



Citizen Literacy

Beginner

Reading and writing for everyone

Student Workbook



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<https://citizenliteracy.com/>

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Student Workbook Contents

Student Details	4
Citizen Literacy Personal Learning Plan.....	5
Lesson 1 Skills Information	19
Lesson 1 Group 1 Sound Image Alphabet	20
Lesson 1 Group 1 Blended Words Working In Pairs	22
Words For Blending And Breaking Down From Group 1 Matspin With 8 Activities	25
Lesson 1 Group 1 Sounds + Images + New Words	28
Lesson 1 Word Bank.....	30
Lesson 1 Handwriting Practice	32
Lesson 1 Matspin Handout.....	37
Lesson 2 Resources.....	38
Lesson 3 Resources.....	39
Lesson 4 Resources.....	40
Lesson 5 Formative Evaluation.....	41



Student Details

Name: _____

Mobile Phone Number: _____

Course: _____

Tutor: _____

Classroom / Location: _____

Organisation: _____



Citizen Literacy Personal Learning Plan

An appropriate image here that is relevant to the learner or the learning provider.

Name: _____

Signature: _____

Date: _____

Class: _____



Personal Learning Plan Contents

How did you find out about this citizen literacy class?	7
What can you do? Reading	8
What can you do? Writing	9
What do you want to learn in your citizen literacy course?	10
Stop! What could stop you learning?	11
How will you deal with this?	11
What can you do now? Reading 1st review	12
What can you do now? Writing 1 st review	13
1st review summary	14
What can you do now? Reading 2nd review	15
What can you do now? 2 nd review writing	16
2 nd review summary	17
Student feedback and planning	18



How did you find out about this Citizen Literacy class?

Please circle

- Big Plus
- Support Worker
- Project
- Friend/family
- Citizen Literacy website
- Self
- Other (please state) _____



What can you do? Reading

How confident are you with the following?

1= Not at all

5 = Very confident



Please circle

Magazines and papers	1	2	3	4	5
Letters and bills	1	2	3	4	5
Signs	1	2	3	4	5
Instructions	1	2	3	4	5
Timetables	1	2	3	4	5
Job Contracts/Payslips	1	2	3	4	5
Emails	1	2	3	4	5
Other	1	2	3	4	5

What do you want help with? _____



What can you do? Writing

How confident are you with the following?

1= Not at all

5 = Very confident



Please circle

Cards and notes	1	2	3	4	5
Shopping lists	1	2	3	4	5
Letters	1	2	3	4	5
Forms	1	2	3	4	5
Timesheets	1	2	3	4	5
Emails	1	2	3	4	5
Spelling	1	2	3	4	5
Using commas, full stops, etc.	1	2	3	4	5
Other	1	2	3	4	5

What do you want help with? _____

Action Plan

What are your long-term goals? _____



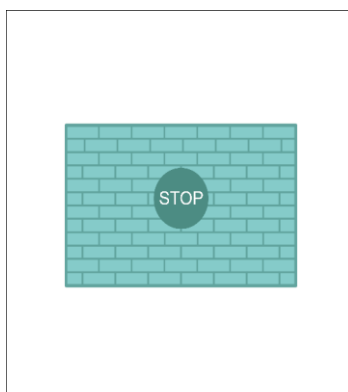
What do you want to learn in your Citizen Literacy course?

- 1.
- 2.
- 3.

How will this make a difference to you?



Stop! What could stop you learning?



How will you deal with this?



What can you do now? Reading 1st Review

Date _____

How confident are you with the following?

1= Not at all 5 = Very confident

Please circle



Magazines and papers	1	2	3	4	5
Letters and bills	1	2	3	4	5
Signs	1	2	3	4	5
Instructions	1	2	3	4	5
Timetables	1	2	3	4	5
Job Contracts/Payslips	1	2	3	4	5
Emails	1	2	3	4	5
Other	1	2	3	4	5

What do you want help with? _____



What can you do now? Writing 1st Review

Date _____

How confident are you with the following?

1= Not at all

5 = Very confident

Please circle



Cards and notes	1	2	3	4	5
Shopping lists	1	2	3	4	5
Letters	1	2	3	4	5
Forms	1	2	3	4	5
Timesheets	1	2	3	4	5
Emails	1	2	3	4	5
Spelling	1	2	3	4	5
Using commas, full stops, etc.	1	2	3	4	5
Other	1	2	3	4	5

What do you want help with? _____



1st Review Summary

Date _____

What have you learned so far?

What difference has this made to you?

What have you found hard?

What do you want to work on now?

- 1.
- 2.
- 3.

What difference will this make to you?



What can you do now? Reading 2nd Review

Date _____

How confident are you with the following?

