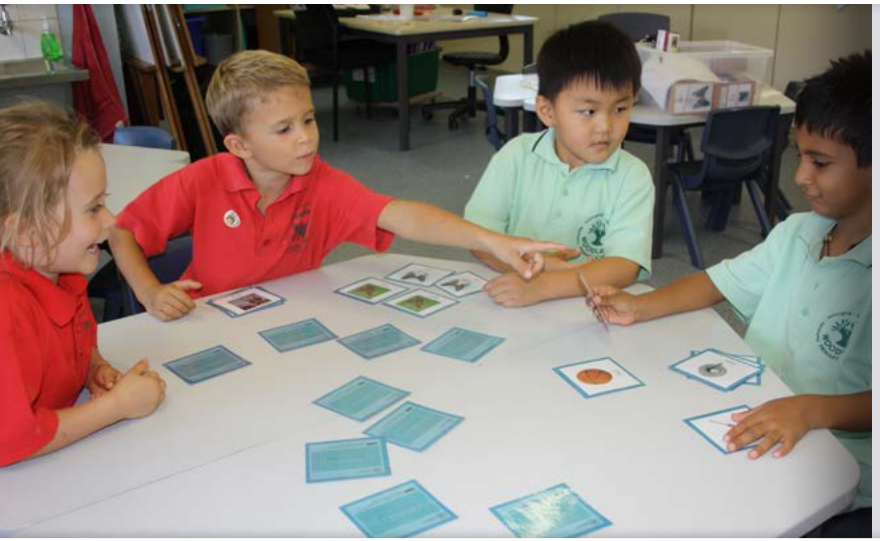
Department of Education

PHONICS TOOLKIT

PHONICS TOOLKIT USER GUIDE



How to make your own phonics resources

Teachers use the Phonics Toolkit to introduce the whole class to graphemes, phonemes, images and words. This supports explicit teaching of phonological and phonemic awareness, and alphabet and phonic knowledge. After explicit teaching, the resources can be used by students in small group practice activities.

This booklet provides tips for easy use of the 'Make your own' templates.

ICT CAPABILITIES INCLUDED IN THE WESTERN AUSTRALIAN CURRICULUM: ENGLISH

Pre-primary

- Construct texts using software including word processing programs (ACELY1654)

Year 1

- Understand concepts about print and screen, including how different types of texts are organised using page numbering, tables of content, headings and titles, navigation buttons, bars and links (ACELA1450)
- Construct texts that incorporate supporting images using software including word processing programs (ACELY1664)

Year 2

- Construct texts featuring print, visual and audio elements using software, including word processing programs (ACELY1674)
- Use software or application by selecting images and typing to 'label' images (ACELY1654c)

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USING THE TEMPLATES

Teachers use the templates in the 'Make your own' section to create contextually relevant resources for their class.

The 'Make your own' templates also provide opportunities for students to develop their ICT capabilities included in the Western Australian Curriculum: English. Students can take their own photographs and use word processing software to add these images and labels to the templates. Teachers use professional judgement to determine which templates meet their students' needs.

Templates can be adapted by teachers and students to include:

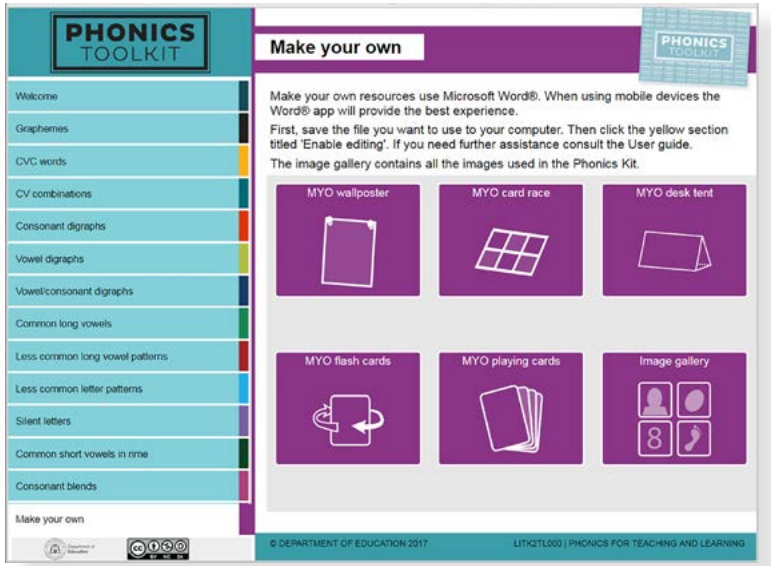
- font type selected for use by individual schools
- photographs of the students, their school and their community
- student names that represent graphemes and their most common sounds
- content specific and topic specific words explored across the eight learning areas of the curriculum.

