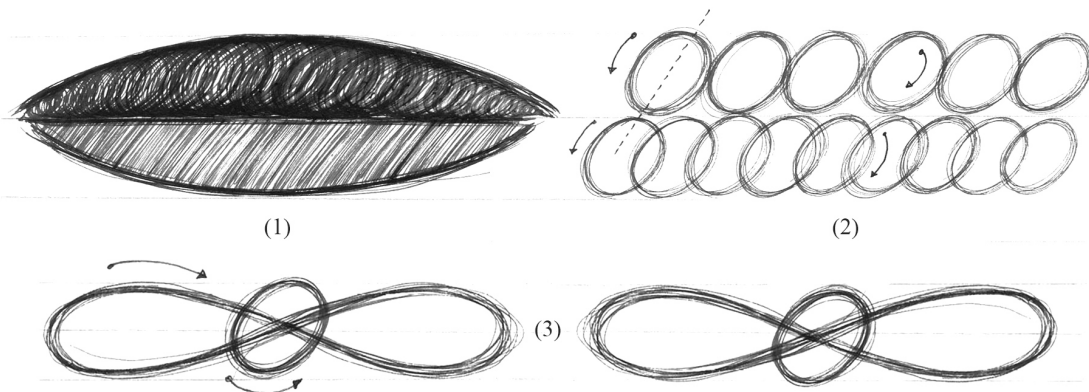
STRAIGHT LINE | Straight line exercise is nearly like coloring we normally do. We draw lines parallel to each other and about 52 - 60 degree oblique to the baseline, moving from left to right.



MOVEMENT PRACTICE | Following the pen holding and hand movement rule as instructed, the exercise below helps moving hands in a more liberal way. We draw curved or straight lines and repeat in the two opposite directions.



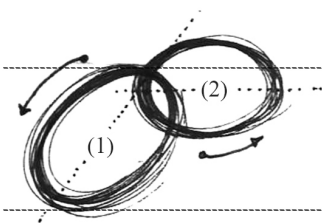
COMBINED DRILL | This drill includes similar exercises in the previous section, yet in a more difficult levels and consist of three main exercises: Change size of Oval and straight line (1), Oval (2), and 8 shape (3).



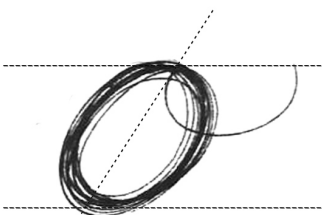
CAPITAL LETTERS

Group 1 | O, C, D, E, A

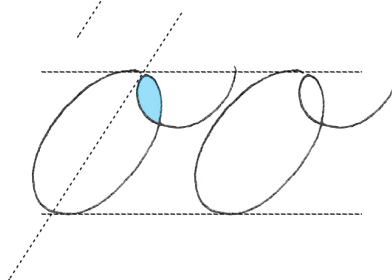
The first group in capital letters contains letters encompassed in Oval shape. The Oval exercise in the previous section directly assists in shaping the capital letters.



Firstly, we start with warm-up exercise for letter O. The O shape is encompassed in two overlapped Ovals, one Oval with the same axis as the letter inclination (1) and the other Oval with horizontal axis (2). The two Ovals above are written counterclockwise.



Next, we continue to write Oval (1) successively, then continue to write a stroke upward as shown below which is contained in the Oval (2), the two Ovals are overlapped at the top of Oval (1)



Shape of a complete O and notes: Letter O encompasses an Oval with the same axis as the letter inclination and has a horizontal and vertical scaling of around 2: 3. The final stroke produces a small loop inside the letter O which should be in the right half of letter O.

Additional drill for letter O

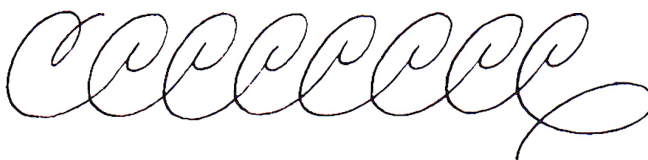
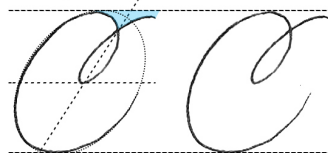


LETTER C

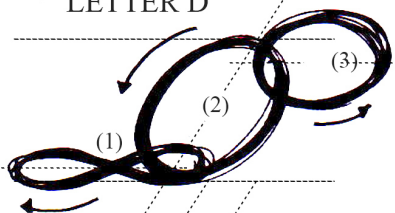


Similar to O, letter C encompasses an Oval with the same axis as the letter inclination; In addition, letter C begins with a smaller and narrower Oval inside a large Oval.
Note: The small Oval is about half the height of the large

Additional drill for letter C

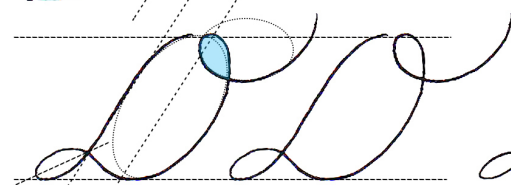


LETTER D

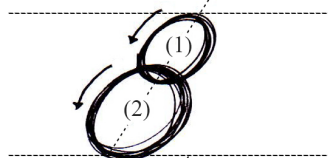


The structure of letter D consists of an 8 shape with a horizontal axis (1), an Oval whose height and inclination coincide with the whole concepts (2) and a smaller horizontal Oval (3). The second part of letter D is written

Additional drill for letter D

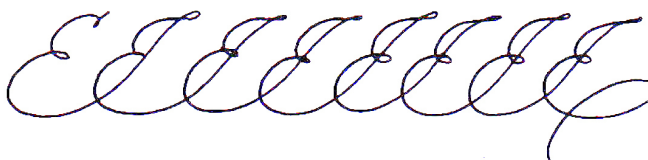
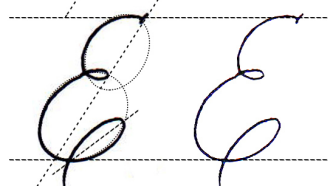


LETTER E



Letter E is encompassed in two Ovals overlapped whose axes coincide with the letter inclination, the smaller Oval (1) above, the larger Oval (2) below. Both are written counterclockwise.

