Unit 1 - Book A

Word Level Work (NC Levels 1-2)

Phonics, Spelling and Vocabulary
William Hartley
Illustrated by Peter Rigg

Section		Page
1	Forming plurals 1 (adding s)	1
	Forming plurals 2 (changing y to ies in words ending in y)	2
	Forming plurals 3 (adding es to words ending in ch, s, sh and ss)	3
2	Words for sounds (onomatopoeia)	4
	Words with a difference (palindromes and blending)	5
	Rhyming words (an, ell, en, et, in, ob, og, oom)	6
3	What does it mean? (logographs)	7
	Grouping words (2 groups)	8
	Silent letters (g, h, k and w word beginnings and b word endings)	9
4	Opposites (antonyms - one word alternatives)	10
	Similar meanings (synonyms - one word alternatives)	11
	Hidden words (words inside words)	12
5	The alphabet (order of letters)	13
	How to use a dictionary (first letter only)	14
	Word meanings (definitions)	15
6	Adding word endings (suffixes - ful, less, ly)	16
	Changing the meaning 1 (prefixes - pre, un)	17
	Changing the meaning 2 (prefixes - dis, re)	18
7	Root words (adding prefixes and suffixes)	19
	Compound words	20
	Looking for likenesses (spelling analogies)	21
8	Sounds in words (phonemes)	22
	Breaking down words (syllables)	23
	Shortening words (abbreviations)	24
9	Lookalikes (homographs)	25
	Soundalikes (homophones)	26
	Comparisons (similes)	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet/Learning Outcomes	IBC

Unit 1 - Book B

Word Level Work (NC Levels 2-3)

Phonics, Spelling and Vocabulary
William Hartley

Illustrated by Peter Rigg

Section		Page
1	Forming plurals 1 (adding s)	1
	Forming plurals 2 (changing y endings to ies and f endings to ves)	2
	Forming plurals 3 (adding es - and words with unusual plurals)	3
2	Words for sounds (onomatopoeia)	4
	Words with a difference (palindromes and blending)	5
	Rhyming words (ack, ay, eam, ew, ite, oon, one, ouse)	6
3	What does it mean? (logographs)	7
	Grouping words (3 groups)	8
	Silent letters (at the beginning, the end and in the middle of words)	9
4	Opposites (antonyms - two word alternatives)	10
	Similar meanings (synonyms - two word alternatives)	11
	Hidden words (words inside words)	12
5	The alphabet (vowels and consonants)	13
	How to use a dictionary (mainly first and second letters)	14
	Definitions	15
6	Suffixes (er, hood, ist, ive, less, ment, ness, or, ship)	16
	Prefixes 1 (pre, pro, sub, un)	17
	Prefixes 2 (de, dis, mis, re)	18
7	Root words (adding prefixes and suffixes)	19
	Compound words	20
	Looking for likenesses (spelling analogies)	21
8	Phonemes	22
	Syllables	23
	Shortening words (abbreviations)	24
9	Homographs (same words - different meanings)	25
	Homophones (same sounds - different spellings)	26
	Similes	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet/Learning Outcomes	IBC

^{*}Check-up tests for the above sections can be found in Book D*

Unit 1 - Book C

Word Level Work (NC Levels 3-4)

Phonics, Spelling and Vocabulary
William Hartley
Illustrated by Peter Rigg

Section		Page
1	Forming plurals 1 (adding s)	1
	Forming plurals 2 (changing y to ies and f and fe to ves)	2
	Forming plurals 3 (adding es - and words with unusual plurals)	3
2	Onomatopoeia	4
	Palindromes and blending (portmanteau)	5
	Rhyming words	6
3	Logographs	7
	Grouping words (4 groups)	8
	Silent letters (at the beginning, the end and in the middle of words)	9
4	Antonyms (two word alternatives and adding a prefix)	10
	Synonyms (two word alternatives)	11
	Hidden words (words inside words)	12
5	The alphabet (consonants and long/short vowels)	13
	How to use a dictionary (third letter and beyond)	14
	Definitions	15
6	Suffixes (able, al, er, ful, ible, ist, ive, ly, ness, or)	16
	Prefixes 1 (anti, auto, im, mal, pre, pro, sub, tele, un)	17
	Prefixes 2 (bi, de, dis, il, im, in, mis, trans, un)	18
7	Root words (adding prefixes and suffixes)	19
	Compound words	20
	Looking for likenesses (spelling analogies)	21
8	Phonemes	22
	Syllables	23
	Abbreviations (including acronyms)	24
9	Homographs (same words - different meanings)	25
	Homophones (same sounds - different spellings)	26
	Similes	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet/Learning Outcomes	IBC

