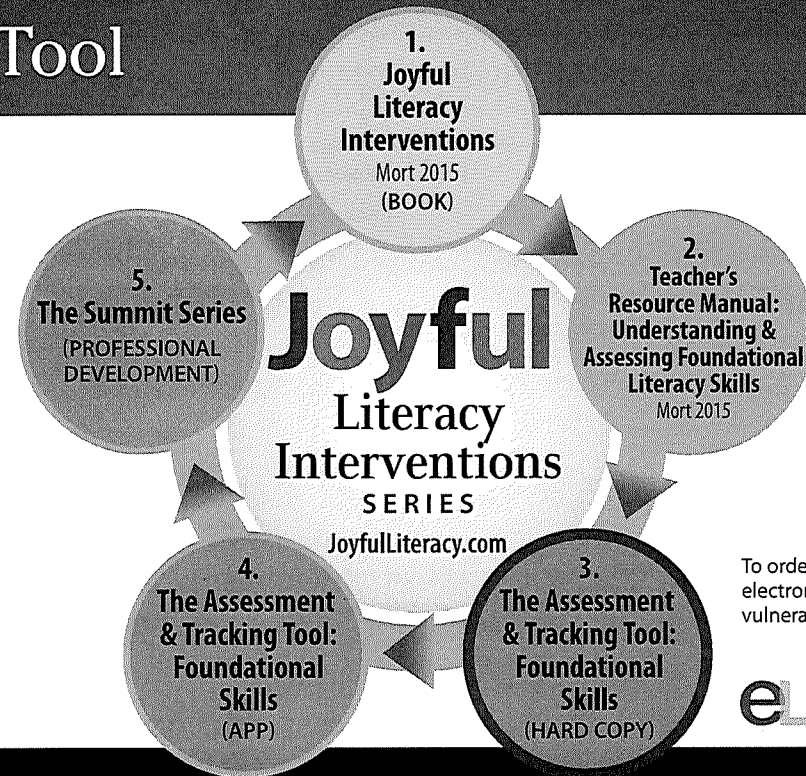
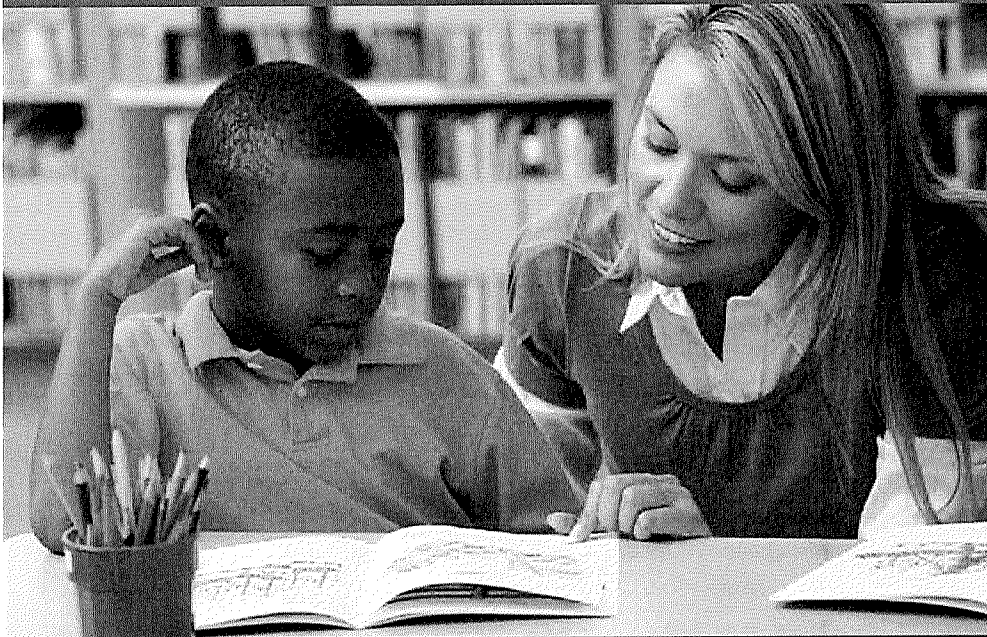


