

Telepac

Written Name,
Address and
Phone Number

address

Parent
Involvement
Package

WRITTEN NAME, ADDRESS
AND PHONE NUMBER

Jackie Midzinski

Alan M. Hofmeister (Director)
Chuck Atkinson

Project TELEPAC
Exceptional Child Center
Utah State University
Logan, Utah 84322

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INTRODUCTION

Purpose

The purpose of this package is to help you teach your child how to write his name, address and phone number. It is recommended that you follow the instructions carefully, since the package, as it comes to you, has been tested and successfully used by parents before. You need not have had previous experience or specialized training to achieve the best results.

Is Your Child Ready?

If your child can copy any letter of the alphabet so that a stranger can read it, he can use this package.

GENERAL DIRECTIONS

Length ----- Work no longer than 20 minutes a day.

Place ----- Choose a place that is free from distraction.

Time ----- Try to work the same time each day. Do not choose a time during your child's favorite TV show or during his play time.

Getting Ready ----- Have a work space, comfortable chairs, and the package materials ready at the scheduled time. When your child gets ready to work praise him. (For example, "I like the way you get ready to work" or "We are going to have a good lesson".)

Pace ----- If your child is losing interest, speed up the lesson.

Teaching the Lessons --- "P" stands for parent.
"C" stands for child.
Directions are in parentheses. ()

BEGINNING CHECK

Ask your child to write his name, address and phone number. Then have someone who is not familiar with his writing read them. If that person can read the three things the child has written and they are correct, he does not need this package.

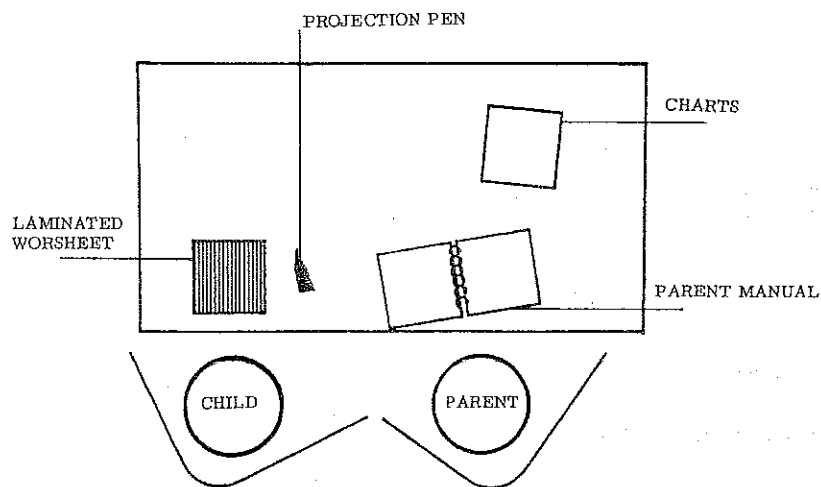
Teach only those skills that your child needs (i.e., if your child can write his name and address but not his phone number, use the lesson format to teach him only his phone number).

SETUP

Materials

1. Parent Manual (What you are now reading.)
2. Parent Chart
3. Child's Progress Chart
4. Child's Laminated Worksheet
5. Projection Pen

SEATING PLAN



CORRECTING AND PRAISING

Correcting

Use these three ways to correct your child.

Tell: When your child has difficulty, tell him how to do the step. Then have him do it by himself.

Show: If your child is still having difficulty, show him how to do the step. Then have him do it by himself.

Help: If your child is still having difficulty, help him. Take his hand and help him write. Then have him do it himself.

When your child makes a mistake, immediately tell, show or help him do it correctly.

Praise

When your child makes a correct answer, it is important to let him know exactly what it is that he did correctly. "Very good" does not tell the child exactly what it is he did correctly. Here are some better ways to praise your child:

"Very good! You made the first letter of your name correctly."

"You're a good worker. You pay attention to your work."

"That's good writing. You also remembered how to write your phone number."

CHARTING

Example of Parent Chart

In the squares next to the word(s) on which you are working, put the lesson number and the date. Be sure to mark each day that you work. Do not go on to the next word until your child has correctly completed the word on which he is working.