Additional drill for letter E

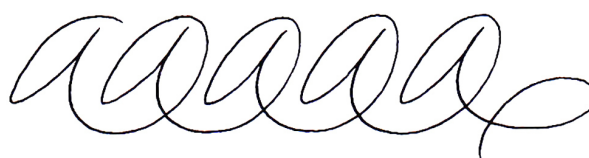
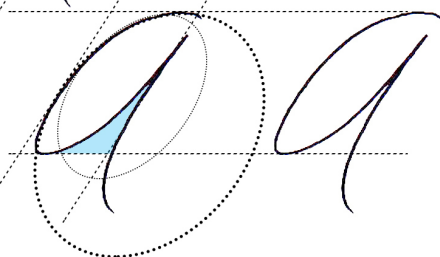


LETTER A

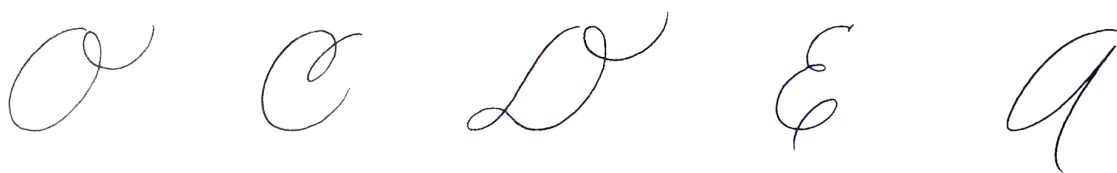


The main shape of letter A is encompassed in about two-thirds of the large Oval whose axis is the same as the letter inclination, the end tail of letter A is written downward below the baseline. As shown in the second picture, we can see the loop of letter A is encompassed in the larger Oval.

Additional drill for letter A

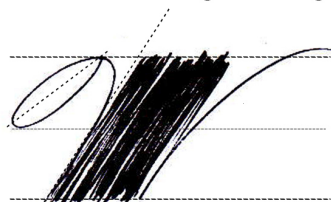


Group 1 overview: O, C, D, E, A



Group 2 | M, N, H, K, U, V, Y

The second group contains letters that have the following characteristics: Most of the strokes are straight lines going up and down, and a small Oval at the beginning.



The side stroke begins with a small Oval whose axis inclines approximately 45 degrees to the baseline; this Oval is about half the height of the letter. The Oval is linked with a straight line going downward in the same direction with the letter.



Drill 1

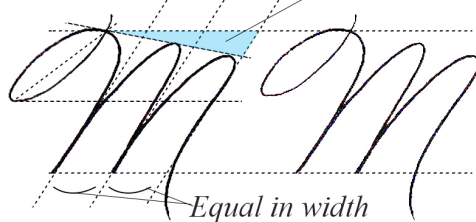


Drill 2

Next, draw continuous up and down strokes that curve at the beginning. The first exercise consists of strokes with the same height; the second exercise is gradually descent strokes.

LETTER M

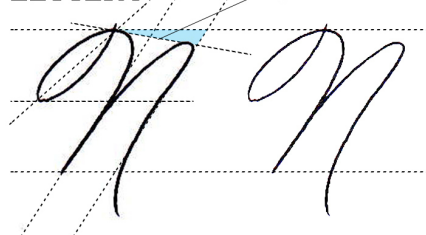
Gradual descent



Equal in width

LETTER N

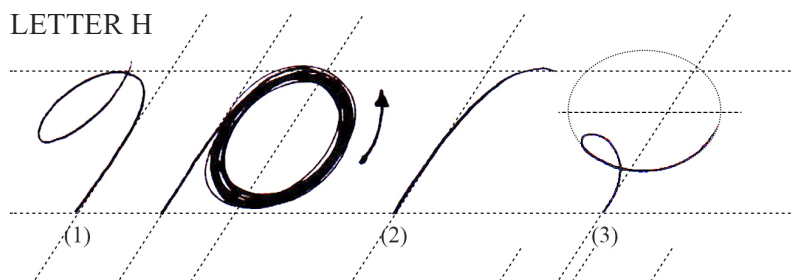
Gradual descent



Additional drill for letter M & N

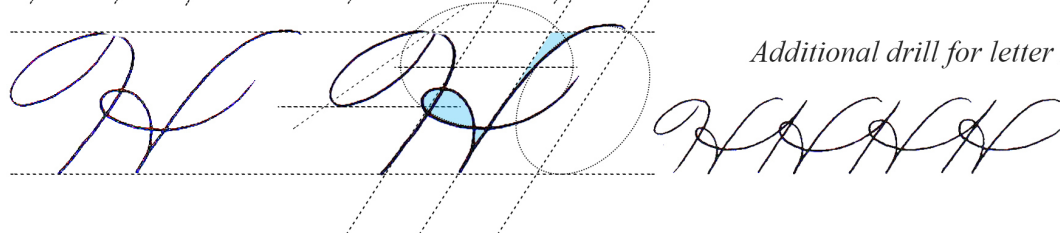


LETTER H

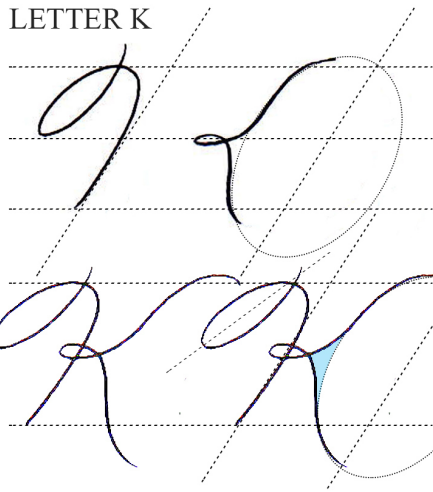


Letter H is formed by three combined strokes: (1), (2) & (3) which are described in the picture.

Additional drill for letter H

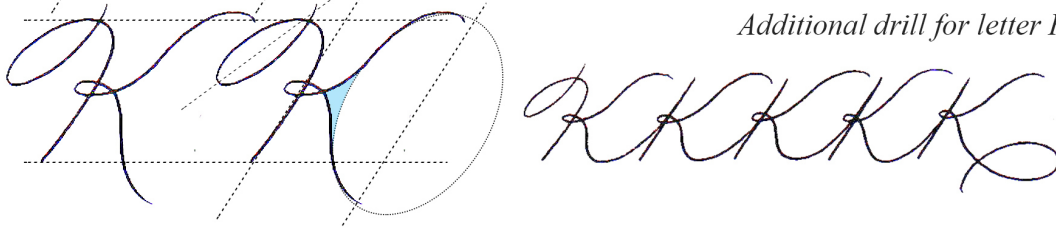


LETTER K



Letter K consists of two strokes, the first is the basic stroke of this group, the second is encompassed in a large Oval with the same axis as the letter inclination, combined with a curved stroke to the left at the middle of the letter height.