# The Assessment and Tracking Tool: Foundational Skills K to 2

## The Circle Chart Tracking Tool

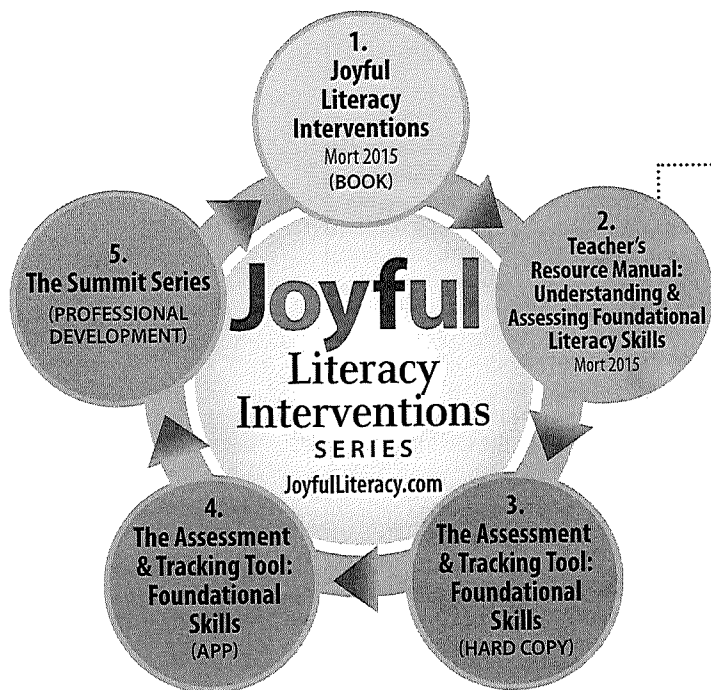


To order hard copies and electronic copies email: [vulnerableaders@shaw.ca](mailto:vulnerableaders@shaw.ca)

A First Class Beginning:  
**eL** Early Learning INC.

**JANET NADINE MORT PhD**

Vulnerable children need explicit skill instruction, lots of practice, ongoing assessment and skill tracking – in order to close the achievement experiential gap. Play is not enough!



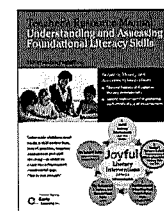
## The Joyful Literacy Series

### A Message from Janet N. Mort PhD

Dear Colleagues:

If you purchase this Assessment and Tracking Tool you may be interested in purchasing the *Teacher's Resource Manual*, which has been designed as a companion to the *Assessment and Tracking Tool* (App or Hard Copy) and addresses the same skills in the same order. The following description provides you with details.

#### 2. The Joyful Literacy Teacher's Resource Manual: Understanding and Assessing Foundational Literacy Skills



I developed this *Teacher's Resource Manual* to accompany my *Joyful Literacy Series* so that teachers have an up-to-date manual that defines the skills young children require to become literate. It provides instructions for assessing the skills in simple and informal ways that are consistent with the latest research on the science of literacy.

#### The Science of Literacy

The science of literacy has evolved most significantly in the past decade (post 2005). While conducting classroom research studies in implementation pilot sites over the course of the past seven years, it became apparent to me that teachers who had graduated prior to 2005 had sincere intentions, but wanted and needed updates on the most recent research on literacy foundational skills. Even some universities and teacher preparation programs were providing "dated" research to new graduates.

For this reason I developed this *Joyful Literacy Teacher's Resource Manual*. It is research-based (post 2009) as well as common core compliant – suitable as a support for literacy programs anywhere.

#### Teacher's Resource Manual Content

For each section of the manual listed in the Table of Contents teacher are provided with the following template.

Part One of each section:

- describes the relevant research;
- defines what children need to know in general terms;
- identifies why the skill set is important; and
- the list of skills that need to be assessed (which are also the skills referenced in the Circle Chart Assessment and Tracking Tools – hard copy and app).

Part Two of each section provides assessment instructions including:

- the purpose;
- achievement indicators;
- recommended procedures;
- examples the teacher can use to conduct the assessment.

The Appendix provides a checklist for the Ideal Classroom. It describes how to incorporate skill instruction, assessment and tracking into a playful, joyful classroom environment.

