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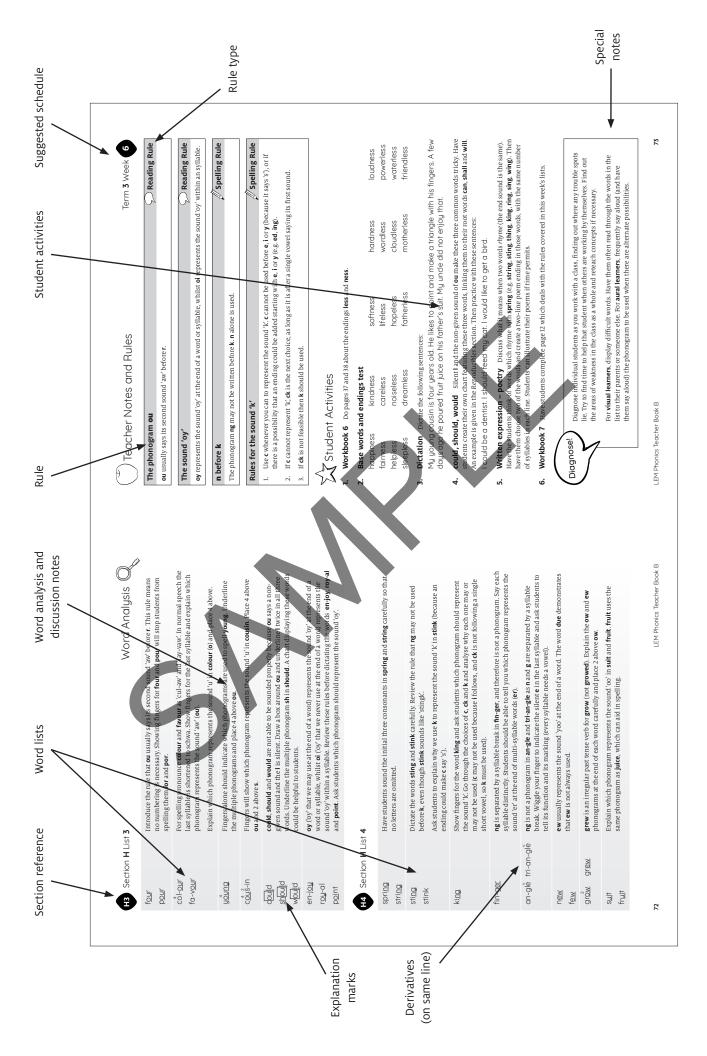
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Dictating words

Procedure for dictating a one-syllable word

0	Teacher	Says the word, clearly and precisely (e.g. good).g o o dSays a sentence containing the word ('We like to eat good food').Image: Control of the word (good).Repeats the word (good).Shows fingers to represent each phonogram in the word.
	Students	Sound the word as they look at the fingers.
2	Teacher	Discusses which phonograms must be used if any are unclear (oo , not u , because two fingers are used). If a sound can be represented by the same fingers (e.g. ea and ee in feet), tell the students which phonogram to use.
	Students	Write the word in their <i>Student Book A</i> , sounding softly as they write. Then they should attempt to mark the word (good).
3	Teacher	Writes the word on prepared lines on the board as the students sound it.
•	Students	Check the spelling of the word.
4	Teacher	Discusses any rules which apply and teaches any new rules if applicable.
•	Students	Check the marking.
5	Teacher	Asks the students to read the word. If the word is spelt differently from the way it is spoken, students should read the word for spelling, then for speaking (see 'Reading for spelling or speaking' in the next section).
	Students	Read the word as instructed.

When all words have been dictated

Students Read all of the words again both for reading and spelling.

Teacher Reviews any rules learned and gives students practice in applying them to other words. Gives a quick written test on the set of words learned for the lesson.



The teacher must not write the word on the board **before** the students have written it in their books. Copying will *not* challenge the students to think analytically.

