



Proper Posture and Proper Paper Position

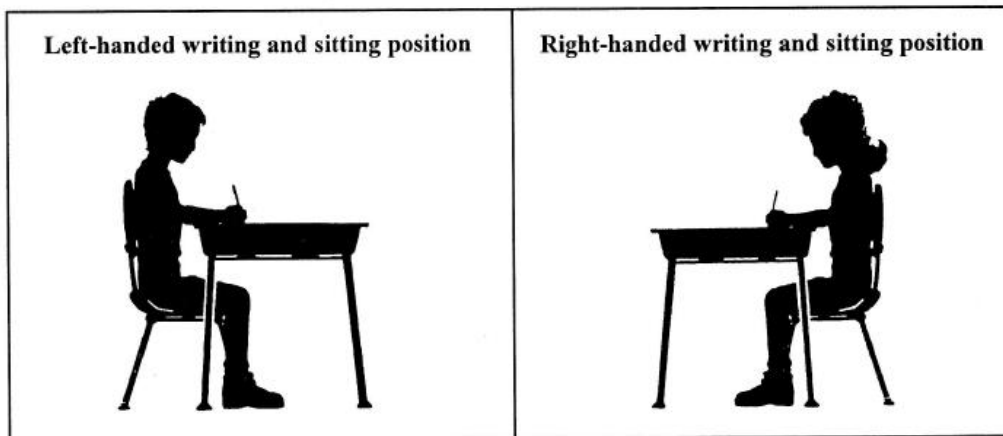
Proper Posture

Desk is adjusted for proper height for student's feet to be flat on the floor, spine straight against the back rest, head held high and arm position as show in the pictures below for left and right-handed students.

A student's head should not be allowed to fall forward because this causes strain on the back and neck muscles.

Both arms should rest comfortably on the desk; elbows should be just off the edge.

The body should not touch the front edge of the desk. This placement causes a tendency to lean on the desk, which in turn places strain on the neck and shoulder muscles.

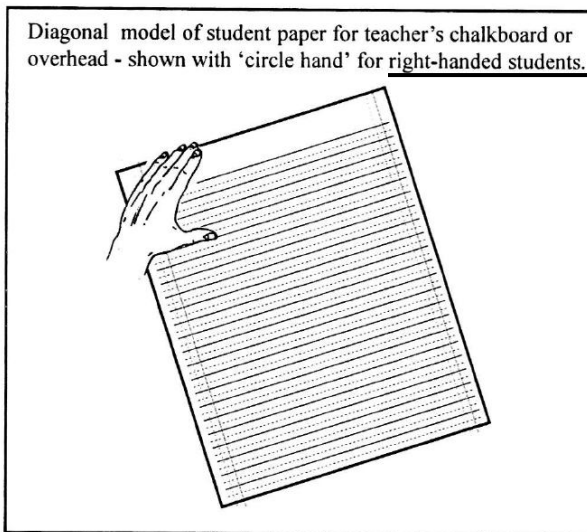




Proper Paper Position

All students should slant their paper slightly, as indicated in the picture below. The slant direction corresponds to whether the student is right-handed or left-handed.

RIGHT



LEFT

