

READ this document 1<sup>st</sup> before trying to run Say & Spell

This program requires Powerpoint (or the free reader), Microsoft word (or compatible such as openoffice.org) and adobe acrobat reader.

To run SAY & SPELL each one should be in its own folder with all the files.

I suggest you create folders called:

**SAY&SPELL-K**

**SAY&SPELL -1**

**SAY&SPELL -2**

For the respective programs.

**NOTE: If you use EXTRACT using WINZIP or similar program, then the Zip files will be put into a directory automatically. Make sure you say extract to: C:\**

**Then it creates a say&spell folder in drive C for you.**

To run the programs once they have been unarchived (unzipped):

Say&spell-k simply select the file called: **1say&spell**

Say&spell-1 simply select the file called: **2say&spell**

Say&spell-2 simply select the file called: **3say&spell**

These are PDF files. Each one consists of 8 pages. They link to all the powerpoint files.

Originally, you had to select the files called:

**SAY&SPELL -k            1menu**

**SAY&SPELL -1            2menu**

**SAY&SPELL -2            3menu**

They are Powerpoint files. They still work with Powerpoint 2000 and 2003 (without service pack 2)

After Microsoft created service pack 2, the Powerpoint menu would not open the other files correctly, so to solve this problem I have created an Acrobat menu.

There were other solutions; however this involves downloading and installing other files from the Microsoft site, making it too complex for many users.

## SPECIAL NOTE

You will find that **not all words have been said in the way that you might prefer to teach them to your students**. I acknowledge this.

The solution is a simple one. Either don't use this **FREE** program, or edit some of these words yourself.

One example might be the word A in the first list. I have said it the way we say it in simple short vowel words such as hat, and cat. As the teacher, you would no doubt remind the students that it is actually said (pronounced) differently on its own.

## UNZIPPING the FILES

When you unzip the files, use the EXTRACT option, rather than copying the files into a folder. This way it creates a couple of folders for all the homework sheets, otherwise you might find the links to these files do not work

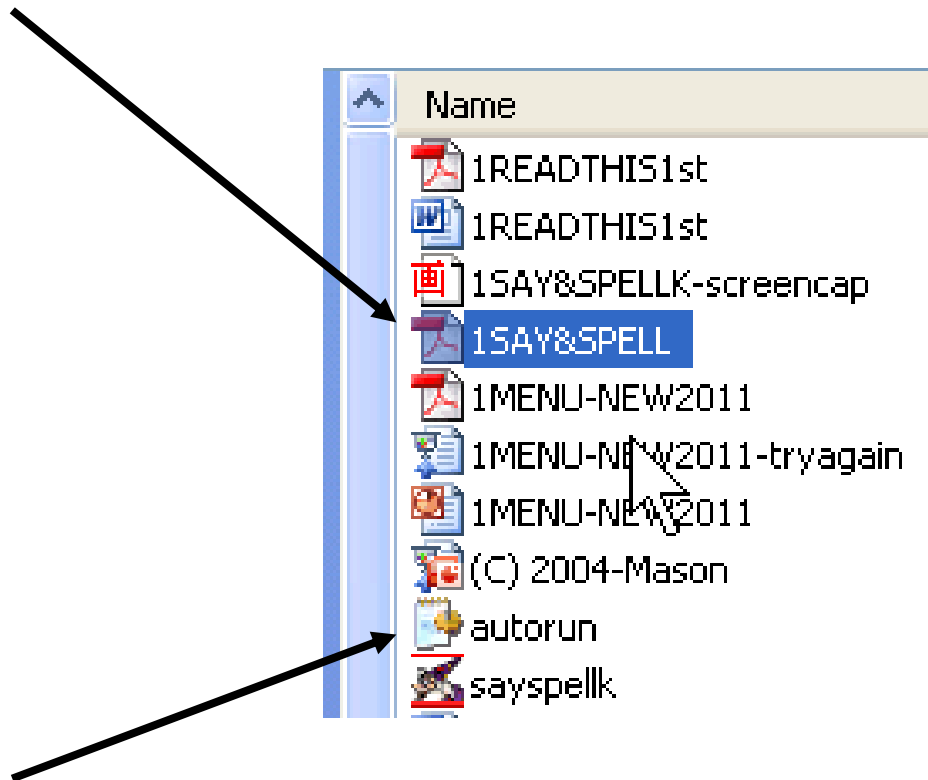
TIP: Click the wizard to link to all the homework sheets.

Enjoy!

