

Enhanced Alphabet Instruction Routine

Daily alphabet instruction with the letter of the day

Step 1 - Explanation of Objective

Today you will be learning the name, sound, and how to write the letter _____. Learning this letter will help you to read and write many words.

Step 2 - Letter Identification

Letter Name

This is the letter _____ (use letter name). This is the uppercase letter _____ (use letter name). This is the lowercase letter _____ (use letter name). *As you talk, show or write the letters. If the student uses an alternate pencil or keyboard, demonstrate how you can find it on their writing tool as well.*

Let's practice naming this letter. What is this letter? You can say it with your mouth or you can say it in your head. *Point to uppercase and lowercase letters in different orders at least three times, reminding students to say the letter name either out loud or with their inner voice.*

Letter Sound

This is the letter _____ (use letter name). This letter represents the sound ____ (use most common sound). *As you talk, show or write the letters.* Talk about people, places or things which include that letter sound in their name and which might help the student to remember the sound.

Let's practice saying the sound this letter represents. The letter ____ (use letter name) represents the sound ____ (use most common sound). Let's say it together - you can say it with your mouth or you can say it in your head. *Point to uppercase and lowercase letters in different orders at least three times, reminding students to say the letter sound either out loud or with their inner voice.*

Step 3 - Recognising the Letter in Text

Now, let's look for the letter ____ (use letter name). *Have some text ready to search for the letter. You can look for it in books, signs, advertising material or other print in the environment. Each time they find the letter, encourage students to say both the letter name and the letter sound - either out loud or in their head. If a student cannot point to letter, use partner assisted scanning to encourage them to find the letter in print.*

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Enhanced Alphabet Instruction Routine Continued...

Step 4 - Producing the Letter Form

Teacher Produces the Letter

Let me show you how to write the letter ____ (use letter name). This is ____ (write upper case letter and use letter name) and this is ____ (write lower case letter and use letter name). *As you write the letters, talk about how to write them and about their shape e.g. To write uppercase A I go up and then down and then I do a separate line across. Uppercase A looks a bit like a tent - it has a point at the top.*

Student Produces the Letter

If student uses an alphabet flip chart:

Let's practice writing the letter ____ (use letter name) together using the flip chart. *Practice finding and pointing to uppercase and lowercase forms using flip chart(s), showing the student how they would navigate to them.*

If student uses an keyboard, letter board or alphabet page in their AAC system:

Let's practice writing the letter ____ (use letter name) together using the keyboard/letter board. *Practice finding and pointing to uppercase and lowercase forms using their writing tool.*

If student uses pencil or a marker:

Let's practice writing the letter ____ (use letter name) together using a pencil/marker. *Practice writing uppercase and lowercase forms using a pencil or marker.*

Step 5 - Summary

Now we know the name of this letter. It is the letter ____ (use letter name). It represents the sound ____ (use most common sound). Now we can use this letter to help us read and write many words.

Thanks to Mary-Louse Bertram at Durham Road School for her input.

Handout based on the article below and on information from the Centre for Literacy and Disability Studies.