RA2 Review Section A List 2

in in-to	into is a compound word with the hyphen showing the syllable break. Place 3 above o .
on on-to	onto is another compound word. Place 3 above o.
has ² had	Place 2 above s in has . No rule governs where s says its second sound.
as	Place 2 above s as no rule governs its second sound.
run ran	As ran is a derivative of run , it is written on the same line.
man men	As men is a derivative of man , it is written on the same line.
can cent	<i>Reading rule:</i> The phonogram c always says its second sound 's' before the letters <i>e</i> , <i>i</i> or <i>y</i> . <i>Spelling rule:</i> The phonogram c usually represents the sound 'k' unless it is at the end of a word, or before the letters <i>e</i> , <i>i</i> or <i>y</i> . The phonograms ck or k represent the sound 'k' if c cannot. Reinforce these rules.
s <u>ee</u> s <u>aw</u>	ee and aw must be underlined to show that they represent one sound.
stop	Students must sound each phonogram carefully as they write, to avoid missing one of the consonant sounds.
at	
from	Ensure that students sound from carefully as they write it. This is to be done with all words, but some students are particularly prone to leaving out a letter when a word has blended consonants.

RA3 Review Section	on A List 3
† <u>00</u>	Underline the phonogram oo .
† <u>₩</u> 0	The w is not sounded in two . Looking at related words such as twin , twice and twenty we see that the word two may once have been pronounced with the w . Two lines below w denote that it is a silent letter.
no so	• usually says its second sound 'oh' at the end of a syllable. Therefore do not place 2 above. The rule governs.
go went	went is the past tense of the verb go and is listed on the same line.
bed	
my <u>ou</u> r by try	Students may want to put i at the end of words such as my and by . English words may not end with the letter i . y can do everything i can, as well as being on the end of a word. Do not place 2 over y , as the phonograms i or y may say their second sound 'igh' at the end of a syllable.
fly	our is a derivative of my and is written on the same line. Use examples to explain that we use my to say that I own something, but our to show that more than one person owns it.
wi <u>th</u>	Underline the multiple phonogram th .
yes	y is a consonant whenever it begins a base word.



A **sharp pencil** will help writing to be neater.

Word analysis

The phonogram c

The phonogram **c** always says its second sound 's' before the letters **e**, **i** or **y**, otherwise it says its first sound 'k'.

The sound 'k'

The phonogram **c** usually represents the sound 'k' unless it is at the end of a word, or before the letters **e**, **i** or **y**. The phonograms **ck** or **k** represent the sound 'k' if **c** cannot.

The letter *i* or *y* at the end of a word

The letter *i* may not end an English word. The letter *y* takes its place.

at

The phonogram y as a consonant

The phonogram **y** always says its fourth (consonant) sound 'y' at the beginning of a word.



Day 2 SECTION RA2

- 1. Multiple phonograms Review the multiple phonograms orally and test ten of them in writing.
- **Word dictation** Dictate the words from Section RA2 as a test on lined paper. Go through any rules which 2. may pertain to particular words on that page. After students have corrected any mistakes, have them transfer those words neatly into Section RA2 in their Student Book B1.
- 3. **c or k** Review the rule that tells where **c** says its second sound 's'. Write these words on the board without the first letter.

____an Tell students the first sound is 'k' in all these words, but they have to use the rule to choose the phonogram **c** or **k** to represent the sound. Work out each word aurally, then have students fill in the blank for each. If students choose **c** for the last two words, write it in, then ask them to tell you what the word must say if **c** is used ('sid' and 'sit'). Then correct with the phonogram \mathbf{k} .

_id

Sentence writing Review the fact that a sentence is a group of words which expresses a complete thought. 4. Have students choose a word from Section RA2 and compose a sentence using that word and write in on lined paper. Choose several students to write their sentence on the board. If there is an unknown word in their sentence, help them to analyse it. Edit the sentence, discussing the need for a capital letter to begin and a fullstop or question mark to end.

Dau 3 SECTION RA3

- 1. **Phonogram review** Review orally fifteen phonograms (both single and multiple) and test them in writing.
- 2. **Word list** Test all words from Section RA3 on lined paper. Discuss markings for each one. Have students neatly transfer those words into Student Book B1. Have them read the words aloud both for spelling and reading where appropriate.
- 3. **Rules** Discuss the rule that the letter *i* may not be used at the end of a word. The letter *y* is used instead.
- 4. **Sentences** Have students think of a few sentences about an animal. Choose several students to help you to write one of the sentences on the board. Omit the capital letter and full stop and have them edit the sentence you have written.

Direct students to the 'sentences and dictation' section of their Student Book B1. Locate the marker for section RA3 and next to it write several sentences using words from Section RA3. If the next sentence is not related in meaning to the previous one, have them use a new line. This helps prepare the students for writing in paragraphs later.