## HOW you might use Say & Spell

Once installed, click the file 1SAY&SPELL (or 2SAY&SPELL / 3SAY&SPELL) for the Year 1 and 2 program.

No 1 is designed for Kinder (or a child's first formal year of schooling).



You may have noticed the autorun file. If you copy this program to a CD, including the other folders, it should auto run from a CD.

Once you start the program, you will get a full screen like the one below.

I suggest you don't start using the program yet. I find that children tend to click it multiple times and it sometimes freezes.

The solution is simple.

ES1 Weekly Lists	WORKSHEETS	Week 2	Week 3	Week 4	Week 5	Single Words	
Term		a fat cat mat rat	on and bat sat hat	big pig fig had bit	wig did jig the of	Term	
<u>1</u>		<b>Term 1 SAY AND SPELL</b> <small>Ver 1.2 © 2004-2011 www.teachyourchildrenwell.com.au</small> 					<u>1</u>
<u>2</u>						<u>2</u>	
<u>3</u>		Week 6 bug rug tug sit hug	Week 7 but not mug milk top	Week 8 dot pot hot log is	Week 9 fog dog fun lot in	Week 10 he am to that with	<u>3</u>
<u>4</u>						<u>4</u>	

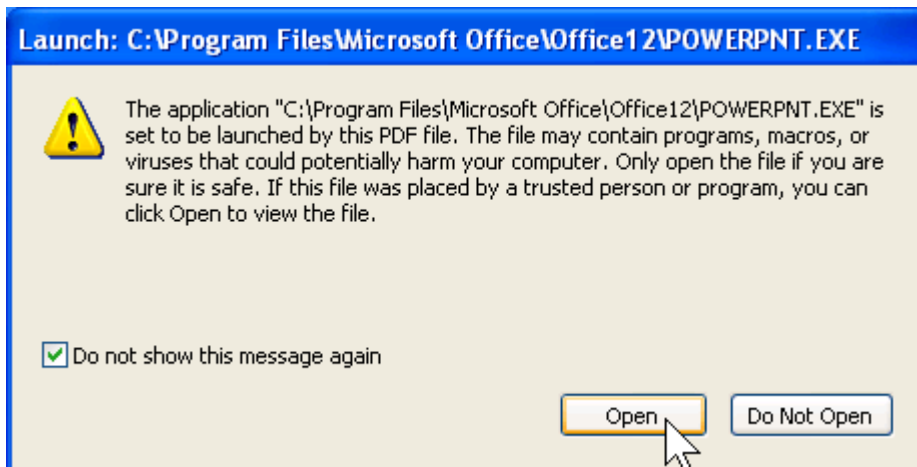
Instead of starting to use the program, press ESCape so you get the following screen.



If you press the numbers 1-4 on the right side of the screen the program allows you to practice INDIVIDUAL words.



When you start the program, you will get a screen similar to this. Select the tick box in the lower left corner, then choose OPEN.



If a child accidentally selects “Do Not Open”, the program may freeze, requiring you to close adobe using CTRL, ALT, DEL.

The numbers down the left column represent Terms in Australia. A school term often consists of about 10 weeks.

By clicking the numbers on the left, you change the lists of words on the menu.



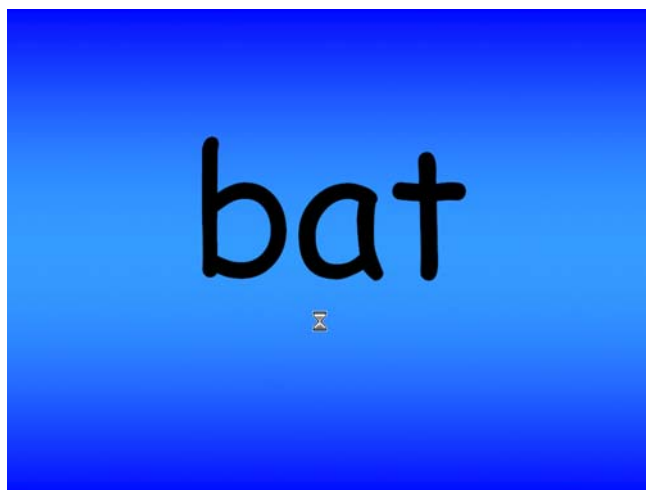
Once you click a group of words (IE. Week 2) the program cycles through those words, slowly.

It pauses after displaying each word.

This is to allow the child plenty of time to SAY the word. Then the child simply presses ENTER, space bar or clicks the mouse.