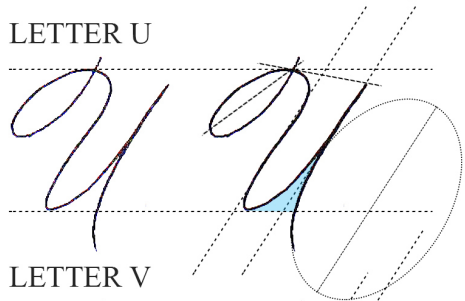
Additional drill for letter K



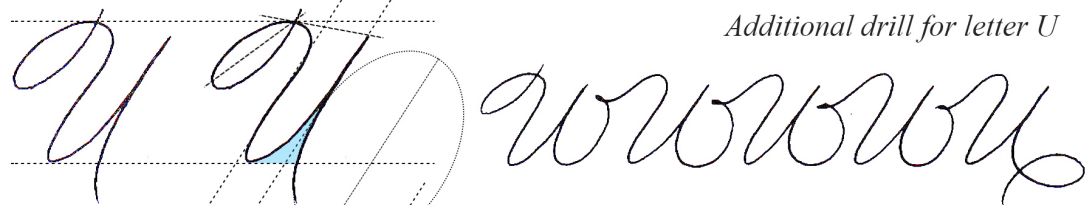
Similar to letter N, H, K, below are basic forms of letter U, V and Y with an additional curved stroke underneath (as described in the picture)



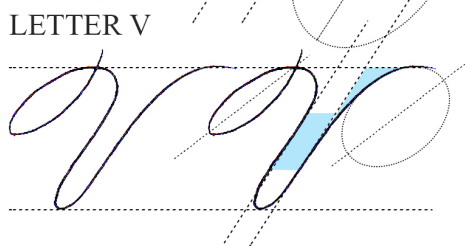
LETTER U



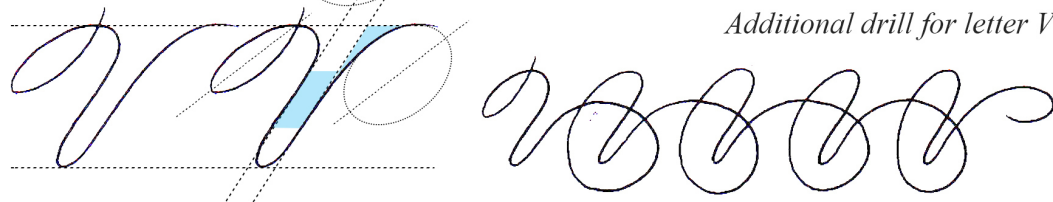
Additional drill for letter U



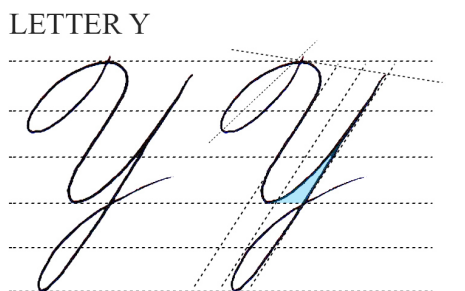
LETTER V



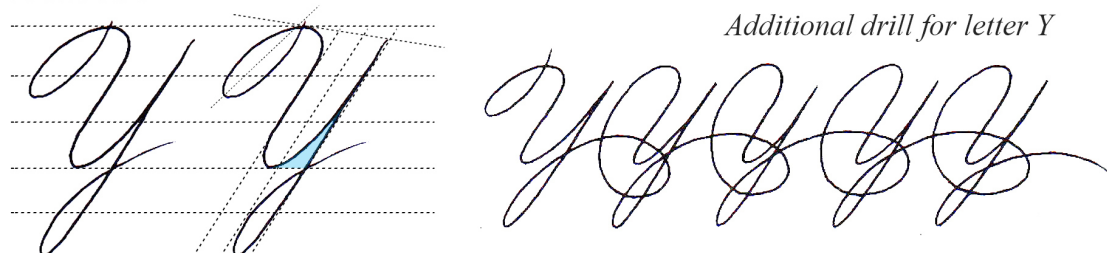
Additional drill for letter V



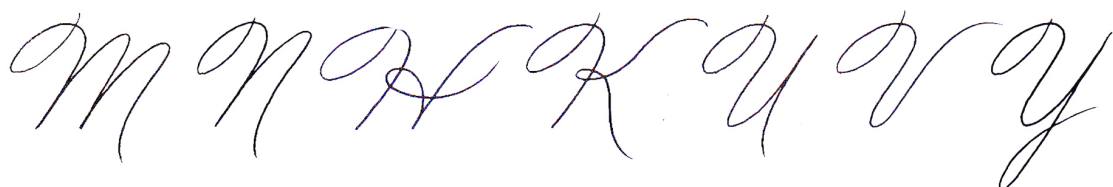
LETTER Y



Additional drill for letter Y



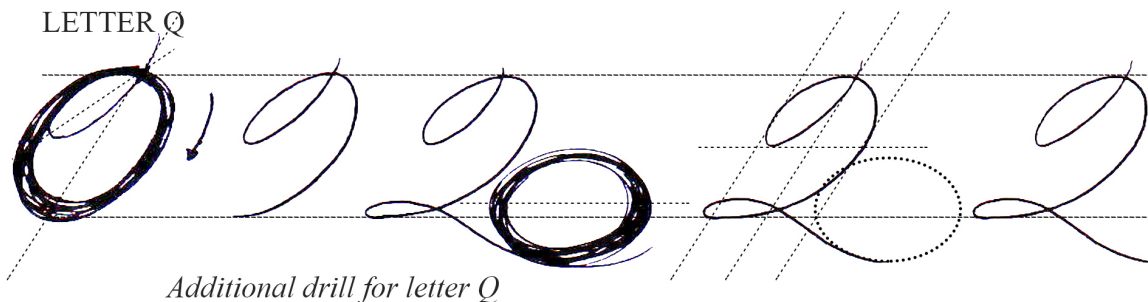
Group 2 overview: M, N, H, K, U, V, Y



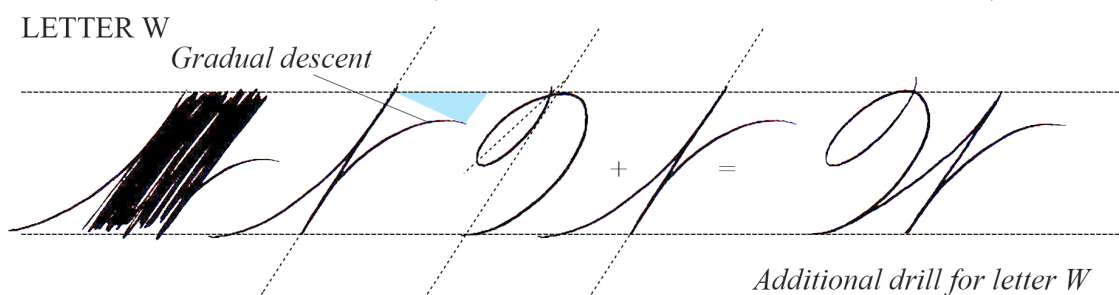
Group 3 | Q, W, Z, X

The beginning stroke is the same as the letters in group 2; group 3 is more liberal in writing the ending in the Oval with the same axis as the letter inclination.