## The Circle Charts: Tracking Individual Progress of Essential Foundational Skills

### Rationale

#### 1. Why are the *Circle Charts* SO important?

Recent research (2009) has affirmed that without specific foundational skills in kindergarten and grade one, most vulnerable children will struggle throughout their school experience due to a lack of specific skills, loss of confidence, and diminished self-concept. Research has now identified skills essential to kindergarten and grade one; further studies declare that 90% of all children can be successful if these skills are mastered in kindergarten, grade one and grade two. Provincially only 67% of children enter school ready to meet literacy expectations, despite the most recent research proving that they are developmentally ready. The problem is that many young children have not had rich literacy experiences between birth and age five.

These Circle Charts provide a simple tool that can guide the initial assessment at kindergarten entry and subsequently track each child's daily progress throughout the primary years. This ongoing assessment guides daily small-group instruction for vulnerable children in a play-based environment so that many will reach grade two or three achieving at the same level as their more fortunate peers. The skills identified on the Circle Chart are based on the NELP (National Early Learning Panel) report (2009) and the work of major literacy experts.

#### 2. Why is the Teacher's Resource (companion document) SO important?

We should not be teaching anything in our classrooms without understanding why and how to do so. This resource manual has been especially designed to support each section of the Circle Charts. It provides the teacher with a brief explanation of the research about each set of skills and why mastery is so important to literacy success. It defines the skills and provides instructions about how to assess the status of each child's progress prior to entering the results on the Circle Charts. Assessments are best conducted through the use of games manipulatives, concrete objects, picture books and other child-oriented activities – individually or in small groups.

Order the new companion book *Teacher's Resource Manual: Understanding and Assessing Foundational Literacy Skills* from [vulnerableaders@shaw.ca](mailto:vulnerableaders@shaw.ca) for electronic delivery). Janet's book *Joyful Literacy Interventions* provides hundreds of practice activities for these skill sets and descriptions of the ideal classroom environment designed to support Early Learning. All three documents are available in print at [Amazon.com](http://Amazon.com).

## How the Circle Chart Data Can Be Used

### 1. To plan daily instruction

Once the overall class assessment and Circle Chart is completed in September, the teacher has information about:

- the children who require new instruction in the essential skills,
- those who require review of specific skills, and
- those who have mastered the skill and require no further instruction.

This will also enable the teacher to:

- Determine which skills to teach to the whole group,
- Cluster children for like-needs instruction in small groups,
- Assign students to independent practice centers according to their needs, and
- Re-assess skill development regularly to check progress in specific skills.

### 2. To refer students for more specialized assistance

Once the assessments are completed and progress is being tracked, it becomes noticeable that some children are beginning to lag behind – not keeping up with the general progress of other students. This is important data to provide to expert, external support-staff such as special education/speech pathology/counseling staff. The teacher is able to provide specific data that indicates the child may need special assessments.

### 3. To demonstrate the need for more classroom resources

Once the assessments are completed, the data can be shared with the administrator to support requests for additional human or instructional resources. Administrators receive many requests for additional support even when funds are limited, however, when requests are supported by visibly documented data. (For example when it can be demonstrated that many in the class don't know their alphabet in first grade, adult support staff in the school may be assigned to a series of "blitz" activities to close the knowledge gap.

### 4. To communicate with and seek support from parents

Parents like data about their children and they appreciate knowing how their children are progressing compared to other students. Using coded names it is possible to show progress within each skill set to demonstrate mastery of skills in a comparison with other students. Once skill gaps are identified many parents appreciate the opportunity to take home resources like games to work on mastery with their own children.

Teacher's Chart

Class \_\_\_\_\_

Date \_\_\_\_\_

**A1. THE ALPHABETIC PRINCIPLE**

**Letter-sound Recognition (K/1) – LOWER CASE**

- Name lower case letters
- Produce a word beginning with the letter/sound
- Produce letter sounds
- Find the letter in text

STUDENT'S NAME	b	c	d	f	g	h	j	k	l	m	n	p	q	r	s	t	v	w	x	y	z
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Please reference the accompanying **TEACHER'S RESOURCE MANUAL: UNDERSTANDING AND ASSESSING FOUNDATIONAL LITERACY SKILLS** for an understanding of the role these skills play in literacy development and simple instructions for assessing each child's stage of development.