Students for whom Standard Australian English is an Additional Language or Dialect

The 'Make your own templates' can also be used to support EAL/D learners by harnessing the expertise that they already have in their home language. This approach promotes success and enthusiasm in learners as they see their teachers modelling positive perceptions about their abilities, language and culture. This also builds cultural inclusivity in the classroom, providing all students with opportunities to observe how the literacy of other languages may be different.

Adapt the templates to encourage EAL/D learners to:

- compare words and sounds used in students' home language and SAE
- use the skills developed about the phonographic relationships in their home language so they can transfer these skills to SAE language acquisition
- include two-way learning that explores cultural, linguistic and conceptual differences.



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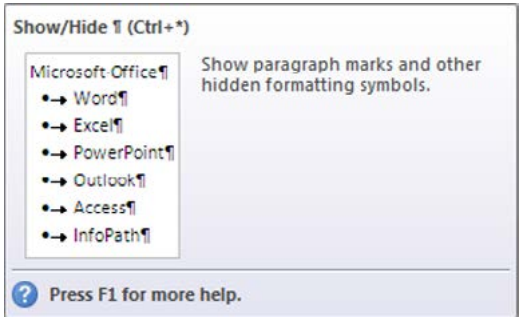
TURN ON FORMATTING SYMBOLS

How to use paragraph marks and hidden formatting symbols

- To begin modifing the phonics template turn on the **Hide/Show** features on the **Home tab** menu > **Paragraph** column in Mircosoft Word.
- The formatting symbols act as a guide for editing and reveals hidden boxes and spaces between letters.