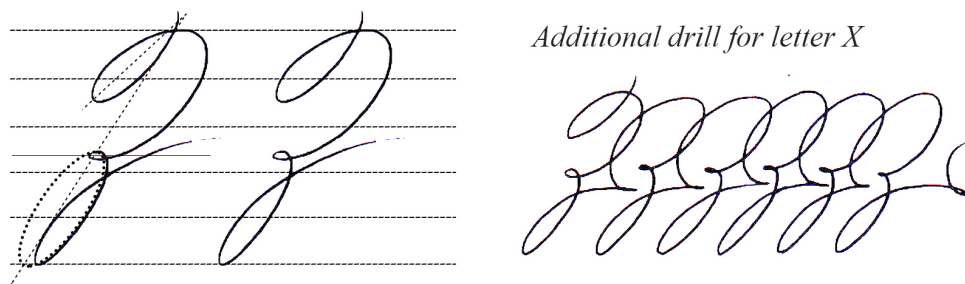
LETTER Q



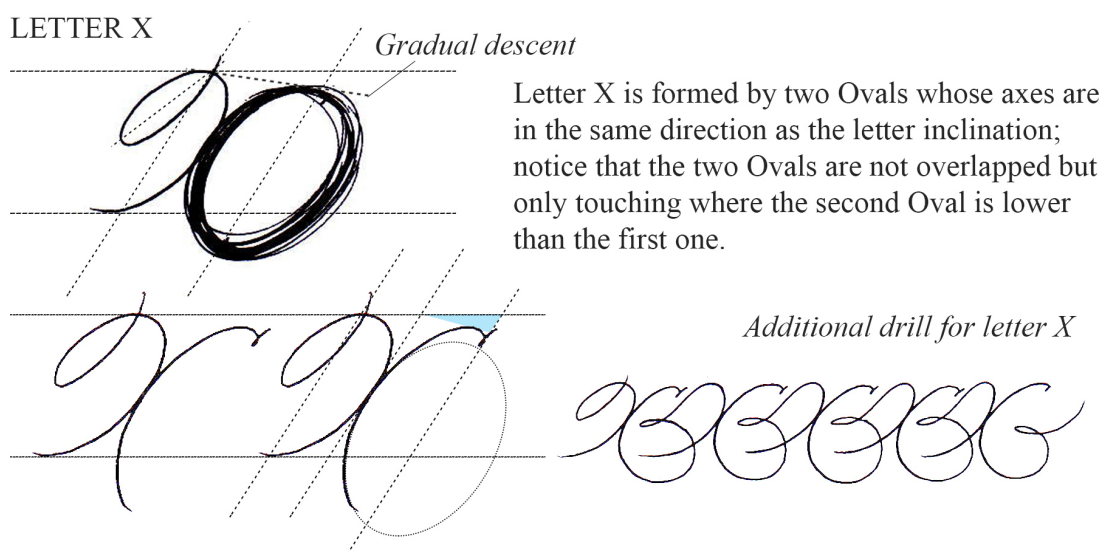
LETTER W



LETTER Z



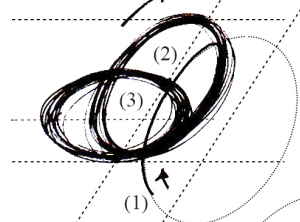
LETTER X



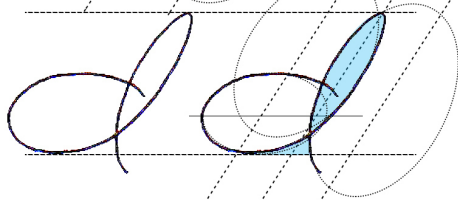
Group 4 | I, J, G, S, L, T, F

Although all letters in this group are not similar in shape, they have a common feature at the foot of the letter: the Oval stroke has a horizontal axis.

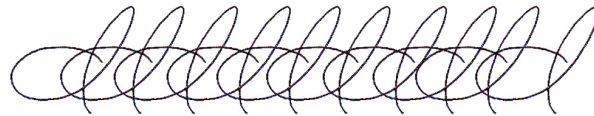
LETTER I



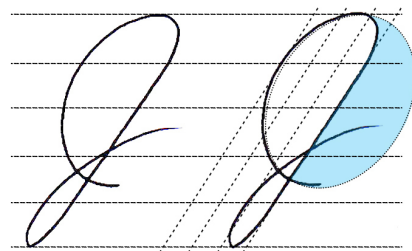
Letter I consists of two Ovals: Oval (2) and Oval (3), but the beginning of I (point 1) can be interpreted as a visual harmonic curve or can be encompassed in another Oval overlapping with Oval (2) as shown.



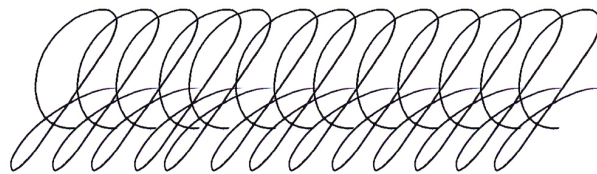
Additional drill for letter I



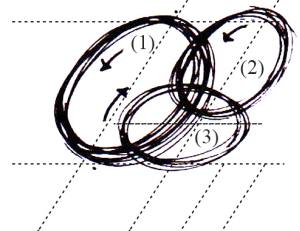
LETTER J



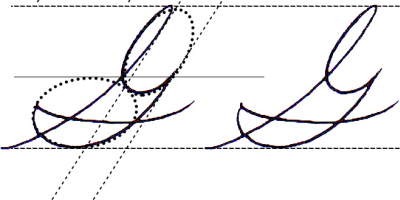
Additional drill for letter J



LETTER G



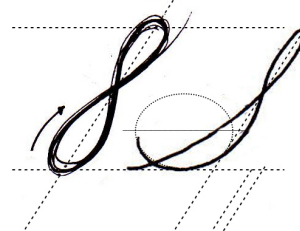
In the Capital alphabet, letter G is one of the hardest. For easier control, we start with three Ovals, oval (1) and (2) have the same axis as the letter inclination, Oval (1) is as high as the letter, Oval (2) is 2/3 the height of the letter, and Oval (3) has a horizontal axis.