Okay, now you can use it!

First, a word is displayed.



Now, the child should try to say the word before pressing any other buttons.

Then press space. The sound that each letter or letter combination makes is said as it is highlighted.



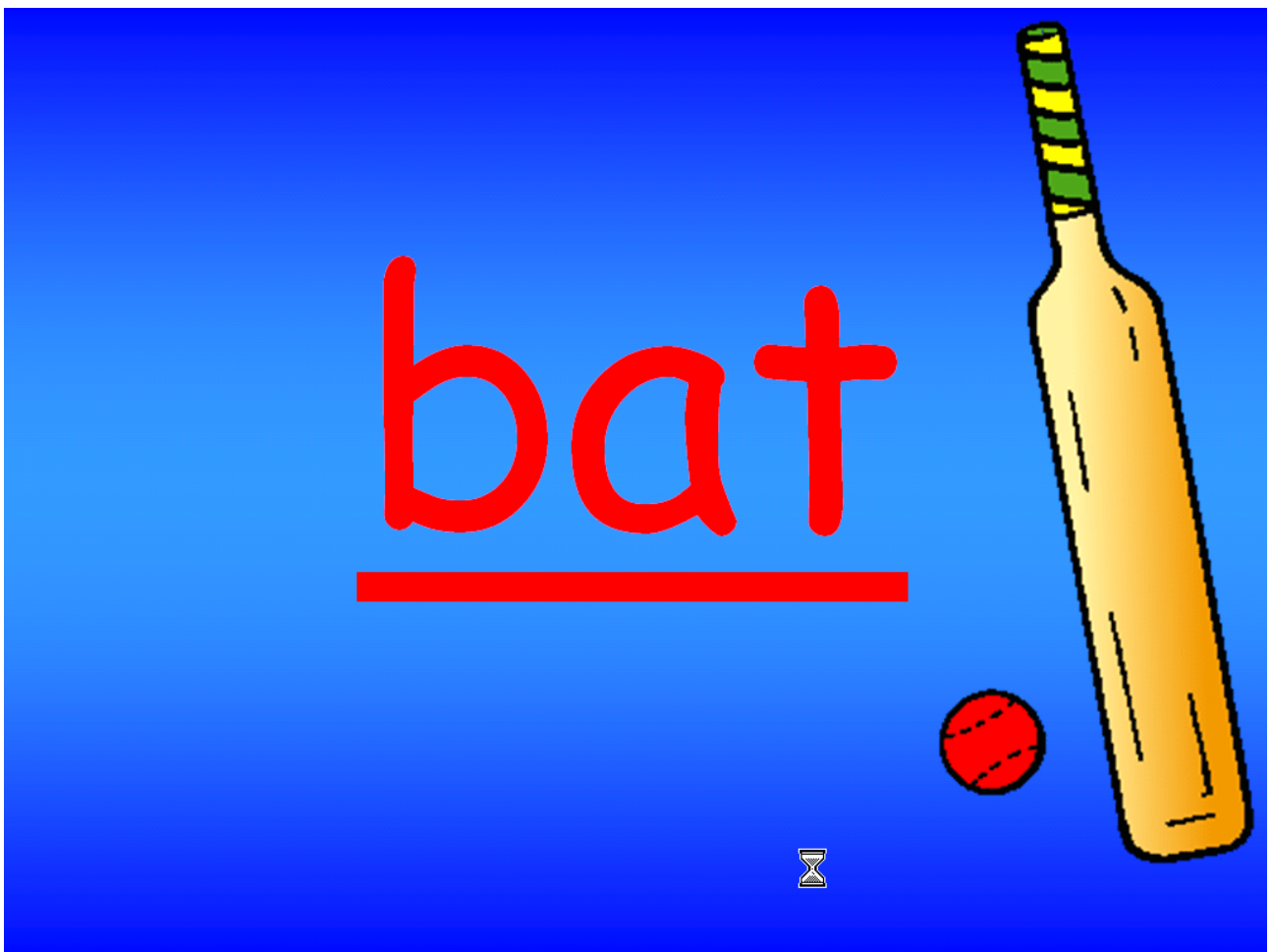


At the end, the word is displayed again.

The word is said again and a visual representation of the word is displayed.

The program pauses until the space bar is pressed.

Then it continues on to the next word.



It is best if each child has their own computer for 10 min each day. Have them go through the list of (5 or 10) words three times each day, four days a week.

They should have mastered the words by then.

Also, have them write out their words once or twice each day!