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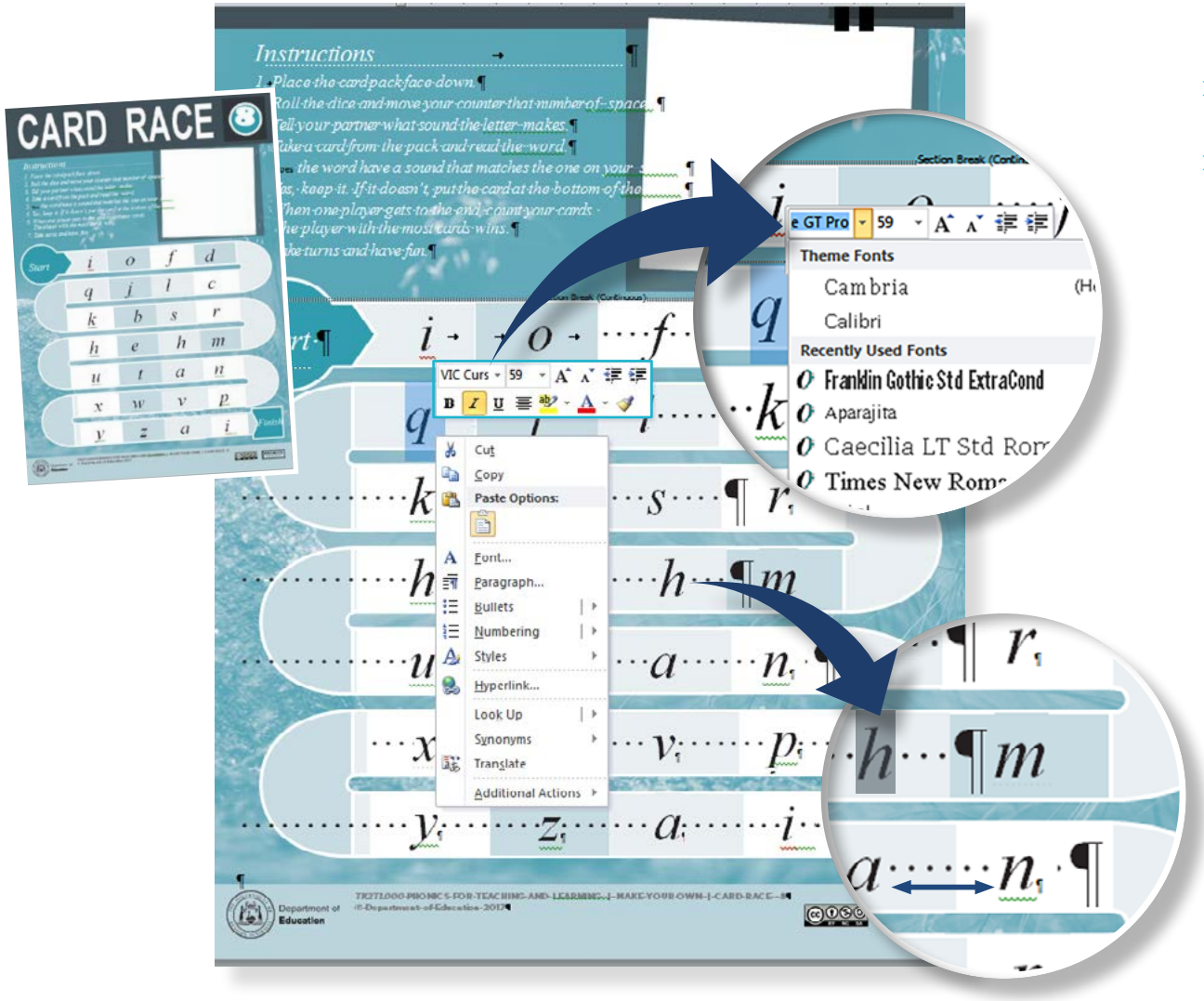
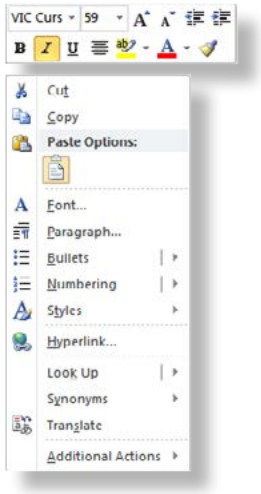
HOW TO CHANGE FONT TYPE AND SIZE



How to change the font type

- Select the letter so that it's highlighted and **right-click** to choose the font type from the drop-down menue.
- Select the font size next to the font type menu, making sure it fits in the space provided.
- Adjust the font size and spacing between letters if required.



