## Contents

| Navigating the word list | vi |
| :--- | ---: |
| Before you begin | viii |
| Teacher's checklist | ix |
| Finger clues | x |
| Dictating words | xii |
| Explanation marks | xiv |
| Phonograms, sounds and letter names | xiv |

Pre-learning Phonological awareness and the phonograms

Phonological awareness
Handwriting and the single phonograms
The multiple phonograms
xvi
xvii xviii

## Term 1: Weeks 1-4 Word list Review Sections A-C

Word list Section RA

## Term 1: Weeks 5-8 Word list Section D

## Vowels

D1 Vowel sounds at the end of a syllable 26
D2 The sound 'ah' 26
D3 The sounds 'i' and 'igh' 28
D4 The sounds 'i' and 'igh' (cont) 28
D5 The phonogramsoand u 30
D6 The phonogramy 30
Revision: Section D 32
Section D test 34

## Term 2: Weeks 1-4 Word list Section E

## Silent $\boldsymbol{e}$

E1 Letting vowels say their long sound 36
E2 Long sound (cont), $\boldsymbol{v}, \boldsymbol{u}$ and $\mathbf{c} \quad 36$
E3 $\mathbf{g}$, every syllable must have a vowel, double function 38
E4 Helpless e 38

## Extras

E5 Days and times 40
E6 Verbs and tricky words 40
Revision: Section E 42
Section E test 44
Term 2: Weeks 5-8 Word list Section F
Consonants
F1 Double $\boldsymbol{f}$ and double I ..... 46
F2 Double $\boldsymbol{s}$ and double $\boldsymbol{z}$ ..... 46
F3 cand ck representing the sound ' k ' ..... 48
$\mathrm{F} 4 \quad \mathbf{c k}$ and $\mathbf{k}$ representing the sound ' k ' ..... 48
F5 c, s and $\mathbf{z}$ representing the sounds ' $s$ ' and ' $z$ ' ..... 50
Extras
F6 Months of the year ..... 50
Revision: Section F ..... 52
Section F test ..... 54
Term 3: Weeks 1-4 Word list Section G
Multiple phonogramsG1 er56
G2 ir, ur, ear and wor ..... 56
G3 Choosing ee or ea to represent the sound 'ee'58
G4 Choosing ee or ea to represent the sound 'ee' (cont)G5 Choosing ay or ai to represent the sound 'ay'G6 ey representing the sound 'ay'; sh and th60
Revision: Section G ..... 62
Section G test ..... 64
Term 3: Weeks 5-8 Word list Section H
Multiple phonograms (cont)
H1 Choosing ow or ou to represent the sound 'ow' ..... 66
H2 The sounds 'ow' and 'oh' ..... 66
H3 ou says 'aw', ou says ' $\mathbf{u}$ ', the phonograms oy and oi ..... 68
H4 The phonograms ng, ew and ui ..... 68
H5 The phonogram ea ..... 70
H6 The phonograms oo and oa ..... 70
Revision: Section H ..... 72
Section H test ..... 74
Term 4: Weeks 1-4 Word list Section I
Multiple phonograms (cont)
I1 The patterns ear, ea+r and ee+r ..... 76
I2 The phonograms ar and air ..... 76
I3 The phonograms wh and or ..... 78
I4 The phonograms or, ey, wr, kn and oar ..... 78
Extras
I5 Compound words and contractions ..... 80
I6 Adding all, words with double letters ..... 80
Revision: Section I ..... 82
Section I test ..... 84
Term 4: Weeks 5-8 Word list Section J
Successive seventeen phonogramsJ1 The phonograms eigh and tch, when to use tch or chJ2 When to use tch or ch (cont), the phonograms oe and dge 86
J3 The phonograms ough and ph ..... 88
J4 The phonogram ie88
ExtrasJ4 Homophones88J5 Numbers90
J6 Numbers (cont) ..... 90Revision: Section J92
Section J test ..... 94


## $\square$ Dictating words

## Procedure for dictating a one-syllable word

1 Teacher Says the word, clearly and precisely (e.g. good). Says a sentence containing the word ('We like to eat good food'). 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 Student Book A, sounding softly as they write. Then they should attempt to mark the word ( $\underline{g o o}^{2} \mathbf{d}$ ).

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 teston 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.


## The phonogram c

## Reading rule

The phonogram calways says its second sound 's' before the letters $\boldsymbol{e}, \boldsymbol{i}$ or $\boldsymbol{y}$, otherwise it says its first sound ' $k$ '.