Spelling rule

Reading rule

_it

Reading rule

Spelling rule



bri<u>ng</u> sang, sung and song are written on the same line as sing, because these words are si<u>ng</u> sa<u>ng</u> su<u>ng</u> related in meaning. Students may not be able to fit all four words on the same line so<u>ng</u> in their Student Book B1. Discuss solutions with the students and suggest writing one of the words on the same line as **thing** below. <u>thing</u> three Explain which phonogram represents the sound 'ee' in three. Underline th. åsk *Reading rule:* **a** may say its third sound 'ah' before two consonants. Spelling rule: a usually represents the sound 'ah' before two consonants. Before fast one consonant, ar is usually used. There is an exception to this for words ending af-ter with the phonograms **sh** or **ch**, but do not teach students about this until words containing the **arsh** and **arch** patterns appear in the list. Place 3 above **a** in **ask**, **fast** and **after**, because the rule is that **a** may say 'ah' before two consonants, not usually or always. In **after** the rule works even if a syllable break comes between the two consonants. We use **k** to represent the sound 'k' in **ask**. **c** is not used because it does not usually end a word. **ck** may be used only after a single short vowel, so **k** is the last option. In these words only one consonant follows the 'ah' sound, therefore **ar**, not **a**, is part used. hard <u>gar</u>-den most o may say its second sound 'oh' before two consonants (most). However, it does not always do this (lost). Place 2 above o in most because the rule does not govern which lost sound to use.



Review Section C List 2

child chil-dren kind find mind be-hind	i may say its second sound 'igh' before two consonants. It does not always do so, as shown by the words mint and wilt.Place 2 above i as the rule does not govern which sound to say when reading (it may say 'igh', it doesn't always or usually say 'igh').
f <u>or</u>	Explain which phonogram represents the sound 'aw' in for . Several alternatives could be used (aw , au , ar , ou). We know that au and ou cannot be used at the end of a word (because English words do not end in u). Later it will be taught that ar only says 'aw' after the letter w , but aw is still a possibility. Therefore it must be explained which phonogram to use.
sea	Students have learned the word see . Compare the meanings and spellings of sea and see , explaining where ee and ea are used. Review the term homophone for words that sound the same but have a different meaning.
help	Students may omit the phonogram I if words like help are not sounded carefully. Dictate the four distinct sounds clearly and encourage students to do the same.
h <u>ow</u> n <u>ow</u> c <u>ow</u>	ow (not ou) always represents the sound 'ow' at the end of a word. ou cannot end a word because English words do not end with the letter u .
send	

Word analysis

Section **D** List **1** Vowels at the end of a syllable

o-pen	Say distinctly only the syllables (no fingers) for o-pen . o usually says its long sound 'oh' at the end of a syllable.
ti-g <u>er</u>	i may say its long sound 'igh' at the end of a syllable, but it doesn't always (an-i-mal).
li-on	li-on contains two syllables. i may say 'igh' because it is at the end of a syllable.
ti-ny	Discuss which rules are operating in ti-ny . i may say 'igh' because it is at the end of a syllable, and y usually represents the sound 'ee' at the end of a multi-syllable word.
<u>qu</u> i-et	Say only the syllables for qui-et . Students should deduce which phonograms to use.
e-ven e-vent	Say distinctly only the syllables for e-ven . Discuss which phonograms could represent the sound 'ee' at the end of the first syllable (common ones are e , ee and ea). Explain that the sound 'ee' at the end of a syllable is usually represented by e .
	Use the same rule and process for e-vent . Encourage students to read the words once they have spelt them to ensure phonograms are allowed to say the sounds.
be-tw <u>ee</u> n	Say each syllable of be-tween clearly. Examine the differences between the phonograms saying 'ee' in the word and why we use ee and not e in the second syllable. Ask students how we would read the word if it was spelt be-twen .
r <u>ea</u> -ŝon s <u>ea</u> -ŝon	Although e mostly represents the sound 'ee' at the end of a syllable, the words reason and season show that occasionally this is not the case. Explain that such words are less usual. Explain which phonogram represents the sound 'z' and mark s with a 2. The last syllable must be spoken quite precisely ('zon' not 'zuhn') for spelling.
lo <u>ng</u> ³ -lo <u>ng</u> ³ -fr <u>ai</u> d	Pronounce the first syllable of a-long and a-fraid as 'ah' for spelling. Explain that a may say its long sounds 'ay' or 'ah' at the end of a syllable. In speech a is shortened to schwa.