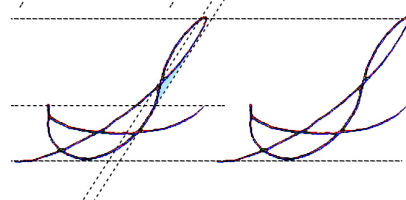
Additional drill for letter G



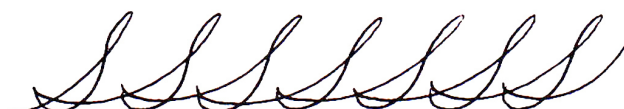
LETTER S



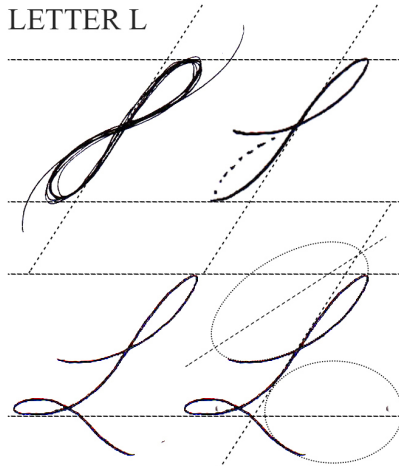
The warm-up exercise for letter S is a 8 shape with the same axis as the letter inclination. The latter part is formed by an Oval with a horizontal axis and letter S ends with a stroke which is slightly curved in the middle.



Additional drill for letter S



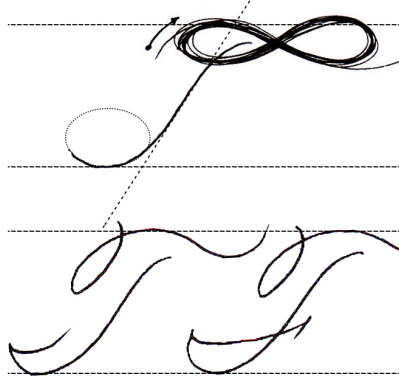
LETTER L



Note: Even though the warm-up exercise of letter L is the same as the 8 shape of letter S, its axis coincides with the left side of the 8 shape instead of dividing it into two equal halves. See the example in Picture 2.

Additional drill for letter L

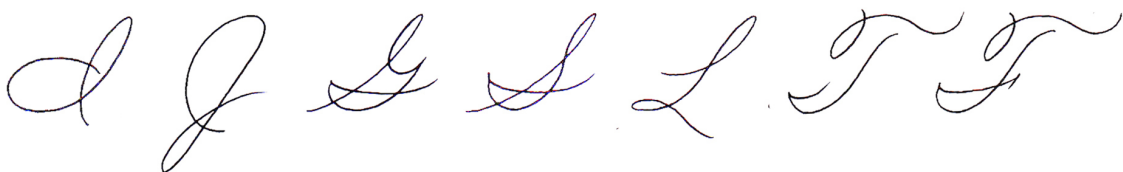
LETTER T & F



Letter T and F have the same structure and are nearly identical in shape, so we start with the downward stroke of letter L and end like letter I. Then there is an 8 shape with a horizontal axis.

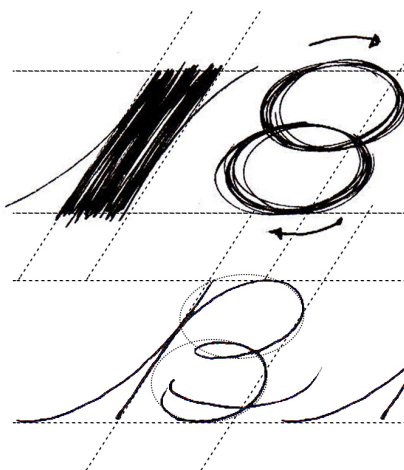
Additional drill for letter T & F

Group 4 overview: I, J, G, S, L, T, F

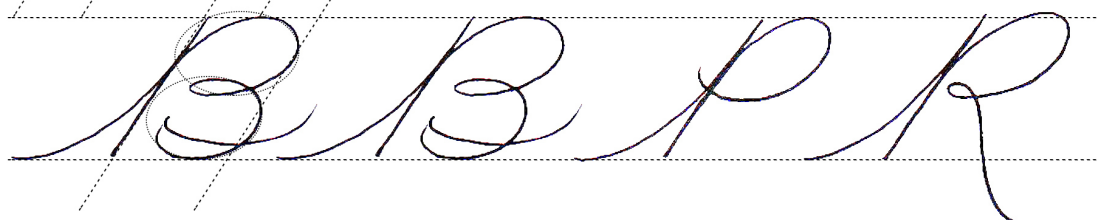


Group 5 | B, P, R

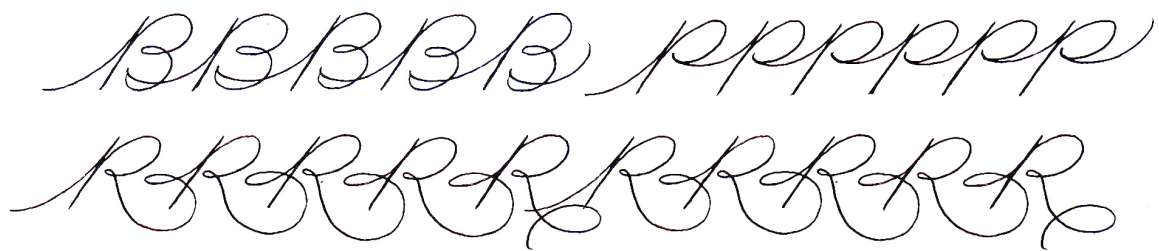
The last group consists of letters that are similar in shape; for example, we remove the last part of letter B to form letter P. From P, we add the foot of letter L or Q to form letter R. The letter structure is described below.



The general structure of these three letters is formed by straight lines with the same axes as the letter inclination and Ovals with horizontal axes. For letter B, the two Ovals are overlapped.