Unit 2 - Book A

Sentence Level Work (NC Levels 1-2)

Grammar and Punctuation

William Hartley
Illustrated by Peter Rigg

Section		Page
1	Naming words 1 (nouns - common and proper)	1
	Naming words 2 (nouns - collective and abstract)	2
	Pronouns (personal - subjects of the sentence)	3
2	Verbs 1 (doing words)	4
	Verbs 2 (present and past tenses)	5
	Verbs 3 (1st person - present and past tenses)	6
3	Adverbs (ly endings)	7
	Writing what was said (direct and reported speech)	8
	Singular and plural (nouns in sentences)	9
4	Adjectives (quality and quantity)	10
	Prepositions (relationship between two nouns)	11
	Joining words (conjunctions)	12
5	Punctuation 1 (capital letters and full stops)	13
	Punctuation 2 (commas in lists)	14
	Punctuation 3 (capital letters/full stops/commas/ speech marks)	15
6	Using a different word (alternative words)	16
	Incorrect sentences (double negatives)	17
	Sentences and phrases	18
7	Making sentences make sense (cloze procedure)	19
	Word order (in sentences)	20
	Sorting sentences (sequencing sentences)	21
8	Simple sentences (saying one thing)	22
	Types of sentence (statements/instructions)	23
	Positive and negative sentences	24
9	Things we say (proverbs)	25
	Making it clear	26
	Extra bits of information (parenthesis - commas/dashes)	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet/Learning Outcomes	IBC

^{*}Check-up tests for the above sections can be found in Book D*

Unit 2 - Book B

Sentence Level Work (NC Levels 2-3)

Grammar and Punctuation

William Hartley
Illustrated by Peter Rigg

Section		Page
1	Nouns 1 (common and proper)	1
	Nouns 2 (collective and abstract)	2
	Pronouns (personal - subjects and objects of the sentence)	3
2	Verbs 1 (doing and happening words)	4
	Verbs 2 (present and past tenses)	5
	Verbs 3 (1st/2nd person - present and past tenses)	6
3	Adverbs (mostly ly endings)	7
	Direct and reported speech	8
	Singular and plural (effects on sentences of changes made)	9
4	Adjectives (grouping according to type)	10
	Prepositions (relationship between noun/pronoun and noun)	11
	Joining words (conjunctions)	12
5	Punctuation 1 (capital letters/full stops/question marks)	13
	Punctuation 2 (commas and contractive apostrophes)	14
	Punctuation 3 (assortment from p1, p8, p13, p14)	15
6	Using a different word (alternative words)	16
	Double negatives	17
	Sentences and phrases	18
7	Making sentences make sense (cloze procedure/word swopping)	19
	Word order (in sentences)	20
	Sorting sentences (sequencing sentences)	21
8	Double sentences (linking two things)	22
	Types of sentence (statements/instructions/questions)	23
	Positive and negative sentences	24
9	Things we say (proverbs and idioms)	25
	Making it clear	26
	Extra bits of information (parenthesis - commas/dashes/brackets)	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet/Learning Outcomes	IBC

^{*}Check-up tests for the above sections can be found in Book D*

Unit 2 - Book C

Sentence Level Work (NC Levels 3-4)