Section D List 2 The sound 'ah' D2 ar usually represents the sound 'ah' on the end of one-syllable words like car and far. car Fingers will show which phonogram to use. far a represents the sound 'ah' before two consonants. When there is only one consonant d<u>ar</u>k we usually use **ar**. For **dark** hold the two fingers representing **ar** down and ask students if you should put one or two fingers up. They should be able to tell you that ar (two fingers) is used because only one consonant follows. past Use the same procedure as **dark** for **past**. This time **a** (one finger) is used because two consonants follow. Continue reinforcing the rule that **a** represents the sound 'ah' before two consonants <u>shar</u>k and **ar** represents the sound 'ah' before one consonant. Use the 'one or two fingers' park method and let students try it too. mast Underline the phonogram **ar** where it appears. <u>ar</u>m f<u>ar</u>m Have students work out how to spell **start** without fingers. start p<u>ar-ty</u> Fingers will show how to spell par-ty. Discuss how a could say its long sound 'ah' at the end of a syllable (**pa-ty**), but here the 'one consonant' rule applies. Students should know to use **y** to represent 'ee' at the end of a multi-syllable word. ra-<u>ther</u> Ask students which phonogram will represent the 'ah' sound and why. Explain that 'two consonants' in the rule can be part of a multiple phonogram (in this case **th**).

Word analysis

Teacher notes and rules

Vowels at the end of a syllable

The vowels **a**, **e**, **o** and **u** usually say their long sounds 'ay', 'ah', 'ee', 'oh', 'oo', and 'yoo' at the end of a syllable. The vowels **i** and **y** may say their long sounds 'igh' and 'ee' at the end of a syllable.

The sound 'ee'

The phonogram **y** usually represents the sound 'ee' at the end of multi-syllable words (**sil-ly**, **hap-py**). The phonogram **e** usually represents the sound 'ee' at the end of a syllable (**e-ven**, **be-tween**).

The sound 'ah'

The phonogram **ar** usually represents the sound 'ah' at the end of one-syllable words (**car**, **far**). The phonogram **ar** usually represents the sound 'ah' before one consonant (**dark**, **arm**). The phonogram **a** usually represents the sound 'ah' before two consonants (**past**, **rather**).

The phonogram ending **ed**

The phonogram ending **ed** is used to show past tense. Because it begins with a vowel, remove silent **e** before adding **ed** to silent **e** words.

Student activities

- 1. **Long vowel sounds** The words for Section D1 all feature long vowel sounds at the end of a syllable. Use the vowel chart in the *Reproducibles* section to review all the vowel sounds, focusing on which ones are long and short. Use a pointer to point to the sounds to give students practice in discerning them quickly.
- 2. The sound 'ah' Review the rules surrounding the sound 'ah' then dictate the following passage: A farmer had a rather hard time in his boat, far out to sea. A shark bit the mast and harmed his arm. When it was past dark he fried to drive home to his party, but his car did not start.
- **3. Present and past** Introduce the terms *present* ('Now I...') and *past* ('Yesterday I...'). Create two columns headed *present* and *past* and write these words in the first column:

ask help talk open start Have students assist in adding **ed** and show how it changes the meaning to something that happened in the past. Have them create sentences with 'Now I...' and 'Yesterday I...'

- 4. Workbook 6 Have students do pages 6–7 regarding the ending ed and consonant endings on silent e words.
- 5. Base words and endings Administer this test and discuss the spelling and any rules for each word. tables writing coming liked parked
- 6. **Practice with the sound 'ee'** Write these misspelt words on the board and provide a short sentence to describe each word. Sound each syllable as you write it. Ask students to tell you which phonogram should represent 'ee' and why. Reinforce the two rules for the sound 'ee' from this week's lists.
 - bo-bee (baby) **y**, not **ee**, represents the sound 'ee' at the end of multi-syllable words.
 - Sen (seen) **e** is not at the end of a syllable so it will not say 'ee'. We need to use **ee**.
 - sil-lea (silly) **y**, not **ea**, represents the sound 'ee' at the end of multi-syllable words
 - my (me) **y** represents 'ee' at the end of *multi-syllable* words. In single syllable words use **e**, **ee** or **ea**.
 - slyp (sleep) **y** represents 'ee' at the *end* of multi-syllable words. Ask students how to spell **sleepy**.
- **7.** Workbook 7: *Rules and Tools* Issue students with Workbook 7: *Rules and Tools*. Complete pages 1–2 which cover the rules learned in this week's lists.
- **8. Weekly test** Issue students with *Test Book B1*. Each Friday give a test of the week's 24 words and have students write any corrections in the spaces provided. Continue this practice throughout the program.