Additional drill for letter B, P, R

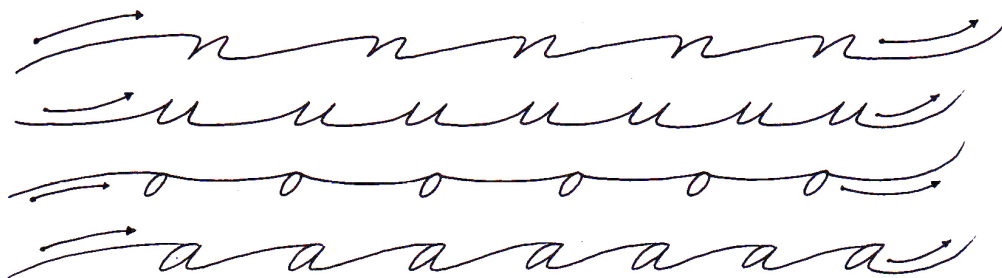
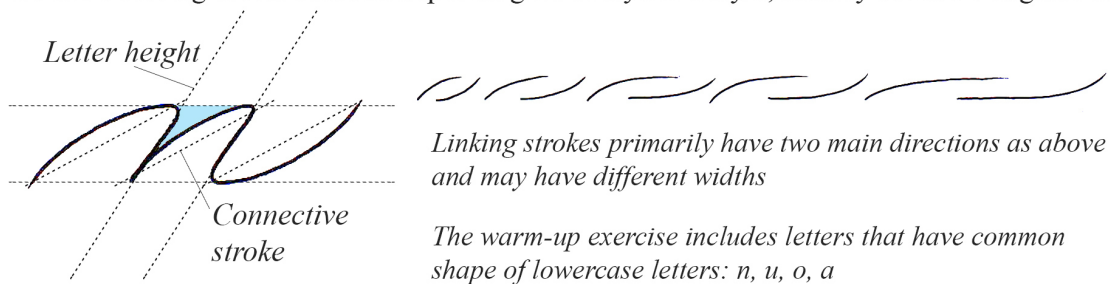


CAPITAL ALPHABET (A - Z)



LOWERCASE ALPHABET

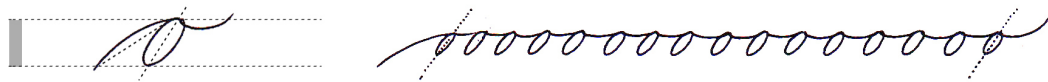
Before practicing the Lowercase alphabet, we take a look at the general shapes and rules. The majority of the letters in the Lowercase alphabet has two main strokes: Stroke that inclines as the letter inclination is the main stroke of the letter; to connect the main stroke, we use a linking stroke inclines depending on everyone's style, usually about 30 degrees to



Group 1 | m, n, u, i, w, v



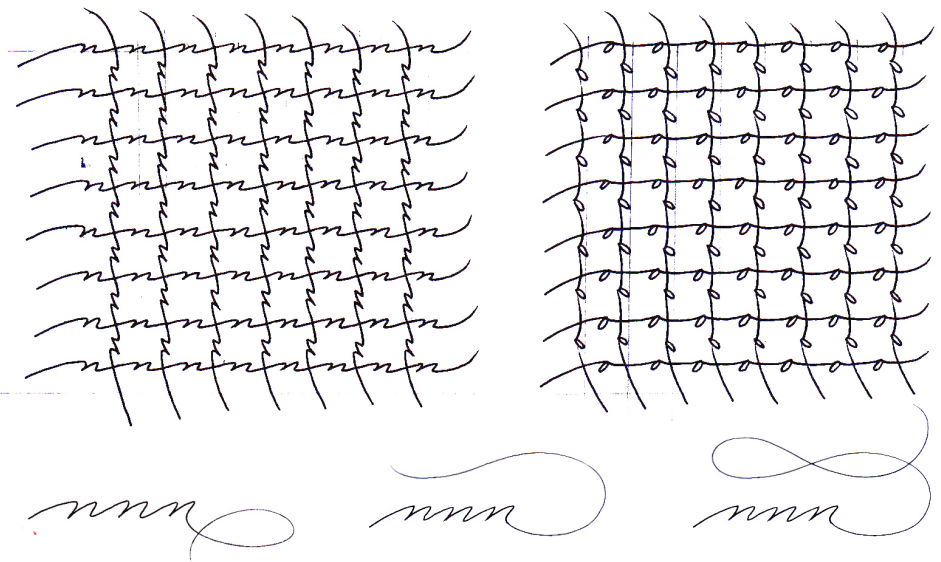
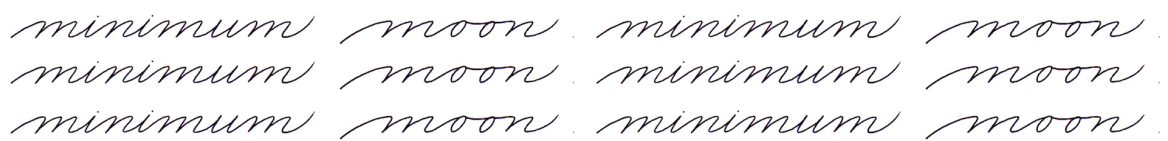
Group 2 | o



Group 1 & 2 overview



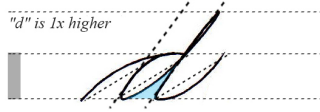
Exercise



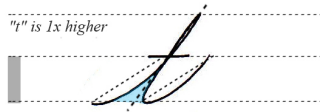
Group 3 | a, d, t, c, e



aaaaaaaaaa



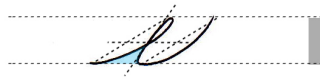
dddddddddddd



tttttttttttttttt



cccccccccc



eeeeeeeeeeee

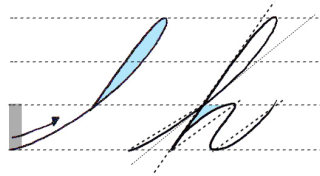
Group 3 overview

a d t c e

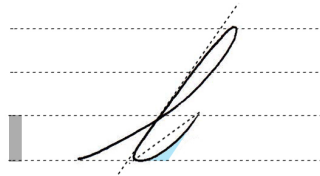
Exercise

academic commence academic commence
vincent nice tone vincent nice tone
mine winnie mine winnie mine