## Reading Essentials

### SECTION 1-A

#### Teacher's Chart

Class \_\_\_\_\_

Date \_\_\_\_\_

#### A1. THE ALPHABETIC PRINCIPLE

##### Letter-sound Recognition (K/1) – UPPER CASE

- Name upper case letters
- Produce letter sounds
- Sequence uppercase letters

STUDENT'S NAME	B	C	D	F	G	H	J	K	L	M	N	P	Q	R	S	T	V	W	X	Y	Z
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A First Class Beginning



Janet N. Mort PhD • jnmort@shaw.ca

Skill Mastery Progress

Black – Sept/Oct/Nov  
Green – Dec/Jan  
Yellow – Jan/Feb/Mar  
Red – Apr/May/June

Degree of Skill Mastery

● Skill Mastery  
● Skill Review Required  
○ Skill Instruction Required

## A1. THE ALPHABETIC PRINCIPLE

### Letter-sound Recognition (K/1) – VOWELS

Date \_\_\_\_\_

[illegible]

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A First Class Beginning:  
Janet N. Mort PhD • [jnmort@shaw.ca](mailto:jnmort@shaw.ca)

**Degree of Skill Mastery**

- Skill Mastery
- ◐ Skill Review Required
- Skill Instruction Required

**Skill Mastery Progress**

Black – Sept/Oct/Nov  
 Green – Dec/Jan  
 Yellow – Jan/Feb/Mar  
 Red – Apr/May/June

Please reference the accompanying **TEACHER'S RESOURCE MANUAL: UNDERSTANDING AND ASSESSING FOUNDATIONAL LITERACY SKILLS** for an understanding of the role these skills play in literacy development and simple instructions for assessing each child's stage of development.

## Reading Essentials

SECTION 1-A

### Teacher's Chart

### A2. PHONOLOGICAL AWARENESS (K/1)

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME	Kindergarten Skills						Grade 1 and 2 Skills					
	Discriminate between rhyming words	Produce words that rhyme	Isolate initial letters	Blend syllables (parts of words)	Segment (words in sentences)	Delete compound words	Isolate medial letters	Isolate final letters	Blend phonemes and letters	Blend syllables	Segment phonemes	Segment syllables and compound words
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**Degree of Skill Mastery**  
☐ Skill Mastery  
☐ Skill Review Required  
☐ Skill Instruction Required

**Skill Mastery Progress**  
 Black -- Sept/Oct/Nov  
 Green -- Dec/Jan  
 Yellow -- Jan/Feb/Mar  
 Red -- Apr/May/June

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### A3. WORD STUDY (1/2)

Date11

### B1. CONCEPTS OF PRINT (K/1)

(INSTRUCTIONS: Use a predictable book of about 8 pages where pictures support text, with periods and question marks. Hand the book to the child closed with the spine facing the child. Begin. Read the book a page or two at a time pausing to ask the next few questions in the list as appropriate to the text.)

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME	Front cover	Title	Print carries message (not the illustrations)	Beginning of text	Left to right sequence	Return sweep	One word	First word	Last word	Spaces between words	First letter in word	Last letter in word	Period	Capital letter	Question mark	Exclamation mark
	Book Concepts			Directionality			Word Concepts				Letter Concepts				Punctuation Marks	
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Teacher's Chart

DOLCH HIGH FREQUENCY WORDS: (PRE-PRIMER 1)

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME

	1. a	2. and	3. away	4. big	5. blue	6. can	7. come	8. down	9. find	10. for	11. funny	12. go	13. help	14. here	15. I	16. in	17. is	18. it	19. jump	20. little
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**Degree of Skill Mastery**  
● Skill Mastery  
● Skill Review Required  
○ Skill Instruction Required

**Skill Mastery Progress**  
Black – Sept/Oct/Nov  
Green – Dec/Jan  
Yellow – Jan/Feb/Mar  
Red – Apr/May/June

Teacher's Chart

DOLCH HIGH FREQUENCY WORDS (PRE-PRIMER 2)

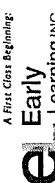
Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME

	21. look	22. make	23. me	24. my	25. not	26. one	27. play	28. red	29. run	30. said	31. see	32. the	33. three	34. to	35. two	36. up	37. we	38. where	39. yellow	40. you
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A First Class Beginning