• Reading rule

Spelling rule

Ending rule

Spelling rule



At the conclusion of each section of work, it is recommended that you put aside a week for general revision work on that section. It can be a time for testing of words, more work in sentence writing, reviewing the rules and principles taught, and application of rules to unknown words. Suggested activities for revision week are outlined below.

Students should write their review tests and dictations in the 'review tests' section of their Test Book B1.

Day 1

Phonogram test Test the following phonograms:									
1.	е	5.	u	9.	ea	13.	th	17.	aw
2.	a	6.	y	10.	ng	14.	er	18.	au
3.	i	7.	igh	11.	ai	15.	ay	19.	ou
4.	0	8.	ee	12.	ar	16.	or	20.	qu
W	Word test Test the following words:								
1.	wind	5.	cost	9.	lion	13.	woman	17.	quiet
2.	sight	6.	party	10.	night	14.	only	18.	sky
3.	shark	7.	body	11.	tiger	15.	berry	19.	wild
4.	myself	8.	season	12.	sorry	16.	wind	20.	just

Mark the tests as soon as possible after completion. Have students record their errors in *Test Book B1*. Discuss any errors and encourage students to carefully learn words well which have been spelt wrongly.

Have students write sentences on paper containing the words which they originally spelt wrongly.

Day 2

Word test Test the errors made on the previous day together with the following words:

1.	open	5. holiday	9. jump	13. eye	17. сору
2.	site	6. light	10. wife	14. carry	18. both
3.	even	7. far	11. provide	15. between	19. post
4.	blind	8. fancy	12. country	16. rather	20. ready

Mark tests as soon as possible after completion. Have students record their errors in *Test Book B1*. Discuss any errors or any rules which you see have not been understood and help students to review the errors, re-analyse the words and gain understanding.

Day 3

Word test Test the errors made on the previous day together with the following words:

1.	mast	5.	hold	9.	farm	13.	along	17.	car
2.	start	6.	cry	10.	gift	14.	story	18.	sit
3.	cover	7.	tiny	11.	dark	15.	fight	19.	invite
4.	most	8.	nothing	12.	family	16.	aunty	20.	afraid

Mark the tests as soon as possible and go through any errors with the students. Have them record any errors in *Test Book B1* and encourage them to learn them thoroughly.



Help students locate the 'section tests' in their *Test Book B1*, where they will write their answers. Students should achieve 80% or above in the *Words* test to move on with the word list. If students are weak only in dictation or in base words and endings, provide more practice in those areas but move on with the word list.

Words

1.	sit	11. start	21. car	31. arm	41. might
2.	bite	12. animal	22. blind	32. carry	42. reason
3.	fight	13. invite	23. eye	33. park	43. between
4.	women	14. sorry	24. wife	34. ready	44. site
5.	only	15. mast	25. tiny	35. shark	45. sight
6.	provide	16. lion	26. cover	36. even	46. family
7.	post	17. pretty	27. oven	37. hold	47. body
8.	event	18. most	28. holiday	38. aunty	48. along
9.	story	19. wind	29. afraid	39. quiet	49. myself
10.	past	20. lost	30. dry	40. wind	50. nothing

Mark the spelling test out of 50, taking off one mark for each word spelt wrongly

Dictation

A quiet wind is no reason to stop a party in the park. But if it gets wild and the trees start to fall down it might be time to stop the event. Just say sorry to the invited men, women and children and carry your toys home.

Mark the dictation out of 25. Take off one mark for each word spelt wrongly, each capital missed and each full stop not entered.