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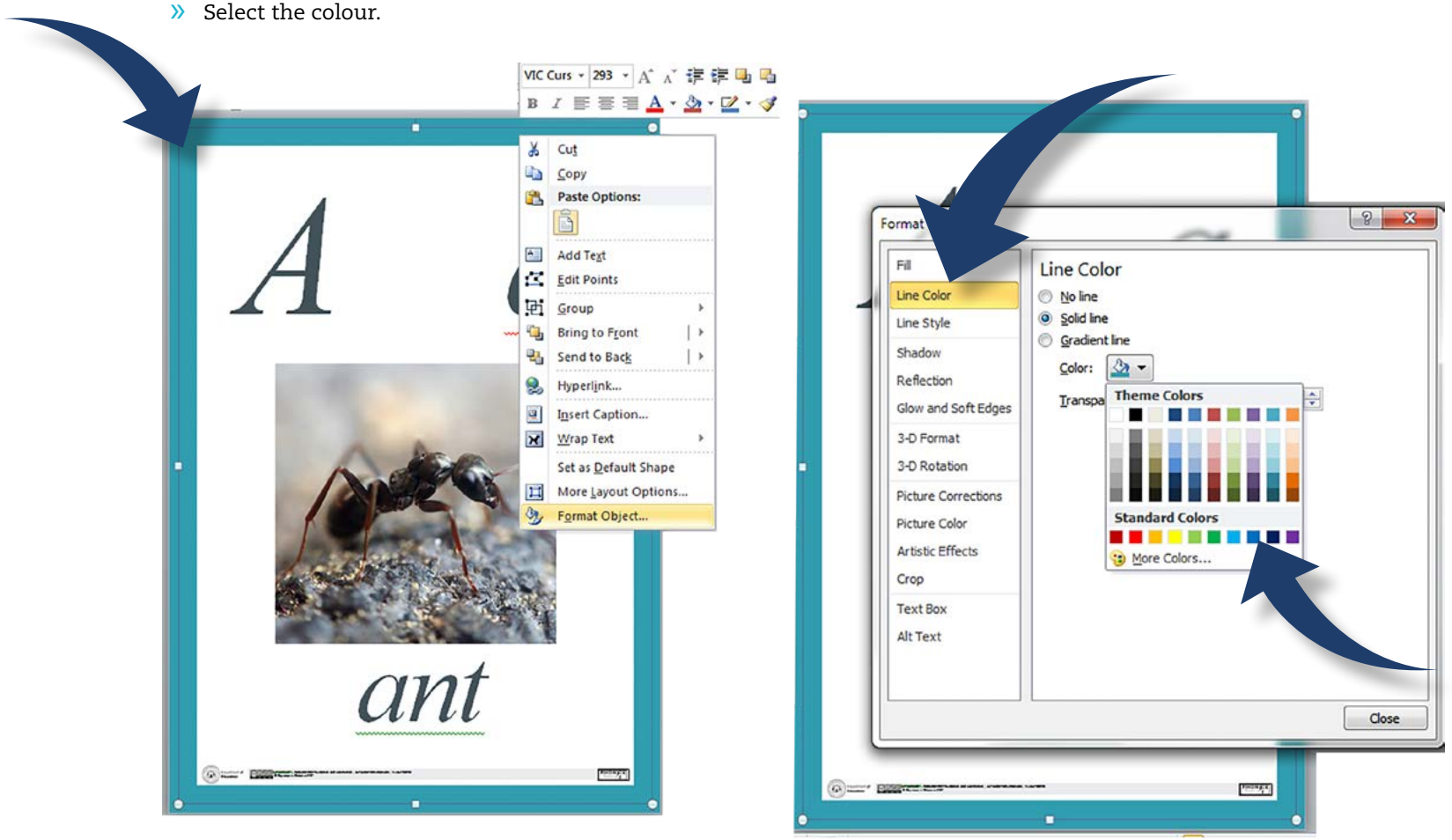
Change the colour of the border

- Right click on the border and click on Format object from the drop down menu.
- Select **Line colour** in the window
- Click on the arrow to make colour palete appear.
- Select the colour.