Grammar and Punctuation

William Hartley
Illustrated by Peter Rigg

Section		Page
1	Nouns 1 (common and proper)	1
	Nouns 2 (collective and abstract)	2
	Pronouns (personal and possessive)	3
2	Verbs 1 (doing and happening words)	4
	Verbs 2 (present, past and future tenses)	5
	Verbs 3 (1st/2nd/3rd person - present and past tenses)	6
3	Adverbs (mostly ly endings with root word spelling rules)	7
	Direct and reported speech	8
	Singular and plural (effects on sentences of changes made)	9
4	Adjectives (quality/comparative/superlative)	10
	Prepositions (relationship between noun/pronoun and noun)	11
	Conjunctions (joining words)	12
5	Punctuation 1 (caps, full stops, question/exclamation marks)	13
	Punctuation 2 (commas and contractive/possessive apostrophes)	14
	Punctuation 3 (assortment from p1, p8, p13, p14)	15
6	Alternative words	16
	Double negatives	17
	Sentences and phrases	18
7	Making sentences make sense (word swopping/cloze procedure)	19
	Word order (in sentences)	20
	Sorting sentences (sequencing sentences)	21
8	Multiple sentences (linking three or more simple things)	22
	Types of sentence (statements/instructions/questions/exclamations)	23
	Positive and negative sentences	24
9	Colourful language (expressions, proverbs and idioms)	25
	Making it clear	26
	Extra bits of information (parenthesis - commas/dashes/brackets)	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet/Learning Outcomes	IBC

Unit 3 - Book A

Text Level Work (NC Levels 1-2)

Comprehension and Composition

William Hartley
Illustrated by Peter Rigg

Section		Page
1	Riddles	1
	Amusing stories (anecdotes)	2
	Argument text (comprehension)	3
2	Letter writing 1 (notes - personal and very informal)	4
	Newsletters	5
	Instruction text (comprehension)	6
3	Letter writing 2 (semi-formal with personal touches)	7
	Drama text	8
	Report text (comprehension)	9
4	Letter writing 3 (formal and impersonal)	10
	Paragraphs	11
	Explanation text (comprehension)	12
5	Starting sounds (alliteration)	13
	True or untrue? (fact or fiction?)	14
	Recount text (comprehension)	15
6	Leaflets	16
	Blurbs (comprehension)	17
	Story text (narrative/comprehension)	18
7	Story boards (story planning with pictures)	19
	Making stories better (redrafting)	20
	Life stories 1 (autobiographies/comprehension)	21
8	Writing frames (story planning with templates)	22
	Editing	23
	Life stories 2 (biographies/comprehension)	24
9	Proof-reading	25
	E-mails	26
	Poetry text (comprehension)	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet & Learning Outcomes	IBC

^{*}Check-up tests for the above sections can be found in Book D*

Unit 3 - Book B

Text Level Work (NC Levels 2-3)

Comprehension and Composition

William Hartley
Illustrated by Peter Rigg

Section		Page
1	Riddles	1
	Amusing stories (anecdotes)	2
	Argument text (comprehension)	3
2	Letter writing 1 (notes - personal and very informal)	4
	Newsletters	5
	Instruction text (comprehension)	6
3	Letter writing 2 (semi-formal with personal touches)	7
	Drama text	8
	Report text (comprehension)	9
4	Letter writing 3 (formal and impersonal)	10
	Paragraphs	11
	Explanation text (comprehension)	12
5	Alliteration	13
	Fact or fiction?	14
	Recount text (comprehension)	15
6	Leaflets	16
	Blurbs and advertisements	17
	Narrative text (comprehension)	18
7	Story boards (story planning with pictures)	19
	Redrafting	20
	Life stories 1 (autobiographies/comprehension)	21
8	Writing frames (story planning with templates)	22
	Editing	23
	Life stories 2 (biographies/comprehension)	24
9	Proof-reading	25
	E-mails	26
	Poetry text (comprehension)	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet/Learning Outcomes	IBC

^{*}Check-up tests for the above sections can be found in Book D*

Unit 3 - Book C

Text Level Work (NC Levels 3-4)

Comprehension and Composition

William Hartley
Illustrated by Peter Rigg

Section		Page
1	Riddles and jingles	1
	Anecdotes and fables (comprehension)	2
	Argument text (comprehension)	3
2	Letter writing 1 (notes - personal and very informal)	4
	Newsletters	5
	Instruction text (comprehension)	6
3	Letter writing 2 (semi-formal with personal touches)	7
	Drama text	8
	Report text (comprehension)	9
4	Letter writing 3 (formal and impersonal)	10
	Paragraphs	11
	Explanation text (comprehension)	12
5	Alliteration (starting sounds)	13
	Non-fiction or fiction?	14
	Recount text (comprehension)	15
6	Leaflets	16
	Blurbs and advertisements	17
	Narrative text (comprehension)	18
7	Story boards (story planning with pictures)	19
	Redrafting (making stories better)	20
	Life stories 1 (autobiographies/comprehension)	21
8	Writing frames (story planning with templates)	22
	Editing (checking the facts)	23
	Life stories 2 (biographies/comprehension)	24
9	Proof-reading	25
	E-mails	26
	Poetry text (comprehension)	27
	Additional Information for Teachers	28 - 29
	Pupil's Record Sheet/Learning Outcomes	IBC