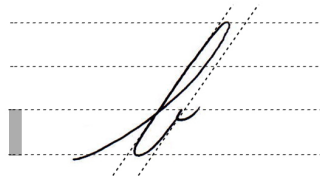
Group 4 | h, l, k, k, f



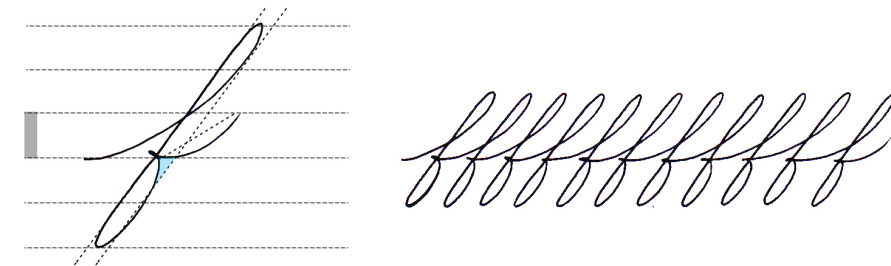
hhhhhhhhhhhh



llllllllllll




kkkkkkkkkk



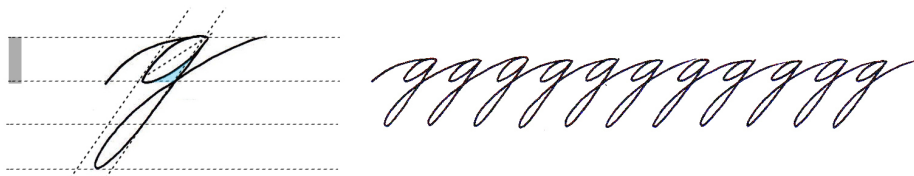
h l b k f bible bubble

Exercise

hufflepuff official fulfillment
hufflepuff official fulfillment



Handwriting practice lines showing cursive 'f' and 'z' strokes. The 'f' stroke is shown on the left, and the 'z' stroke is shown on the right. Both are written on a set of three horizontal dashed lines (top, middle, and bottom) with a solid top line and a solid bottom line. The 'f' stroke starts at the middle line, goes up to the top line, and then down to the bottom line. The 'z' stroke starts at the middle line, goes up to the top line, and then down to the bottom line.



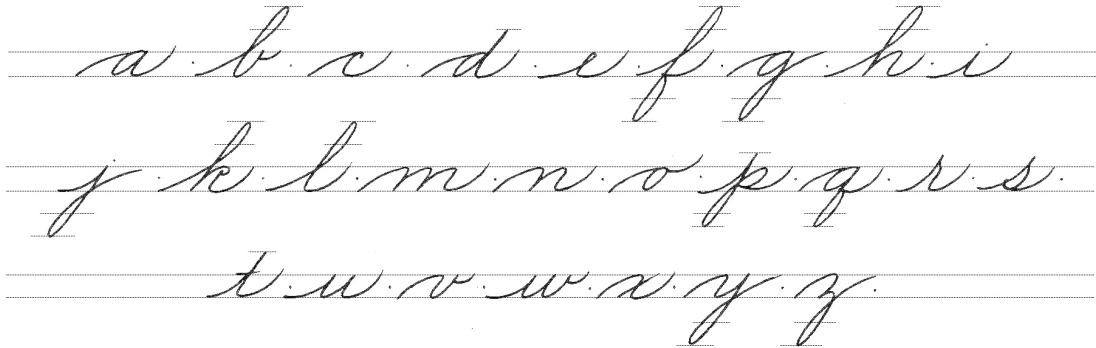
"p" is 1,5x lower

x y z p y z

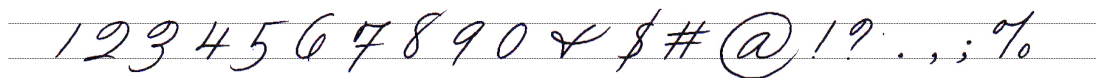
guiding queen penman youth zigzag
guiding queen penman youth zigzag

seasons sirs rare seasons sirs rare
seasons sirs rare seasons sirs rare

LOWERCASE ALPHABET (a-z)



NUMBER AND SYMBOL (Reference)



A Quick Brown Fox
Jumps Over The Lazy Dog

CHANGE OF RATIO

The basic standard is primarily used as a starting point for beginners. After comprehending letter notions, we can modify or change the ratio of the height. For example, I normally write Uppercase letters in 4 or 5 x-height instead of 3, Letters with heads like h, k, l, ... or with tails like g, j, ... are also often changed to match your vision.

Patience Patience Patience

CHANGE OF LETTER-SPACING

Letter-spacing can also be varied as desired by the writer, but always ensure the readability of the text if the text is informative.

Patience Patience Patience
Pain is inevitable. Suffering is optional.

SAMPLE - WORD WRITING

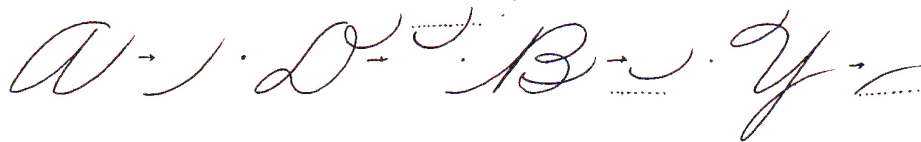
Anatomical Basketball Courage
Dunkirk Eastern Fantasy Gastronomy
Handwriting International Journal
Kindness Landscape Minimalism
Numbered Ornamental Kenmanship
Quickness Running Studio Thickness
Universal Vincent Wandering
Xcellence Youthful Zealous

VARIATIONS

f - f	B B B B
g - g	C c - D D
h - h	E e - G G G
p - p	I i - L L
q - q	P P P
t - t	R R R
y - y	S S - V V

Signature Business Penmanship

This is an additional content and reference for those who want to apply Business Cursive in writing names, designing signatures. Signing is a combination of capital letters; hence, we need to learn how to connect the ending of a letter to the beginning of the letter after it. I studied the capital letters and found out four main styles of ending strokes as below, in which the second and third strokes are almost identical, so I group them into one.



Below are samples of the 4 ending styles combined with letter A

AA AAbarranne

DA DAbarranne

BA BAbarranne

YA YAbarranne

Next, I divide them into groups with different ending styles. I combine with one another in the Capital alphabet, these letters are divided into groups with the same beginning stroke (Group 2 and 3 are combined)

GROUP 1 B D F H K P R T

B OBaradine YBaradine

D R Dacian R Dacian Y Dacian

F Fabrienne F Fabrienne Y Fabrienne

H - O. Haldana - Y. Haldana.

K . E. Kaitland - D. Kaitland - Y. Kaitland.

P L. Pacifica - T. Pacifica - W. Pacifica -

R M. Radcliff - F. Radcliff - V. Radcliff

T U. Taffline - P. Taffline - J. Taffline

GROUP 2 C. E. O. G. L. S.

C . A. Cadence - B. Cadence - W. Cadence.

E M. Calasaid - R. Calasaid - J. Calasaid.

O M. Obadiah - B. Obadiah - W. Obadiah

G K. Gabriela - D. Gabriela - Y. Gabriela

L K. Lakendra - L. Lakendra - J. Lakendra

S E. Sakura - T. Sakura - J. Sakura

GROUP 3 I. J.