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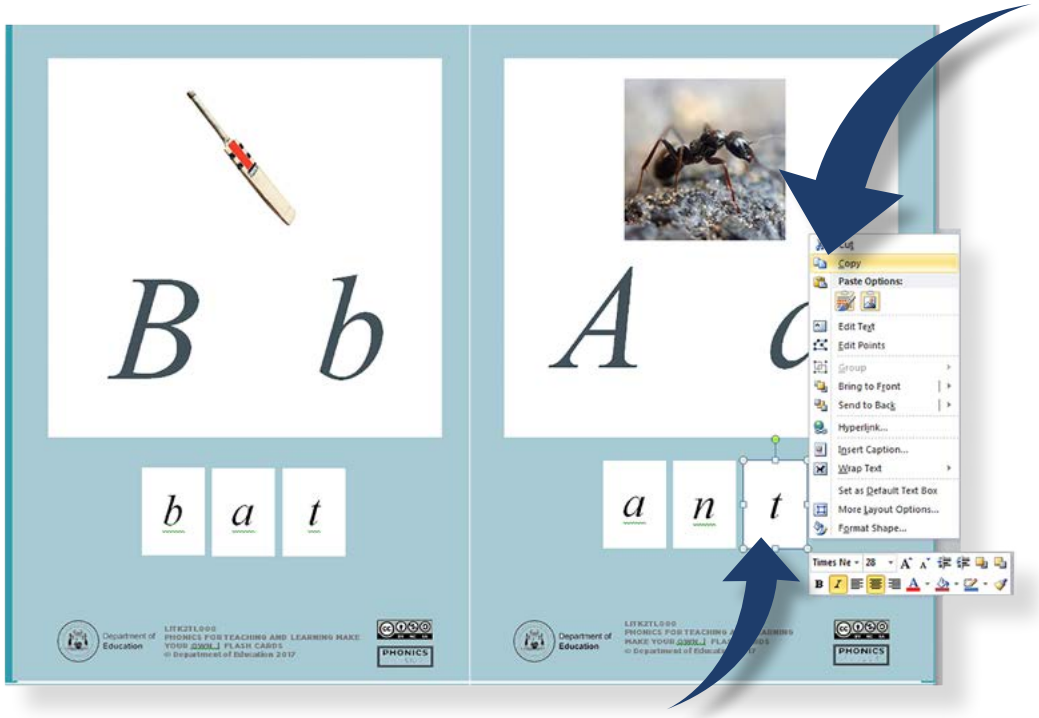
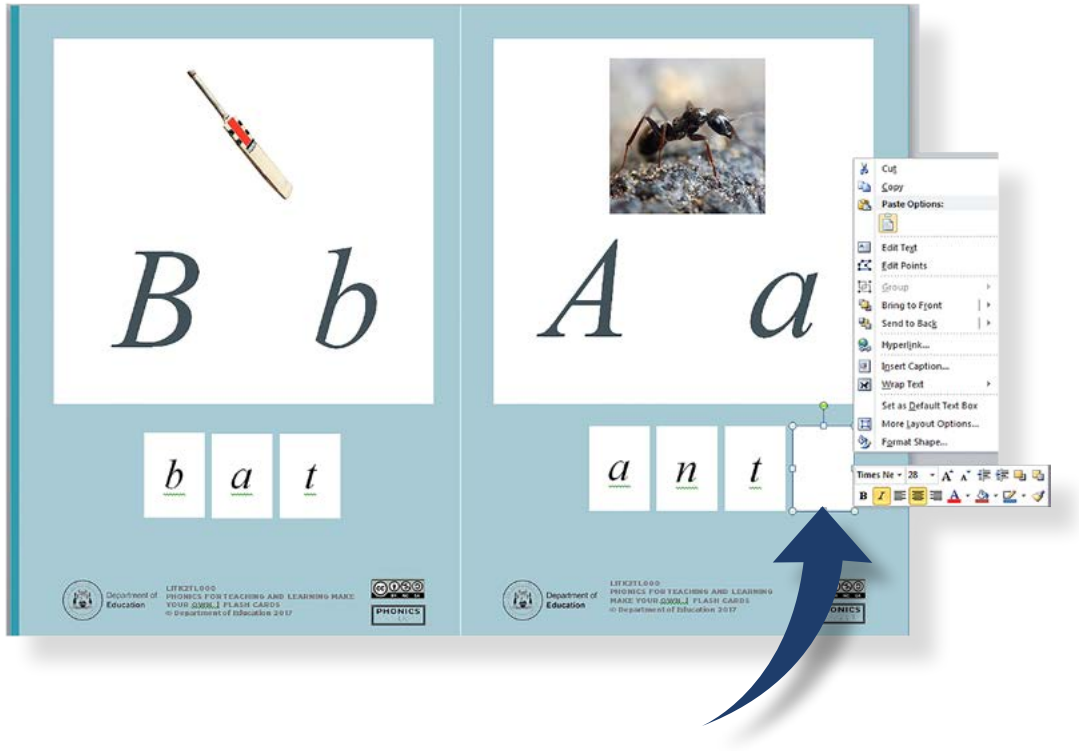


Create or delete text boxes

- To add a text box, click on the white text box, and use the keyboard shortcut (Ctrl - C) to copy and (Ctrl – V) to paste.
- The text boxes can be moved by copy-paste or by clicking and dragging.
- Replace each white text box letter to create a new word or change font type.
- To delete a text box, left click white text box and press the delete button.