^{*}Check-up tests for the above sections can be found in Book D*

Literacy Support Unit 1 - Word Level Work - Book A (NC Levels 1-2)

Phonics, Spelling and Vocabulary

A set of literacy resource sheets for pupils working towards NC level 2.

INTRODUCTION

About the series

General Information

The activity sheets in *Literacy Support* cover all the main topic areas in the National Literacy Strategy and are intended for pupils who have special educational needs in literacy and who are performing below the expected level for pupils of their age. The series is made up of three units. Each unit has four books (A, B, C, D). Books A, B and C are split into sections and are incremental in difficulty ranging between National Curriculum English levels 1 and 4 (Reading Ages 6 to 10+ years). Books A, B and C in the same unit are also structurally linked in that the same numbered page in each book addresses similar literacy content. Thus, for example, you will find that the activity sheet on Page 14 in Unit 1 Books A-C is always about 'How to use a dictionary' and the activity sheet on Page 20 is always related to 'Compound words'. Therefore, differentiation between pupils of varying abilities is made easy by using sheets from the same page number from more than one book to provide the same or similar material at different NC levels.

Check-up Tests

Book D contains *Check-up tests* for the material contained in Books A, B and C of the same unit. The tests should provide a clear idea of how well individual pupils are progressing with each area of their literacy work. The *tests* are at three different NC levels. The contents page of Book D clearly indicates the NC level being assessed by each group of tests. The questions in the tests are numbered to key in with the page numbers of the activity sheets in Books A, B and C to which they relate. Each *Check-up test* covers one section of activity sheets from Books A, B or C of the same unit. Once a pupil has completed the appropriate section of activity sheets he or she should then be in a position to take the appropriate *Check-up test*.

Each test has three questions and in Units A and B, a maximum of 9 marks. In Unit C, the number of marks awarded for each test is left to the discretion of the teacher.

Although the content of each book draws heavily on the main learning objectives of the primary *National Literacy Strategy*, the presentation and content of the text and the illustrations is more in keeping with the kinds of layout familiar to KS3 pupils.

The series consists of three units: Word Level Work - Phonics, Spelling and Vocabulary

Sentence Level Work - Grammar and Punctuation

Text Level Work - Comprehension and Composition

The structure, the title and the NC and reading level of each book is summarised on the chart below.

Unit 1 Word Level Work			Unit 2 Sentence Level Work				Unit 3 Text Level Work					
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Book	Α	В	С	D	Α	В	С	D	Α	В	С	D
NC Eng level	1-2	2-3	3-4	Check-up tests L2-4	1-2	2-3	3-4	Check-up tests L2-4	1-2	2-3	3-4	Check-up tests L2-4
Reading age (yrs)	6-7	8-9	10+	6-10+	6-7	8-9	10+	6-10+	6-7	8-9	10+	6-10+

Books A, B and C in each unit contain twenty-seven photocopiable resource sheets and a pupil's record sheet which also highlights the hoped-for learning outcomes for each activity sheet. The *Information Box* at the top of each sheet is there to provide the pupil with basic information and helpful hints for successfully completing most of the activities on the page. The final question on each sheet, however, may sometimes require the pupil to carry out additional research and record their findings on a separate sheet of paper or in a notebook. All sheets are suitable for either classroom use or as a follow-up homework activity. The activity sheet titles listed on the first page give a reasonably clear idea of the learning objectives for each sheet.

Pupil's Record Sheet/Learning Outcomes

A record of an individual pupil's results can be made by photocopying the *Pupil's Record Sheet*. The *Record Sheet* also provides guidance on the intended learning outcomes of each activity sheet. These learning outcomes may be useful when planning your programme of work in literacy.

Teacher's Notes

Brief teacher's notes can be found on the final two pages of Books A, B and C. These complement the resource sheets and contain additional information which teachers might find useful.

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