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Introduction

Spelling Steps teaches students to spell the words they need for life situations. The vocabulary is drawn largely from a list developed from an analysis of adult reading materials including newspapers, magazines, novels, scientific journals, and other media.

The four-binder spelling program is based on a careful plan for teaching spelling skills. It ensures that students not only learn to spell the vocabulary words, but also master the skills needed to learn to spell new words in the future.

Each student progresses through the program at his or her own rate. Students may grade their own lesson tests and record their scores. This method is recommended for older students and independent study.

Each unit concludes with a review lesson and a unit test. The format for unit tests is left open so that teachers may adapt the test to the needs of each student. The teacher may select which words to include and may determine the length and style of the unit test.

Spelling Steps includes a wide variety of learning activities designed to reinforce and extend spelling skills. Attention is given to providing learning activities that are of interest to middle, secondary, and adult students.

About Checking and Recording

Teachers are encouraged to have students check their answers after completing each lesson. Students may record their scores on the Record of Progress chart for each unit review, beginning with Unit 3, Book 1. To allow students to check their own work, the answer keys may be reproduced and distributed.

A completed progress chart can be helpful for diagnosing a student's strengths and weaknesses. Parents might also like to see how progress is monitored. The process of self-checking, scoring, and monitoring is for analysis by both student and teacher to determine what skills need greater reinforcement.

Following the answer keys and individual student progress chart we have provided a class progress chart to help track up to 30 students' progress through the book. Finally, there is a reproducible certificate of achievement that can be awarded to students when a book is completed.

SPELLING STEPS CHECKLIST

- 1. Look at the word.**
- 2. Say the word out loud.**
- 3. Close your eyes and “see” the word in your mind. Spell the word out loud.**
- 4. Open your eyes. Look at the word to see if you spelled it correctly.**
- 5. Cover the word and write it.**
- 6. Check your spelling. If you made a mistake, start over with step 1.**
- 7. Cover the word and write it again.**

LESSON • 1

Checking Answers

► In *Spelling Steps*, you will check your own answers. This lesson gives you practice checking your work. Read the sentences below. Then write the correct answer in each blank. You may write your answers in either manuscript or cursive letters.

► The number words are

one	two	three	four	five
six	seven	eight	nine	ten

- Write the number word that comes after *one*. _____
- Write the number word that comes after *four*. _____
- Write the number word that comes before *eight*. _____
- Write the number word that comes before *ten*. _____

► The days of the week are

Sunday	Monday	Tuesday	Wednesday
Thursday	Friday	Saturday	

- Write the day of the week that comes *after* Sunday. _____
- Write the day of the week that comes *after* Wednesday. _____
- Write the day of the week that comes *before* Saturday. _____
- Write the day of the week that comes *before* Monday. _____
- If Sunday is the *first* day of the week, Thursday is the _____ day of the week.

✓ **CHECK YOUR ANSWERS!**

Now, check your answers. If you had any errors, reread the questions. Find out why you missed each question.