



INTRODUCTION

The *Reading Step By Step* program is a multimedia series of 36 lessons designed to develop competency in decoding and comprehension skills. This supplementary primary reading program consists of three units of 12 lessons each. The lessons employ audio media and blackline response sheets. The lessons in Unit 1 concentrate on readiness skills and are designed to strengthen the student's foundation for reading. Unit 2 lessons deal with letter sounds and reinforce decoding skills. Unit 3 contains lessons which develop beginning comprehension skills. The program also builds auditory discrimination, auditory motor, visual motor, and auditory memory skills.

Reading Step By Step is an audiovisual learning tool which individualizes instruction. Its purpose is to allow the student to work at his or her own pace to experience growth in the first critical steps in the reading process.

Although the program is designed to be used in kindergarten through third grade, it can be a valuable tool in remedial work at higher grade levels. It may also be used to good advantage with learning disabled children at the primary and intermediate grade levels.

USING THE PROGRAM

THE AUDIO

The audio lessons employ a variety of motivational techniques which are designed to capture and hold the student's interest in the lessons. In some cases, dramatization of a part of a story or dialogue between characters is used; in others, music and sound effects are employed. The student is carefully guided through each lesson by a warm, friendly narrator who gives methodical and precise directions for completing the exercises on the activity sheets. Answers for the responses are given by the narrator. This provides the student with immediate reinforcement of the work covered.

Timed pauses are included in the audio to allow the student to complete brief responses on the activity sheets. However, when more than a few seconds are needed to complete a response, the student is told to stop the audio and complete the work. As an added reminder, the audio contains an electronic tone which signals the student to stop the player. When the audio is started again, the narrator assists the student in checking his or her work. Students should be reminded that they may stop the audio whenever additional response time is needed, or to replay any material they may wish to hear again.

The use of headsets is recommended to avoid distracting other students in the classroom and to reinforce the interaction between student and narrator.

Since the student stops and starts the audio several times during the course of each lesson to read part of a story or to complete exercises, the actual time needed will depend on the student's working speed. Some of the lessons involving drill in a particular concept may prove to be a little too lengthy for some of your students to do in one sitting. Such lessons are noted in the manual with a suggestion that the lesson be done one-half at a time during two separate sessions.

THE ACTIVITY SHEETS

Each lesson (except Unit 1, lesson 1) is accompanied by one or more illustrated activity sheets duplicated from blackline masters. Activity sheets use illustrations which are familiar and appealing to young children. The size of the print has been carefully selected for appropriateness to students at the primary level.

THE TEACHER'S GUIDE

This guide contains individual summaries of the 12 lessons in Unit 1. Summaries of Unit 2 and Unit 3 can be found in section 2 and 3 in the back of this book. Each summary lists the skills objectives for the lesson, the estimated working time needed by students to complete the lesson, and a list of the materials needed for working in each lesson.

The guide also provides reproductions of the blackline sheets, with correct responses overprinted. The answers provided with the lesson summaries will aid you in spotchecking student responses.