## The sound ' $k$ '

Spelling rule
The phonogram cusually represents the sound ' $k$ ' unless it is at the end of a word, or before the letters $\boldsymbol{e}, \boldsymbol{i}$ or $\boldsymbol{y}$. The phonograms $\mathbf{c k}$ or $\mathbf{k}$ represent the sound ' $k$ ' if $\mathbf{c}$ cannot.

## The letter $i$ or $y$ at the end of a word

## Spelling rule

The letter $\boldsymbol{i}$ may not end an English word. The letter $\boldsymbol{y}$ takes its place.
The phonogram $y$ as a consonant Reading rule A4
The phonogram $\mathbf{y}$ always says its fourth (consonant) sound ' y ' at the beginning of a word.

## Day 2 section raz

1. Multiple phonograms Review the multiple phonograms oralty and test ten of them in writing.
2. Word dictation Dictate the words from Section RA2 as a test on lined paper. Go through any rules which 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 B.
3. $\mathbf{c}$ or $\mathbf{k}$ Review the rule that tells where $\mathbf{c}$ says its second sound 's'. Write these words on the board without the first letter.
_an ___ at _id _id _it Tell students the first sound is ' $k$ ' in all these words, but they have to use the rule to choose the phonogram cor $\mathbf{k}$ to represent the sound. Work out each word aurally, then have students fill in the blank for each. If students choose $\mathbf{c}$ for the last two words, write it in, then ask them to tell you what the word must say if $\mathbf{c}$ is used ('sid' and 'sit'). Then correct with the phonogram $\mathbf{k}$.
4. Sentence writing Review the fact that a sentence is a group of words which expresses a complete thought. 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.

## Day 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 B. Have them read the words aloud both for spelling and reading where appropriate.
3. Rules Discuss the rule that the letter $\boldsymbol{i}$ may not be used at the end of a word. The letter $\boldsymbol{y}$ 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 B. 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.
bring
sing sang sung
sang, sung and song are written on the same line as sing, because these words are related in meaning. Students may not be able to fit all four words on the same line in their Student Book B. Discuss solutions with the students and suggest writing one of the words on the same line as thing below.

## thing

three
ask
fast
${ }^{3}$ af-ter
part
hard
gar-den
most
lost

Explain which phonogram represents the sound 'ee' in three. Underline th.
Reading rule: a may say its third sound 'ah' before two consonants.
Spelling rule: a usually represents the sound 'ah' before two consonants. Before one consonant, ar is usually used. There is an exception to this for words ending 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 $\mathbf{k}$ to represent the sound ' $k$ ' in ask. $\mathbf{c}$ is not used because it does not usually end a word. ck may be used only after a single short vowel, sol $\mathbf{k}$ is the last option. In these words only one consonant follows the 'ah' sound, therefore $\mathbf{a r}$, not $\mathbf{a}$, is used.
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 sound to use.

RC2 Review Section C List 2
child chil-dren

| i may say its second sound 'igh' before two consonants. It does not always do so, as |
| :--- |
| kind |
| sind |
| find |
| mind |
| be-hind |

Place 2 abovei as the rule does not govern which sound to say when reading (it may

for 'igh', it doesn't always or usually say 'igh'). $\quad$| Explain which phonogram represents the sound 'aw' in for. Several alternatives |
| :--- |
| coułd 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 $\boldsymbol{u}$ ). Later it will be taught that ar |
| only says 'aw' after the letter $\boldsymbol{w}$, but aw is still a possibility. Therefore it must be |
| explained which phonogram to use. |

cow
send

| o-pen | Say distinctly only the syllables (no fingers) for o-pen. o usually says its long sound 'oh' <br> at the end of a syllable. |
| :--- | :--- |
| ti-ger | i may say its long sound 'igh' at the end of a syllable, but it doesn't always (an-i-mal). |
| li-on | Discuss which rules are operating in ti-ny. i may say 'igh' because it is at the end of a <br> syllable, and $\mathbf{y}$ usually represents the sound 'ee' at the end of a multi-syllable word. |
| qui-et | Say only the syllables for qui-et. Students should deduce which phonograms to use. |
| e-ven | Say distinctly only the syllables for e-ven. Discuss which phonograms could represent <br> the sound 'ee' at the end of the first syllable (common ones are e, ee and ea). Explain <br> 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. |  |