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Skill Mastery Progress

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Teacher's Chart

**DOLCH HIGH FREQUENCY WORDS: (PRIMER 1)**

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME

	41. all	42. am	43. are	44. at	45. ate	46. be	47. black	48. brown	49. but	50. came	51. did	52. do	53. eat	54. four	55. get	56. good	57. have	58. he	59. into	60. like
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**DOLCH HIGH FREQUENCY WORDS: (PRIMER 2)**

Date \_\_\_\_\_

STUDENT'S NAME

STUDENT'S NAME															Date
															61. must
															62. new
															63. no
															64. now
															65. on
															66. our
															67. out
															68. please
															69. pretty
															70. ran
															71. ride
															72. saw
															73. say
															74. she
															75. so
															76. soon
															77. that
															78. there
															79. they
															80. this

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**Degree of Skill Mastery**

**Skill Mastery Progress**

Black – Sept/Oct/Nov

A First Class Beginning:

**Early**

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☐ Skill Instruction Required

Red – Apr/May/Jun

Janet N. Mort PhD • [jnmort@shaw.ca](mailto:jnmort@shaw.ca)




**DOLCH HIGH FREQUENCY WORDS: (PRIMER 3)**

Date

STUDENT'S NAME

[illegible]

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-  Skill Mastery
-  Skill Review Required
-  Skill Instruction Required

Black – Sept/Oct/Nov  
Green – Dec/Jan  
Yellow – Jan/Feb/Mar  
Red – Apr/May/Jun

**eL** Early Learning INC.

Janet N. Mort PhD • jnmort@shaw.ca

Teacher's Chart

DOLCH HIGH FREQUENCY WORDS: (GRADE ONE 1)

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME

	93. after	94. again	95. an	96. any	97. ask	98. as	99. by	100. could	101. every	102. fly	103. from	104. give	105. going	106. has	107. had	108. her	109. him	110. his	111. how	112. just
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**DOLCH HIGH FREQUENCY WORDS: (GRADE ONE 2)**

STUDENT'S NAME

STUDENT'S NAME		Date _____
		113. know
		114. let
		115. live
		116. may
		117. of
		118. old
		119. once
		120. open
		121. over
		122. put
		123. round
		124. some
		125. stop
		126. take
		127. thank
		128. them
		129. then
		130. think
		131. walk
		132. were

**Degree of Skill Mastery**

● Skill Mastery

**Skill Mastery Progress**

Black – Sept/Oct/Nov

A First Class Beginning:

**Early**

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19

**Degree of Skill Mastery**

- ☒ Skill Mastery
- ☐ Skill Review Required
- ☐ Skill Instruction Required

**Skill Mastery Progress**  
 Black – Sept/Oct/Nov  
 Green – Dec/Jan  
 Yellow – Jan/Feb/Mar  
 Red – Apr/May/Jun

**eEarly Learning INC.**  
A First Class Beginning:  
Janet N. Mort PhD • [jnmort@shaw.ca](mailto:jnmort@shaw.ca)

Teacher's Chart

DOLCH HIGH FREQUENCY WORDS: (GRADE TWO 1)

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME

	133. always	134. around	135. because	136. been	137. before	138. best	139. both	140. buy	141. call	142. cold	143. does	144. don't	145. fast	146. first	147. five	148. found	149. gave	150. goes	151. green	152. its
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Degree of Skill Mastery**

- ☐ Skill Mastery
- ☐ Skill Review Required
- ☐ Skill Instruction Required

**Skill Mastery Progress**

- Black – Sept/Oct/Nov
- Green – Dec/Jan
- Yellow – Jan/Feb/Mar
- Red – Apr/May/June

**Early Learning Inc.**

A First Class Beginning

Janet N. Mort PhD • jnmort@shaw.ca

**DOLCH HIGH FREQUENCY WORDS: (GRADE TWO 2)**

Date \_\_\_\_\_

STUDENT'S NAME															
															153. made
															154. many
															155. off
															156. or
															157. pull
															158. read
															159. right
															160. sing
															161. sit
															162. sleep
															163. tell
															164. their
															165. these
															166. those
															167. upon
															168. us
															169. use
															170. very
															171. wash
															172. why

