

# Stage 1 Literacy Booklet

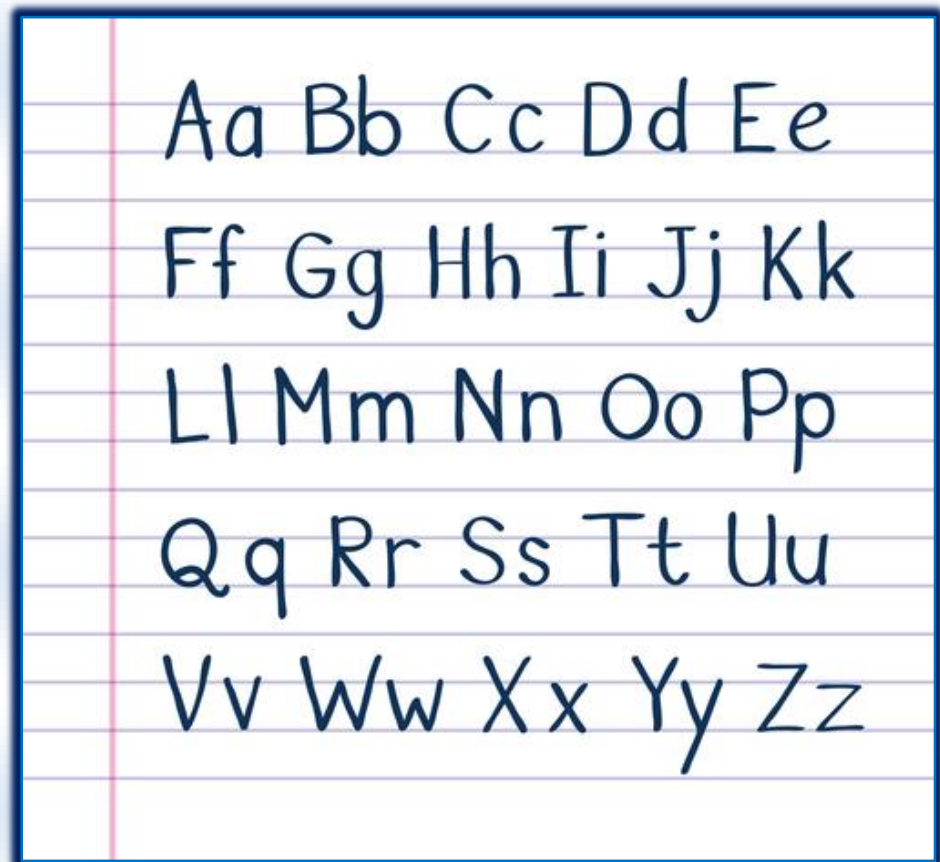


Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Topic 1

### Alphabet - Upper and Lowercase Letters



## Alphabet - Upper and Lowercase

Uppercase is one of the large letters used as the first letter in writing a sentence, usually known as capital letters.

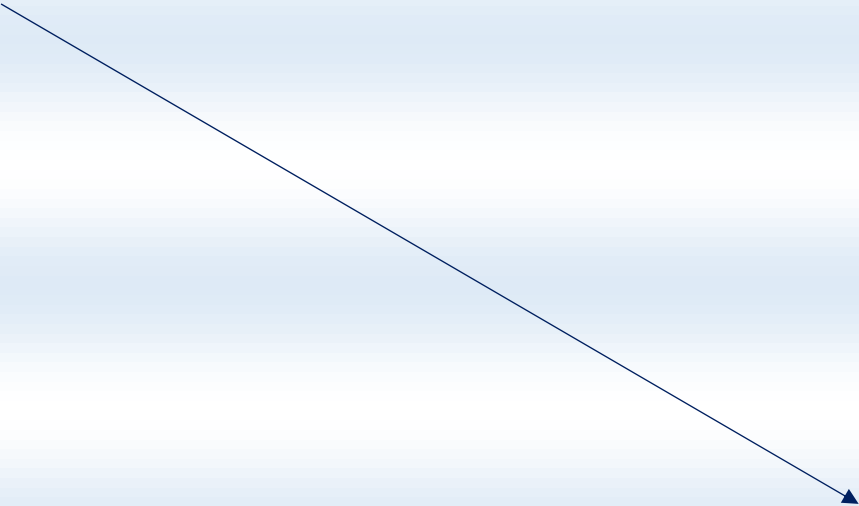
A lowercase letter is the small version; a, b, c,

Fill in the missing letters

<b>A</b>		<b>C</b>		<b>E</b>
<b>F</b>		<b>H</b>		<b>J</b>
<b>K</b>		<b>M</b>		<b>O</b>
<b>P</b>		<b>R</b>		<b>T</b>
<b>U</b>		<b>W</b>		<b>Y</b>
<b>Z</b>				

Draw a line to match each uppercase letter to its lowercase letter.  
The first one has been done for you.

A	d
B	m
C	b
D	i
E	p
F	a
G	l
H	j
I	o
J	g
K	k
L	e
M	n
N	c
O	f
P	h



## Topic 2

### Using Capital Letters



Capital letters should always be used at the beginning of a sentence and after a full stop. Capital letters are also used for people's names, towns, street names and days of the week.



Capital letters should always be used at the beginning of a sentence and after a full stop.

A friend has written a letter. They have asked you for help. Can you find all the places they need to use a capital letter?

Circle each one -

3 Lindale Close

Addington

Ad16 3ty

Tuesday 2nd November, 2014

dear Ann,

thank you for dinner on Sunday. we hope you can come and see us when you visit Scotland in December. if you come after Christmas, i think Michelle will be here too. she would love to catch up with you before she goes back to Bolton. I hope I get a chance to speak to you on Saturday.

best wishes,

sam and lisa



Capital letters are also used for people's names, towns, street names and days of the week.