## D2 Section D List 2 The sound 'ah

| car | ar usually represents the sound 'ah' on the end of one-syllable words like car and far. <br> Fingers will show which phonogram to use. |
| :--- | :--- |
| dark | a represents the sound 'ah'before two consonants. When there is only one consonant <br> we usually use ar. For dark hold the two fingers representing ar down and ask students <br> if you should put one or two fingers up. They should be able to tell you that ar (two <br> 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 <br> consonants follow. |
| $\underline{\text { shark }} \quad$Continue reinforcing the rule that a represents the sound 'ah' before two consonants <br> and ar represents the sound 'ah' before one consonant. Use the 'one or two fingers' <br> method and let students try it too. |  |
| Underline the phonogram ar where it appears. |  |

## arm

farm
start
par-ty
ra-ther 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).

## Vowels at the end of a syllable

Reading rule
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 $\boldsymbol{i}$ and $\boldsymbol{y}$ may say their long sounds 'igh' and 'ee' at the end of a syllable.

## The sound 'ee'

Spelling rule


The phonogram $\mathbf{y}$ 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

## Ending rule

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

## 25 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 Teacher Toolbox B 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 bis boat, far out to sea. A shark bit the mast and harmed his arm. When it was past dark he tried 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.
ba-bee (baby) $\quad \mathbf{y}$, 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) $\quad \mathbf{y}$, not ea, represents the sound 'ee' at the end of multi-syllable words
my (me) $\quad \mathbf{y}$ represents 'ee' at the end of multi-syllable words. In single syllable words use $\mathbf{e}, \mathbf{e e}$ 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 B. 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.

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 B.

## Day 1

Phonogram test Test the following phonograms:

| 1. e | 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. o | 8. ee | 12. ar | 16. or | 20. qu |
| 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 B. 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
2. holiday
. jump
3. eye
4. copy
5. site
6. light
7. provide
8. carry
9. both
10. even
11. far
12. country
13. between
14. pos $\dagger$
15. blind
fancy
16. rather
17. ready

Mark tests as soon as possible after completion. Have students record their errors in Test Book B. 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. mas $\dagger$
2. hold
3. farm
4. along
5. car
6. start
7. cry
8. gift
9. story
10. sit
11. cover
12. tiny
13. dark
14. fight
15. invite
16. family
17. aunty
18. afraid

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

Help students locate the 'section tests' in their Test Book B, 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
2. start
3. car
4. arm
5. might
6. bite
7. animal
8. blind
9. carry
10. reason
11. fight
12. invite
13. eye
14. park
15. between
16. women
17. sorry
18. wife
19. ready
20. site
21. only
22. mast
23. tiny
24. shark
25. sight
26. provide
27. lion
28. cover
29. even
30. family
31. pos $\dagger$
32. pretty
33. oven
34. event
35. most
36. holiday
37. hold
38. aunty
39. body
40. afraid
41. quiet
42. wind
43. allong
44. story
45. wind
46. pas $\dagger$
47. lost
48. dry
49. 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

1. living
2. names
3. cutting
4. tables
5. sitting
6. helping
7. 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.

## TERM TWO | WEEKS 5-8

## Word list Section F

## Consonants

F1 Double $\boldsymbol{f}$ and double

F2 Double $\boldsymbol{s}$ and double $\boldsymbol{z}$

F3 c and ck representing the sound ' $k$ '

F4 ck and $\mathbf{k}$ representing the sound ' $k$ '

F5 $\mathbf{c}, \mathbf{s}$ and $\mathbf{z}$ representing the sounds ' $s$ ' and ' $z$ '

Extras

F6 Months of the year

## TERM THREE | WEEKS 1-4

## Word list Section G

Multiple phonograms

G1 er

G2 ir, ur, ear and wor

G3 Choosing ee orea to represent the sound 'ee'

G4 Choosing ee or ea to represent the sound 'ee' (cont)

G5 Choosing ay or ai to represent the sound 'ay'

G6 ey representing the sound 'ay' sh and th

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## TERM THREE \| WEEKS 5-8

## Word list Section H

## Multiple phonograms (cont)

H1 Choosing ow or ou to represent the sound 'ow'

H2 The sounds 'ow' and 'oh'

H3 ou says 'aw', ou says 'u',
The phonograms oy and oi

H4 The phonograms ng, ew and ui

H5 The phonogram ea

H6 The phonograms $\mathbf{0 0}$ and oa

## Day 4

Crossword Distribute this crossword from Teacher Toolbox B and show students how to complete it.


Day 5
Section test Administer the Section $H$ test found on the next page.
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.