Degree of Skill Mastery

Skill Mastery Progress

A First Class Beginning:

Early

- Skill Mastery
- ◐ Skill Review Required
- Skill Instruction Required

Black – Sept/Oct/Nov  
Green – Dec/Jan  
Yellow – Jan/Feb/Mar  
Red – Apr/May/Jun

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Please reference the accompanying TEACHER'S RESOURCE MANUAL: UNDERSTANDING AND ASSESSING FOUNDATIONAL LITERACY SKILLS for an understanding of the role these skills play in literacy development and simple instructions for assessing each child's stage of development.

## Reading Essentials

SECTION 1-C

### Teacher's Chart

### DOLCH HIGH FREQUENCY WORDS: (GRADE TWO 3)

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME

	173. which	174. wish	175. work	176. would	177. write	178. your														
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Skill Mastery Progress

Black – Sept/Oct/Nov  
Green – Dec/Jan  
Yellow – Jan/Feb/Mar  
Red – Apr/May/June

Degree of Skill Mastery

● Skill Mastery  
● Skill Review Required  
○ Skill Instruction Required

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**DOLCH HIGH FREQUENCY WORDS: (GRADE THREE 1)**

Date \_\_\_\_\_

STUDENT'S NAME															
															179. about
															180. better
															181. bring
															182. carry
															183. clean
															184. cut
															185. done
															186. draw
															187. drink
															188. eight
															189. fall
															190. far
															191. full
															192. got
															193. grow
															194. hold
															195. hot
															196. hurt
															197. if
															198. keep

Degree of Skill Mastery

Skill Mastery Progress

Black – Sept/Oct/Nov

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Early

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**DOLCH HIGH FREQUENCY WORDS: (GRADE THREE 2)**

Date

STUDENT'S NAME

STUDENT'S NAME															
															199. kind
															200. laugh
															201. light
															202. long
															203. much
															204. myself
															205. never
															206. only
															207. own
															208. pick
															209. seven
															210. show
															211. six
															212. small
															213. start
															214. ten
															215. today
															216. together
															217. try
															218. warm

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**Degree of Skill Mastery**

● Skill Mastery



**Skill Mastery Progress**

Black – Sept/Oct/Nov

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**Early**

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-  Skill Mastery
-  Skill Review Required
-  Skill Instruction Required

Black - Sept/Oct/Nov  
Green - Dec/Jan  
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Red - Apr/May/Jun

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## Reading Essentials

SECTION 1-D

### D1. READING FLUENCY AND COMPREHENSION (K/1/2)

#### Teacher's Chart

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME	Reads text with accuracy and fluency	Reads text with expression and volume	Reads text with phrasing	Reads text with pace	Engages in stories independently	Engages in story reading in groups	Responds to stories with questions or comments	Retells stories including setting, theme, plot and conclusion	Summarizes the reading	Participates in extension activities post-reading	Recognizes text features such as table of contents, author notes/biograph, and introductory
	Fluency				Comprehension						
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**Degree of Skill Mastery**  
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## Writing Essentials

### SECTION 2

#### Teacher's Chart

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME

#### EMERGENT WRITING (K)

STUDENT'S NAME	Begin to hear and record sounds in words	Show an understanding that the sequence of letters in a written word represents the sequence of sounds or phonemes in a spoken word	Print their own names and the names of some family members or friends	Usually print from left to right and from top to bottom	Print most letters recognizably	Spell some High Frequency Words conventionally	Print using invented spelling and orally describe what has been written	Show an understanding that the same arrangements of letters construct the same word	
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## SECTION 2

Please reference the accompanying TEACHER'S RESOURCE MANUAL: UNDERSTANDING AND ASSESSING FOUNDATIONAL LITERACY SKILLS for an understanding of the role these skills play in literacy development and simple instructions for assessing each child's stage of development.

