



Virtual Class Structure Timeline

5 min: Welcome them, and give instructions of class flow. Do your normal class introduction here, talk about your background story, your business, and how you got started with calligraphy. Explain that you'll be picking a raffle winner to anyone who posts during class on social media. Do a virtual cheers to them all before diving into the instruction!

5 min: Instruct students to pin your overhead camera screen to their view. Go over nib anatomy, nib care, setting up your pen and the angles of how to hold, nib pressure example without ink.

5 min: Ink education: explain sumi ink and how the japanese drawing ink is great for beginners and how it will feel/look depending on the kind of paper you use. Explain the tracing paper is great for starting out but later on they'd want to try heavier paper and cardstock. Demonstrate how to dip your pen into it, where to stop on the nib, and how sometimes it's easier to tilt your inkwell for this and brush off the nib from the edges. Demonstrate basic ink flow to then lead into basic strokes. Demonstrate having a sheet of scrap paper to use on the side, to do one downstroke on before starting their writing so they won't get big blobs of ink in the middle of their letters and words.

5 mins: Basic strokes: explain what they are, why we start with them (say you don't want them to even think about letters yet!) and encourage them to really practice getting the hang of the thick and thin sides.

5 mins: Allow time for them to do basic strokes and answer any questions coming up. Feel free to play some music during this so it's not super quiet while they concentrate.

10 minutes: Move them to the alphabet guide and show them to set it up under their tracing paper packs. Demonstrate a few letters here to show them your pen moving and starting/stopping (explain how it's not like cursive so they don't have to hold their pen down on the paper the entire time). Have them practice the alphabet, and meanwhile you can answer more questions coming up. Feel free to play music during this time as well.

10-15 min: Connecting Letters: Once they have practiced their alphabet, have them tune into your overhead screen again and demonstrate connecting the upstrokes to form words. Write a few words out so they get the idea, and encourage them to try with either word guide sheets they have downloaded or independently freehanding. Tell them you're happy to write out any requests they'd like to see!

5-10 min: Q&A, pick a raffle winner, closing statements and thank you! Encourage them to tag their work as they practice, and make sure they know where to find/follow you on IG. Remind them they'll be getting a follow up email after class on additional resources.