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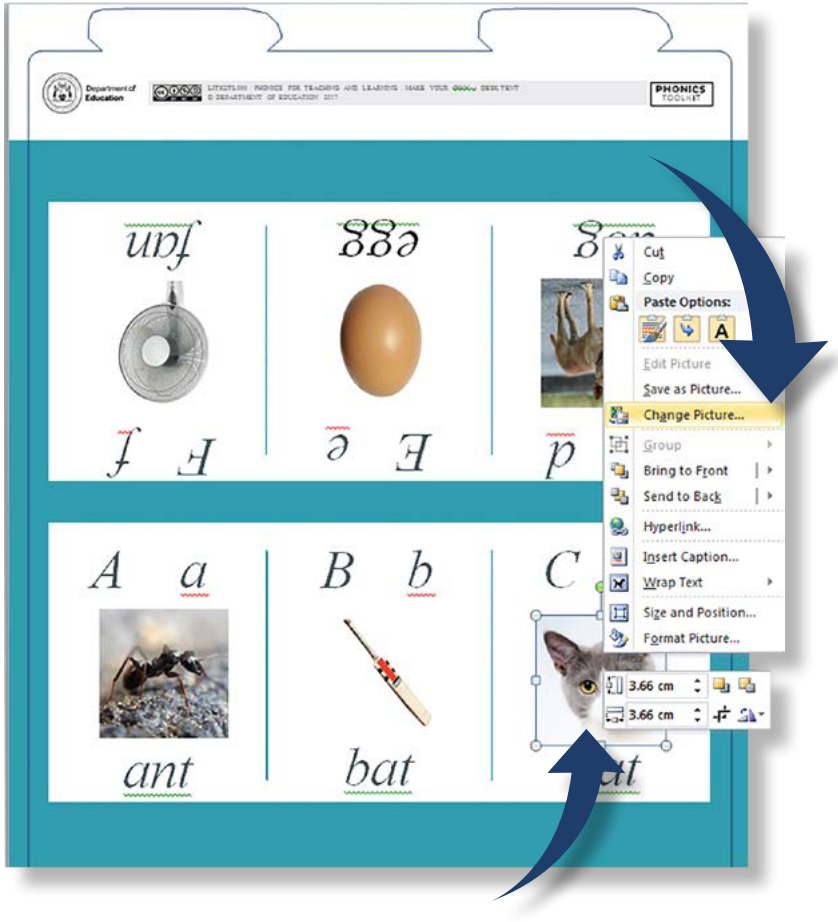
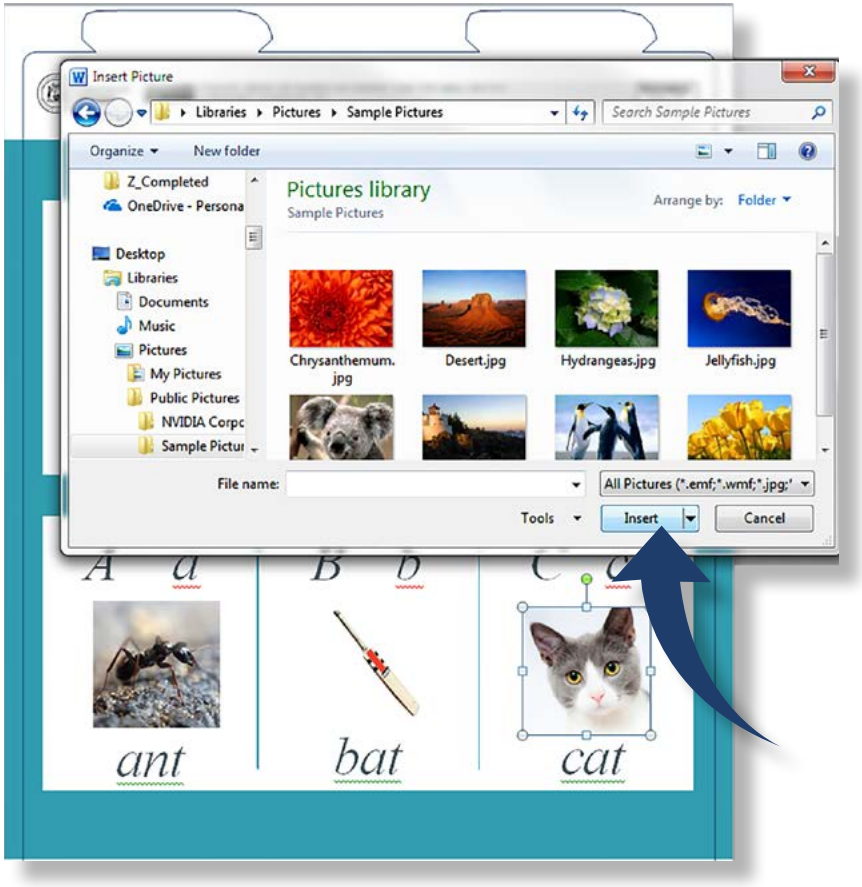
Change the photogaph

- Right click on the photo
- Select **Change picture** from the drop down menu.
- Find and select the photo in your folders.
- Select **Insert** to change photo.