I N. Ibrahim O. Ibrahim J. Ibrahim

J K. Jackson O. Jackson M. Jackson

GROUP 4 M. N. Z. U. V. X. Y. Z

M O. Macaria D. Mandalia

N B. Macaria J. Mandalia

Q K. Queenie O. Queenie Y. Queenie

U W. Ubrecht D. Ubrecht

Y B. Yolanda J. Ubrecht

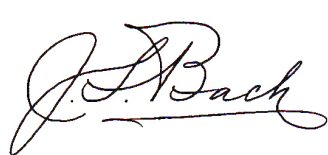
V B. Valdemar J. Valdemar J. Valdemar

W B. Watsott O. Watsott Y. Watsott

X A. Xavier D. Xavier Y. Xavier

Z M. Zephyr O. Zephyr Y. Zephyr

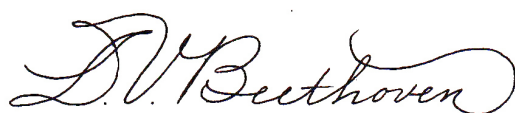
SIGNATURE WRITING | SAMPLE | **COMPOSERS**



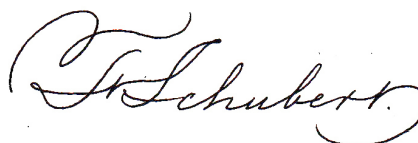
Johann Sebastian Bach



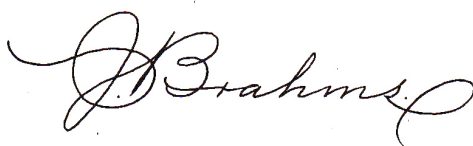
Wolfgang Amadeus Mozart



Ludwig van Beethoven



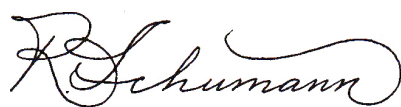
Franz Schubert



Johannes Brahms



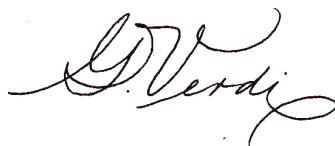
Richard Wagner



Robert Schumann



Frédéric Chopin

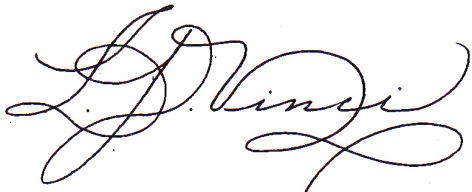


Giuseppe Verdi

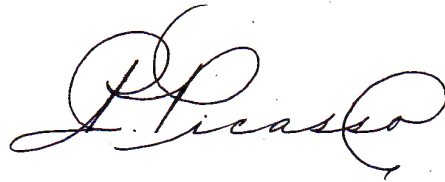


Franz Liszt

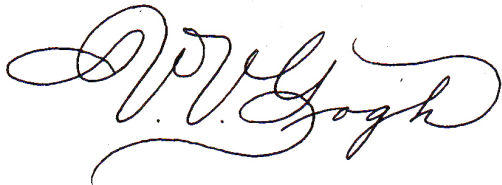
SIGNATURE WRITING | SAMPLE | ARTISTS

A highly stylized cursive signature of Leonardo da Vinci, featuring large, flowing loops and a prominent 'L' at the beginning.

Leonardo da Vinci

A cursive signature of Pablo Picasso, characterized by a large, ornate 'P' and a series of connected loops.

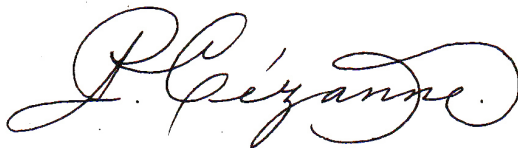
Pablo Picasso

A cursive signature of Vincent van Gogh, with a large, decorative 'V' and a series of loops.

Vincent van Gogh

A cursive signature of Edouard Manet, featuring a large 'E' and a series of loops.

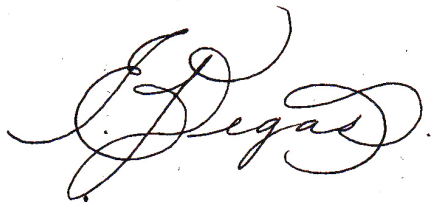
Edouard Manet

A cursive signature of Paul Cézanne, with a large 'P' and a series of loops.

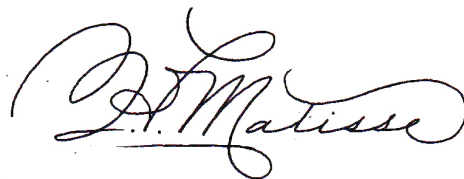
Paul Cézanne

A cursive signature of Andy Warhol, featuring a large 'A' and a series of loops.

Andy Warhol

A cursive signature of Edgar Degas, with a large 'E' and a series of loops.

Edgar Degas

A cursive signature of Henri Matisse, featuring a large 'H' and a series of loops.

Henri Matisse

SAMPLE OF LETTER WRITING IN BUSINESS CURSIVE

December 14, 1985

Birmingham
England, UK

Dear Mr. Robbins,

After our Friday meeting I was thinking about our business relationship and how fortunate I am to work with you. I want you to know that there are few people I respect as much as I do you.

I enjoy working with you and hope we can continue to have opportunities to work together.

Sincerely yours,

A. Behrensmeier

SAMPLE OF INFORMATIVE TEXT IN BUSINESS CURSIVE

This is Stella wishing you a very Happy Birthday. I hope this letter finds you in the pink of your and even granpa's health. Before you feel like asking me, How I am, I tell you I am thoroughly good by every blessing which you both shower on me.

Grandma, last time on your birthday, we were together and today there is no scope of meeting you today. I still wish that my greetings reach you in time. Grandma, I have also enclosed a small and humble gift for you for your birthday, nothing in comparison to the loads and loads of blessing which sent me always. I hope you like the gift and make me known if you truly liked it or not, at the very earliest. Give my regards to grandpa and make him known that he is not talking to me as regular as he did so.

SAMPLE OF POEM IN BUSINESS CURSIVE

Romance

Romance, who loves to nod and sing
With drowsy head and folded wing
Among the green leaves as they shake
Far down withing some shadowy lake,
To me, a painted paroquet
Hath been — most familiar bird —
Taught me, my alphabet to say,
To lisp my very earliest word
While in the wild wood I did lie,
A child — with a most knowing eye.

E. V. R.