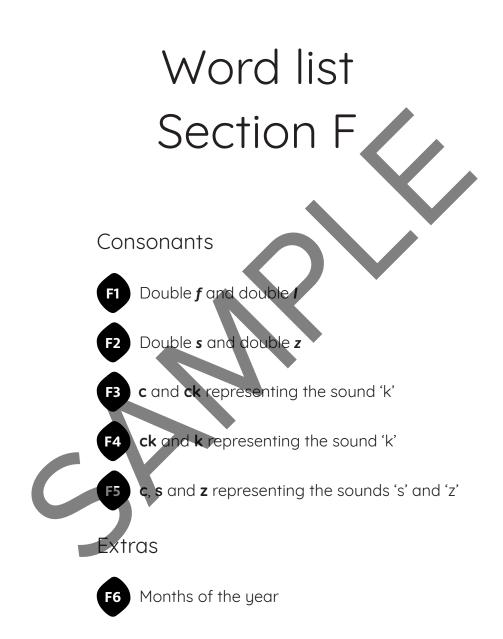
Base words and endings test

funny

- 1. living
- 2. names 7. clapped
- 3. cutting 8. rested
- 4. tables 9. sitting
- 5. helping 10. reading

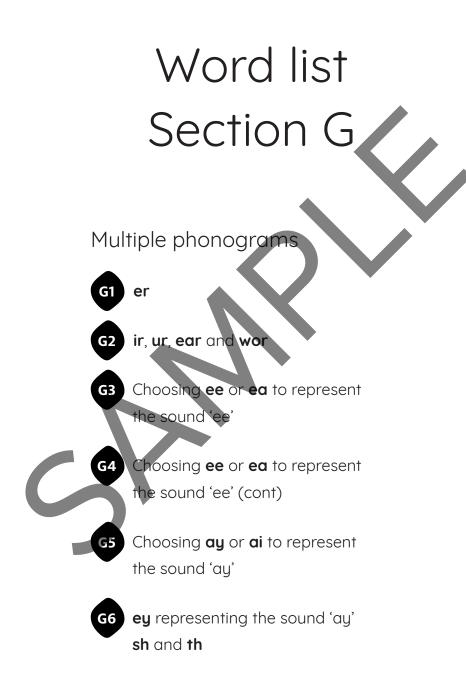
Mark the base words and endings test out of 10. If students get the base word correct but not the ending take half a mark off. If they get the ending correct but not the base word do likewise.















Word list Section H

Multiple phonograms (cont)



Choosing **ow** or **ou** to represent the sound 'ow'



Η3

Η4

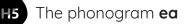
H6

The sounds 'ow' and 'oh'

ou says 'aw', ou says 'u',

The phonograms **oy** and **oi**

The phonograms **ng**, **ew** and **ui**



The phonograms **oo** and **oa**



Term 3 Week 8

Day 4

Down С 1. A funny person С L 3. A tall narrow building 0 U D 7. The place we stand on Т 0 8. Used for eating and stirring F Е W 0 U R 10. The skin of a cow Ν Ε W 12. Where God lives Ε **1**3. Used for speaking and eating G R 0 W 18. Used for washing hands R S Across 2. Would, should, ____ Ρ R 0 Y А L 4. Not many Ó U Ε W Ν 5. Belonging to us 0 Н Ν A M 6. Not old Н Ε А D S Т Ν Κ R 0 Ρ L 7. To get bigger A Н 9. A king or queen V R Ε В А К 11. To have ้ร 14. Where the brain is Ε R 15. To smell very bad Μ 0 0 Ν 16. A thick woven string А 17. The first meal of the day Š Ρ R Ν G I 19. The light in the night sky 20. The season after winter

Crossword Distribute this crossword from the *Reproducibles* section and show students how to complete it.

Day 5



If time is available on any of the review days use it for sentence writing and reading.

Student progress chart

Record new data on the student progress chart.



The **importance of review** cannot be underestimated. Students cannot always remember the first time they learn something. As they learn new concepts they will build upon the ones which have come before. Unless they have a sure grasp of what comes before, their building is likely to be in vain.





Word list Section J

Successive seventeen



The phonograms **eigh** and **tch** When to use **tch** or **ch**

When to use **tch** or **ch** (cont) 12 The phonograms oe and dge

The phonograms ough and ph



J3

The phonogram ie

Extras

]6

Homophones

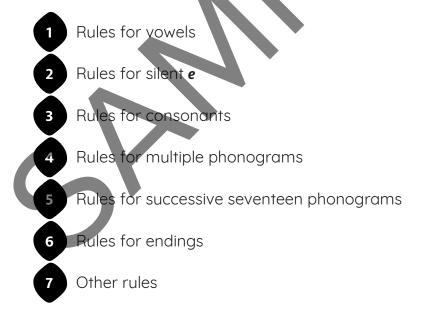
Numbers

Numbers (cont)