## Writing Essentials

## SECTION 2

### DEVELOPMENTAL WRITING (GRADE 2)

#### Teacher's Chart

Class \_\_\_\_\_

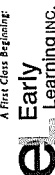
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STUDENT'S NAME

	Develop ideas through the use of relevant details that connect to a topic	Uses variety in sentence length and pattern	Uses some varied and descriptive language	Shows some evidence of individuality	Puts ideas in a logical organization	Completes simple sentences, beginning to use compound sentences	Uses some paragraph divisions	Corrects noun-pronoun and subject-verb agreement	Uses past and present tenses	Uses capital letters at the beginning of proper nouns and sentences	Uses periods, question marks, or exclamation marks at the end of sentences	Uses commas to separate items in a series	Uses words from their oral vocabulary and class lists	Spells words of more than one syllable, high frequency words, and plurals	Attempts to spell unfamiliar words	Uses conventional spelling of common words	Prints legibly, consistent in shape and size	Uses appropriate spacing between letters and words
	Personal Writing										Conventions of Language							
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A First Class Beginning



Janet N. Mort PhD • jnmort@shaw.ca

Skill Mastery Progress

Black – Sept/Oct/Nov

Green – Dec/Jan

Yellow – Jan/Feb/Mar

Red – Apr/May/June

Degree of Skill Mastery

● Skill Mastery

● Skill Review Required

○ Skill Instruction Required

Please reference the accompanying TEACHER'S RESOURCE MANUAL: UNDERSTANDING AND ASSESSING FOUNDATIONAL LITERACY SKILLS for an understanding of the role these skills play in literacy development and simple instructions for assessing each child's stage of development.

## Oral Language Essentials

### SECTION 3

#### ORAL LANGUAGE: SPEAKING AND LISTENING (K/1/2)

##### Teacher's Chart

Class \_\_\_\_\_

Date \_\_\_\_\_

STUDENT'S NAME	Receptive			Expressive								Social		
	Understands classroom language and follows classroom routines	Understands vocabulary to subject and situation	Follows oral directions	Shares personal experiences and feelings related to book topics and book discussions	Speaks fluently and with expression (prosody)	Asks appropriate questions	Can retell aspects of a story and give a topic	Uses language to explain, inquire and compare	Uses speech that is understandable, produces speech sounds correctly (e.g. articulation)	Uses appropriate sentence structure (e.g. grammar)	Is an active participant in classroom language activities	Understands and uses appropriate social conventions for listening and speaking	Ignores distractions during listening activities	
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 ● Skill Mastery  
 ○ Skill Review Required  
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**Skill Mastery Progress**  
 Black — Sep/Oct/Nov  
 Green — Dec/Jan  
 Yellow — Jan/Feb/Mar  
 Red — Apr/May/June

**Early Learning Inc.**  
 A First Class Beginning  
 Janet N. Mort PhD • jnmort@shaw.ca



Please reference the accompanying **TEACHER'S RESOURCE MANUAL: UNDERSTANDING AND ASSESSING FOUNDATIONAL LITERACY SKILLS** for an understanding of the role these skills play in literacy development and simple instructions for assessing each child's stage of development.

# Literacy Essentials

## SECTION 4

### Teacher's Chart

Class \_\_\_\_\_

Date \_\_\_\_\_

### LITERATURE AND INFORMATIONAL TEXT FOUNDATIONAL SKILLS (K/1/2)

Class _____		<div>Identify whether a text is a story or informational (fiction or non-fiction) and why it would be classified as such</div> <div>Identify the cover, back cover and title page</div> <div>Identify the connection between different pieces of information in the text</div> <div>Identify the reasons an author gives for his opinion</div> <div>Identify the differences between two texts on the same topic</div> <div>Name something learned from the text</div> <div>Be able to classify various informational texts: science, social studies, technical, other and their purposes</div> <div>Identify various features of informational text: captions, bold print, subheadings, glossaries, bold icons, subheadings, icons, electronic menus and their usage</div> <div>Describe the connections between a series of events, ideas, concepts or steps identified in the text</div> <div>Determine the meaning of complex words or phrases in context</div> <div>Identify the main purpose of the text – what the author is trying to explain</div> <div>Explain how diagrams or illustrations or figures contribute to the text</div> <div>Describe how the author uses explanations to support the key points</div> <div>Compare and contrast how two texts treat the same topic differently and be able to speculate about why</div> <div>List or describe information learned from the text</div>														
Date _____																
STUDENT'S NAME		Kindergarten Skills							Grade 1 and 2 Skills							
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