PARENT CHART

Name John

WRITTEN NAME, ADDRESS AND PHONE NUMBER

First Name	1/6 1	1/7 1	1/8 2	1/9 3	1/10 4	1/11 5							
Last Name	1/12 1	1/13 2	1/14 3										
Both Names													
Address													
Town													
Phone Number													
Final Check													

CHILD'S PROGRESS CHART

Example of Child's Progress Chart

WRITTEN NAME, ADDRESS AND PHONE NUMBER

First Name —

Last Name — 2 3 4 5

Both Names — 1 2 3 4 5

Address — 1 2 3 4 5

Town — 1 2 3 4 5

Phone Number — 1 2 3 4 5

Final Check

Have your child color in the circle for each lesson as he completes it. When he completes the Final Check, have him fill in the circle and let him keep the chart.

LETTER AND NUMBER EXAMPLE SHEET

The Letter and Number Example Sheet is for the parents to use as a guide when they are writing letters and numbers for their child to copy. Use capital letters as they are normally used (i.e., to begin formal names). Try to write your letters and numbers as much like the example as you can.

a	b	c	d	e	f	g
h	i	j	k	l	m	n
o	p	q	r	s	t	u
v	w	x	y	z		
A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z		

1 2 3 4 5 6 7 8 9 0

HOW TO USE THE DAILY LESSON FORMAT

1. The order of subjects to be taught:
 - a. First Name
 - b. Last Name
 - c. Both Names
 - d. Address
 - e. Name of Town
 - f. Phone Number
2. The same five lessons are used to teach each subject.
3. Use abbreviations wherever possible.
4. Use your own wording to give instructions to your child.
5. Be sure to follow the order of the steps given in each lesson.
6. Go only as fast as your child is capable of going.
7. When you have completed one subject repeat the five lessons using the next subject in the order listed above.
8. Do not forget to mark the charts at the end of each lesson.
- ➔ 9. Review all the things your child has been working on at the beginning and the end of each lesson.

DAILY
LESSONS

LESSON 1: PRACTICE IN COPYING CORRECTLY

- * P. (If your child has already learned his telephone number, name or address, review it with him before you begin to teach something new. Write the word or number to be learned in the first row of squares. Only one letter or number to a square. Be sure to make your letters and numbers look as much like those in the "Letter and Number Example Sheet" as possible.)

(Have your child copy the word or number in the squares directly below yours. He should use your word as a guide.)

If your child is having difficulty, tell him again what you want him to do. If he still cannot do it, show him the correct way to write the letters by having him copy over your letters. If he still cannot do it by himself, help him by taking hold of his hand and guiding him through the letters.

- P. (Repeat from the * until your child correctly copies the word or number twice.)

(When you have completed the above, erase the work from the plastic worksheet. Fill in the Parent Chart and Child's Progress Chart for the end of Lesson 1. Directions for the charts are on page 7. Review any material previously covered.)

LESSON 4: FILLING IN ALL THE MISSING
LETTERS OR NUMBERS

- * P. (Review any materials previously covered. Have your child write the missing word or number, filling in all the empty spaces to spell the correct word or number. Say the word as your child writes it.)

Remember: Tell, Show and Help.

- P. (Erase the work just done from the plastic worksheet.)
(Repeat from the * until your child correctly fills in the missing letters or numbers twice.)
(Erase the plastic worksheet and you are ready for Lesson 5. Fill in the Parent Chart and Child's Progress Chart for the end of this lesson. Review any material previously covered.)

LESSON 5: REVIEW

- P. (Give your child a piece of lined paper and a pencil. Have him write the word or number you have been studying in Lessons 1 through 4.)

If your child cannot do this, begin with Lesson 1 again.

- P. (On the same piece of paper have your child write everything that he has learned. Example: If your child has learned both names, address and phone number have him write each of them.)

If your child cannot finish a part of the review, have him begin that part with Lesson 1 again.

- P. (When your child completes the review without your help, fill in the Parent Chart and Child's Progress Chart and go to the next subject. If he has finished all the subjects, go to the Final Check.)

FINAL CHECK

P. (Give your child a piece of lined paper and pencil.)

WRITE YOUR NAME, PLEASE.

C. (Your child must write his first and last names correctly without your help.)

P. VERY GOOD. YOU CAN WRITE YOUR NAME. WRITE YOUR ADDRESS.

C. (Your child must write his street address and the name of his town.)

P. GOOD WORK. YOU CAN WRITE YOUR NAME AND ADDRESS. WRITE YOUR PHONE NUMBER.

C. (Your child must write his phone number.)

P. YOU REALLY HAVE WORKED HARD. YOU CAN WRITE YOUR NAME, ADDRESS AND PHONE NUMBER. GOOD WORK.

(If your child could write his name, address and phone number without help, fill in the Parent Chart and Child's Progress Chart and praise him. Repeat any item he wrote incorrectly.)