Rules summary

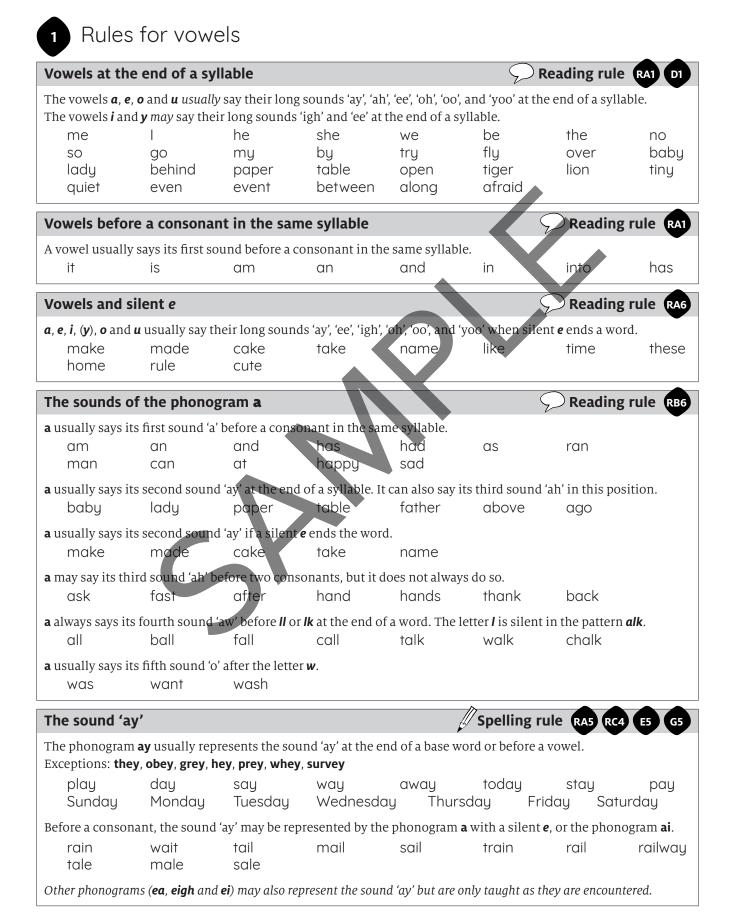
This section contains a summary of all rules encountered in *Teacher Book B*, including where the rule appears in the list. Underneath each is the list of words featuring the rule, which can be used for review exercises and testing at any time.





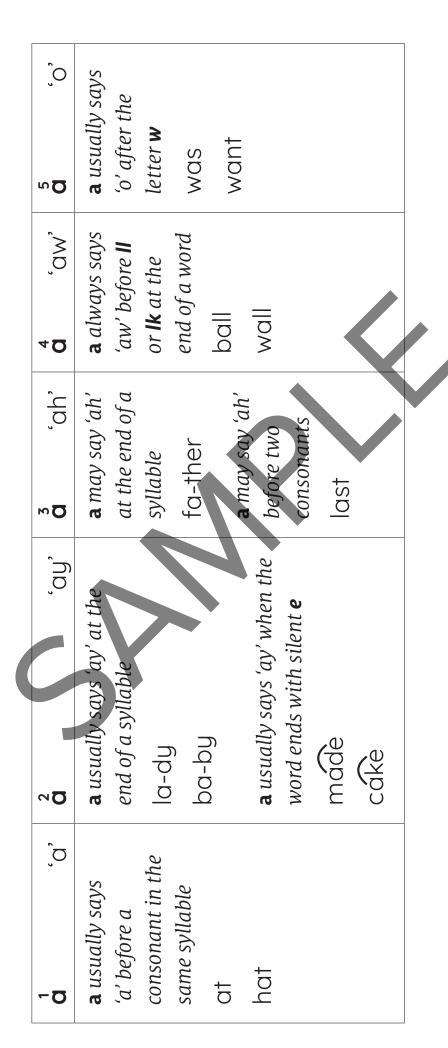


Below is a summary of all rules encountered in *Teacher Book B*, including where the rule appears in the list. Underneath each is the list of words featuring the rule, which can be used for review exercises and testing at any time.



The sounds of the phonogram **a**

RB6







More or less?

Write **more** or **less** in the spaces to complete the sentences:

- 1. A pig eats _____ food than a mouse.
- 2. Farmers have _____ rain in a dry season.
- 3. There is _____ milk in the jug than on my breakfast.
- 4. A book uses _____ paper than a letter.
- 5. It takes ______ time to have a drink than do the shopping.