1= Not at all 5 = Very confident

Please circle



Magazines and papers	1	2	3	4	5
Letters and bills	1	2	3	4	5
Signs	1	2	3	4	5
Instructions	1	2	3	4	5
Timetables	1	2	3	4	5
Job Contracts/Payslips	1	2	3	4	5
Emails	1	2	3	4	5
Other	1	2	3	4	5

What do you want help with?



What can you do now? 2nd Review Writing



Date _____

How confident are you with the following?

1= Not at all

5 = Very confident

Please circle

Cards and notes	1	2	3	4	5
Shopping lists	1	2	3	4	5
Letters	1	2	3	4	5
Forms	1	2	3	4	5
Timesheets	1	2	3	4	5
Emails	1	2	3	4	5
Spelling	1	2	3	4	5
Using commas, full stops, etc.	1	2	3	4	5
Other	1	2	3	4	5

What do you want help with? _____



2nd Review Summary

Date _____

What have you learned so far?

What difference has this made to you?

What have you found hard?

What do you want to work on now?

1.

2.

3.

What difference will this make to you? _____



Student Feedback and Planning

What has been the best bit of your Citizen Literacy course?

What has been the worst bit of your Citizen Literacy course?

Would you like the opportunity to gain a qualification?

Yes/No?

What are you planning to do now?

- College course
- Job
- Other Adult Literacy class
- Voluntary work
- Other

Student Signature:

Date:








Tutor signature:

Date:



Lesson 1 Skills Information

You will see these images on all your classroom activities. They are there to help you see which skills you are building.

Skill	Image
Reading	
Writing	
Listening	
Speaking	
Blending	
Breaking Down Down = D ow n	
Pair work	

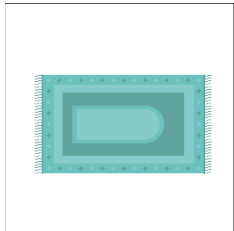




Lesson 1 Group 1 Sound Image Alphabet

Name: _____

Class: _____

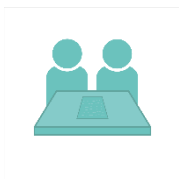
/m/ /a/ /t/ /s/ /p/ /i/ /n/

Sound	Words	Image
/m/	<u>m</u> at st <u>a</u> mp	 <u>m</u> at
/a/	<u>a</u> nt m <u>a</u> t	 <u>a</u> nt
/t/	tap sa <u>t</u> in mi <u>n</u> t	 tap

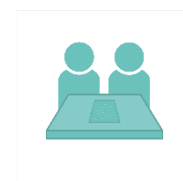
<p>/s/</p>	<p>stamp <u>pa</u>st tap<u>s</u></p>	 <u>s</u> tamp
<p>/p/</p>	<p><u>p</u>ants sp<u>in</u> ma<u>p</u></p>	 <u>p</u> ants
<p>/i/</p>	<p><u>i</u>mp t<u>i</u>n</p>	 <u>t</u> in
<p>/n/</p>	<p>pin<u>n</u> <u>s</u>nap pan<u>n</u></p>	 pin <u>n</u>



Lesson 1 Group 1 Blended Words Working in Pairs



Student 2



Name: _____

Class: _____

Listen to Student 1 say a word

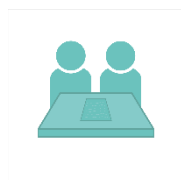


Say the sounds in the word as you write it

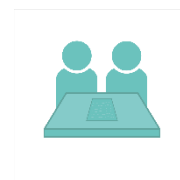


Read the word out to Student 1.





Student 1



Name: _____

Class: _____

Read a word out to Student 2



a	an	pin	satin	past	spit	pat
pan	tip	pins	in	mast	spat	he
nap	tips	stamp	mats	spin	pants	she
pit	tin	mat	ant	pans	spins	stamps



Check Student 1's words using the checklist



Words	✓ / ✗



Words for Blending and Breaking Down from Group 1 matspin with 8 Activities

Name _____

Class _____

1 sound	2 sounds	3 sounds	4 sounds	5 sounds	6 sounds
a	am	amp	amps	stamp	stamps
	an	ant	ants	pants	
		man			
		tan	tans		
	as				
		asp	asps		
	at	mat	mats		
		pat	pats		
			spat		
		sat		satin	
	in		mint	mints	
		pin	pins		
		sin	sins		
			spin	spins	
		tin	tins		
	is				
	it	its			
		sit	sits		
			spit	spits	
	he				
		map	maps		
			mist		