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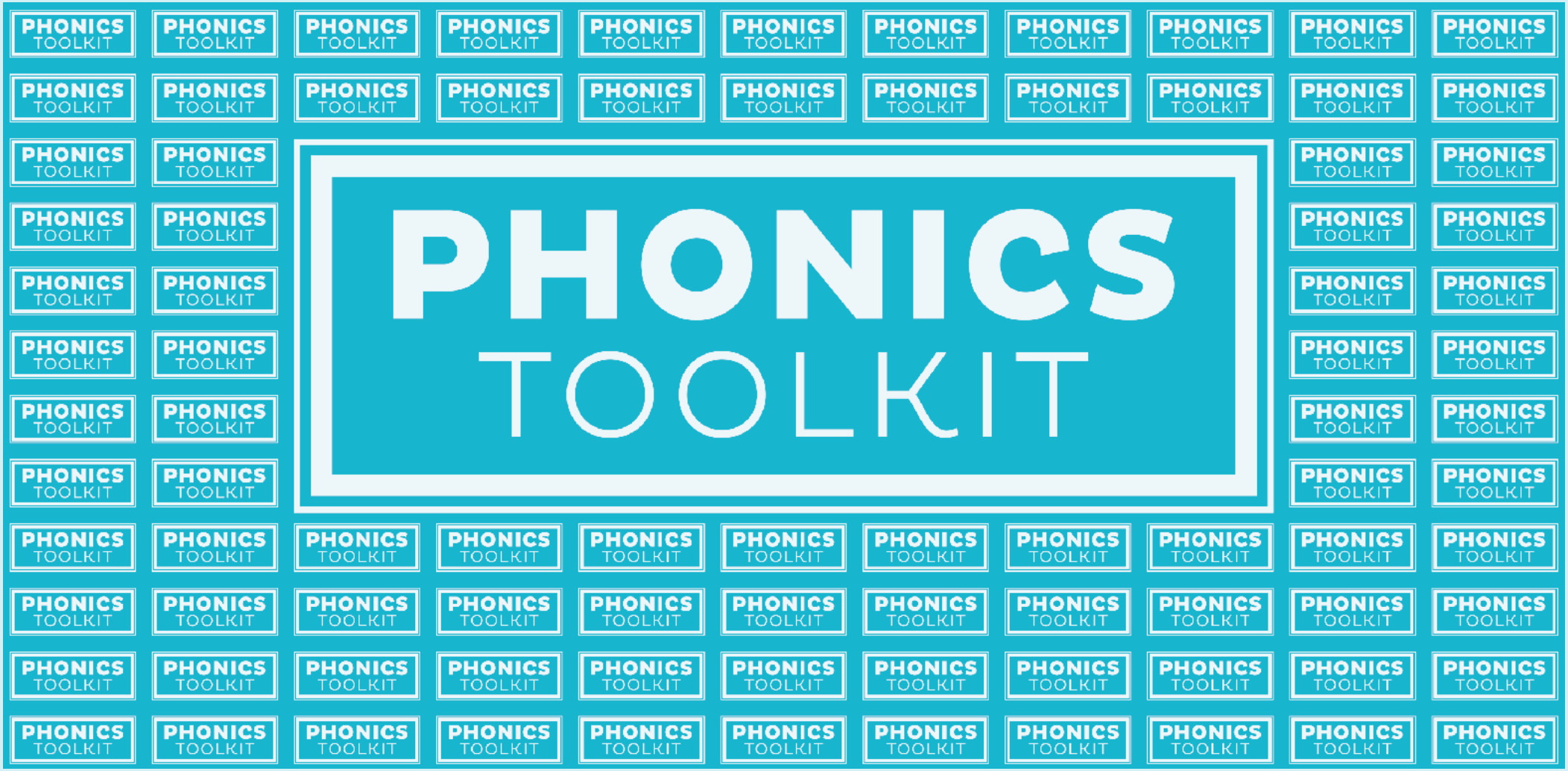

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