		pip	pips		
		pit	pits		
	she				
		tap	taps		
		tip	tips		

Add more words

Lesson 1

1 sound	2 sounds	3 sounds	4 sounds	5 sounds	6 sounds

Add more words

Lesson 2

1 sound	2 sounds	3 sounds	4 sounds	5 sounds	6 sounds

Add more words

Lesson 3

1 sound	2 sounds	3 sounds	4 sounds	5 sounds	6 sounds



Add more words

Lesson 4

1 sound	2 sounds	3 sounds	4 sounds	5 sounds	6 sounds

Add more words

Lesson 5

1 sound	2 sounds	3 sounds	4 sounds	5 sounds	6 sounds



Lesson 1 Group 1 Sounds + Images + New Words

/she/ + /he/

Name: _____

Class: _____

1. Read and speak



Sound	Image
"sh" sound <sh> letter as in <u>shell</u>	
"h" sound <h> letter as in <u>happy</u>	
"e" sound <e> letter as in <u>we</u>	



2. Read and speak



Word	Sounds	Word
she	"sh" + "e"	she
he	"h" + "e"	he

3. Write



Write



she	he



Lesson 1 Word Bank

Name: _____

Class: _____

Your words today - date

Your words today - date

Your words today - date

Your words today - date

Your words today - date



Your words today - date

Your words today - date

Your words today - date

Your words today - date

Your words today - date

Your words today - date



Lesson 1 Handwriting Practice

Name: _____

Class: _____



Write and say the sounds



m	m	m	m	m	m	m	m
a	a	a	a	a	a	a	a
t	t	t	t	t	t	t	t
s	s	s	s	s	s	s	s
p	p	p	p	p	p	p	p
i	i	i	i	i	i	i	i
n	n	n	n	n	n	n	n



m	a	t	s	p	i	n



Write and say the sounds



m	m						
a	a						
t	t						
s	s						
p	p						
i	i						
n	n						

m	a	t	s	p	i	n



Write and say the sounds and words



a	at	mat	mats	masts	stamps
in	pin	spin	spins	snip	snips
it	pit	pits	tip	tips	mint
she	he	she	he	she	he



Write and say the sounds and words



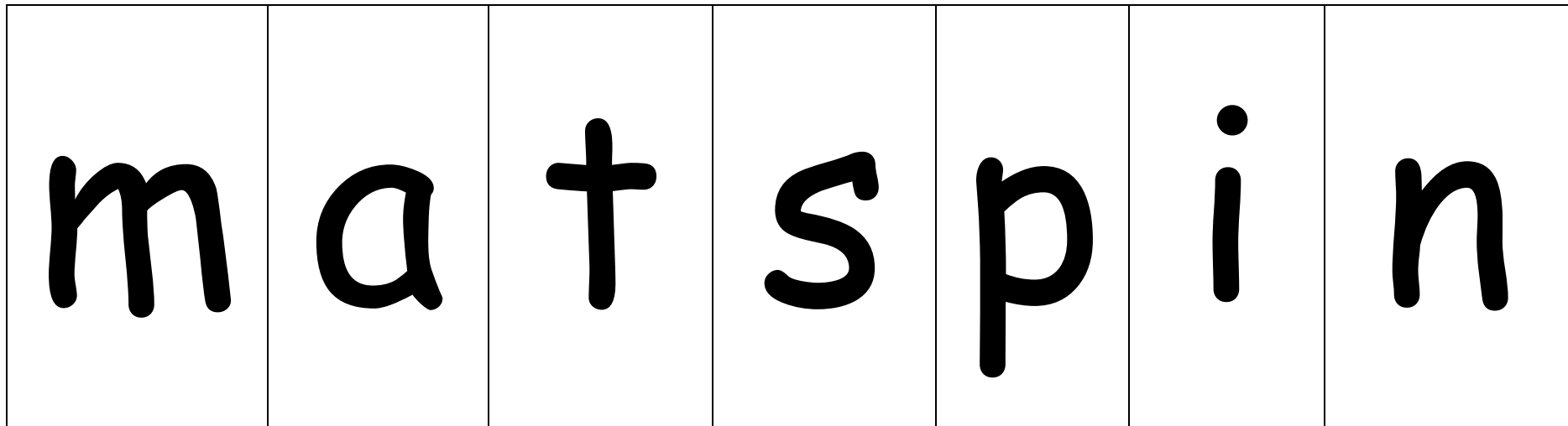
a	at	mat	mats	masts	stamps
in	pin	spin	spins	snip	snips
it	pit	pits	tip	tips	mint
she	he	she	he	she	he



Add new words



Lesson 1 matspin Handout



Note for tutors - for use in classroom I advise printing these out in card for your students. Choose whichever colour suits their needs best (for dyslexia etc).

See Video Lesson 1-11 for 2nd best option using post-it notes <https://youtu.be/qPh0098jvCo>

Lesson 2 Resources

Lesson 3 Resources

Lesson 4 Resources

Lesson 5 Formative Evaluation