Look at this story and circle the letters that you think needs to be a capital letter.

on monday stephen and edward were taking their pet dogs, tilly and molly, for a walk. they walked down rooney avenue and as they entered the field a strange dog ran up to them. they were not sure what to do as it looked very thin and hungry. it just stood there looking sad, so they decided to take it to their mum. she said they would look after it and they put posters up in manchester, the city where they lived.

after a couple of days a woman called at their house. Her name was mrs walker. she was very happy that they had found her dog, whose name was ben. she gave stephen and edward twenty pounds each to say thank you.

**Recognise that proper nouns always have a capital letter. Proper nouns are names of people.**


Write down five of your friend's names in the box.



A large rectangular box with a light blue gradient background, intended for writing five names of friends. In the top-left corner, there is a small cartoon illustration of a boy with brown hair, wearing a pink shirt and a yellow tie, with his hand near his chin.

**Proper nouns are names of places.**


Write down five places you have visited.



A large rectangular box with a light blue gradient background, intended for writing five places visited. In the top-left corner, there is a small illustration of a globe covered in various national flags.

**Proper nouns are days of the week and months of the year.**

Write down the month you were born and what day it is today.



A large rectangular box with a light blue gradient background, intended for writing the month of birth and the current day. In the top-left corner, there is a small illustration of a calendar with the text "DAYS of the WEEK", "MONTHS of the YEAR", and "PARTS of a CALENDAR".

Rewrite these number plates correctly:

**YOUR REG**  
**YOUR REG**

s456 her

du78 rht

l444 evt

r56 gef

n894 ghy

h753 duw

Please rewrite these sentences with the correct capital letters.

are you going to manchester today?

---

what time is it tom?

---

i have been to france and spain.

---

where is lisa, we should be at the disco?

---

mrs walker talked to the boys.

---

i like to go shopping in bolton.

---

my favourite food is pizza.

---

i like watching television.

---

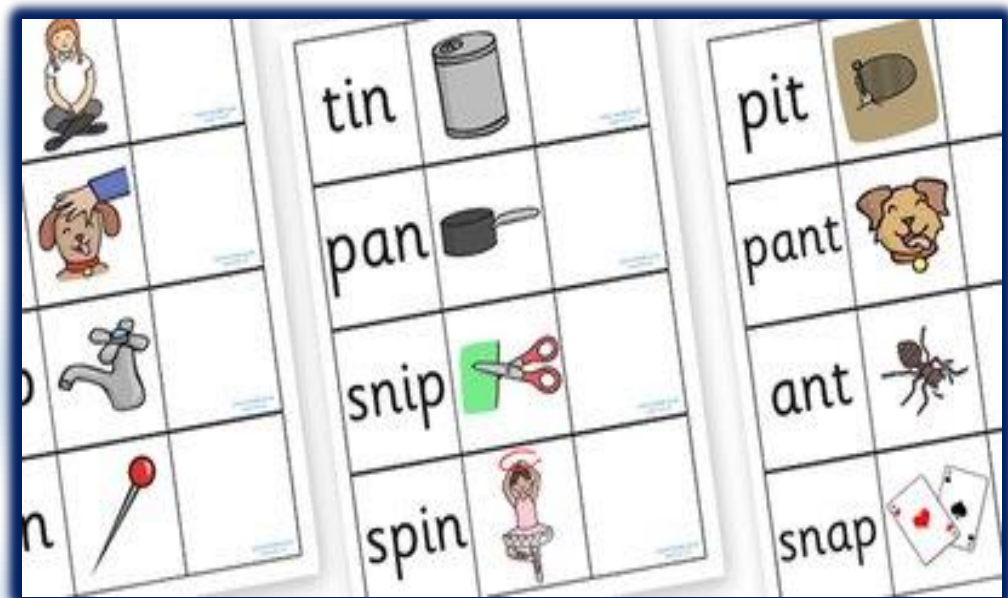
Put a tick in each box that you think should begin with a capital letter.

monday	sunday	spain	man
bolton	tree	apple	spring
tom	nice	autumn	blackburn
little	dog	city	manchester
may	rome	wednesday	peggy
town	pizza	garden	liverpool
january	gemma	summer	mother
france	father	december	country

## Topic 3

Consonant: Vowel: Consonant

Short Vowel Sounds



A CVC word is a word containing a consonant, then a vowel, then a final consonant.

Short Vowels - Match these words to the pictures.

POT

TAP

MAP

MOP

PIN

TOP

SIT

POP

MAN

TIN



\_\_\_\_\_



\_\_\_\_\_



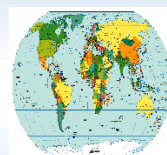
\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_







Short vowels - Choose a word from the box to fill the gap in each sentence:

PLUG	DROP	STOP	DRESS	CROSS
DRILL	CRAB	FROG	TRAP	SMELL

- 1) The \_\_\_\_\_ is red.
- 2) Brad got the \_\_\_\_\_ from his van.
- 3) The \_\_\_\_\_ digs in the sand.
- 4) Has the lamp got a \_\_\_\_\_?
- 5) I can \_\_\_\_\_ the jam.
- 6) The rat is in the \_\_\_\_\_.
- 7) I must not \_\_\_\_\_ the cups.
- 8) The \_\_\_\_\_ can swim in the pond.
- 9) Fred can \_\_\_\_\_ the drip.
- 10) The flag has a red \_\_\_\_\_ on it.

CVC Words: Consonant - Vowel - Consonant

Write in the names of the picture under each one -

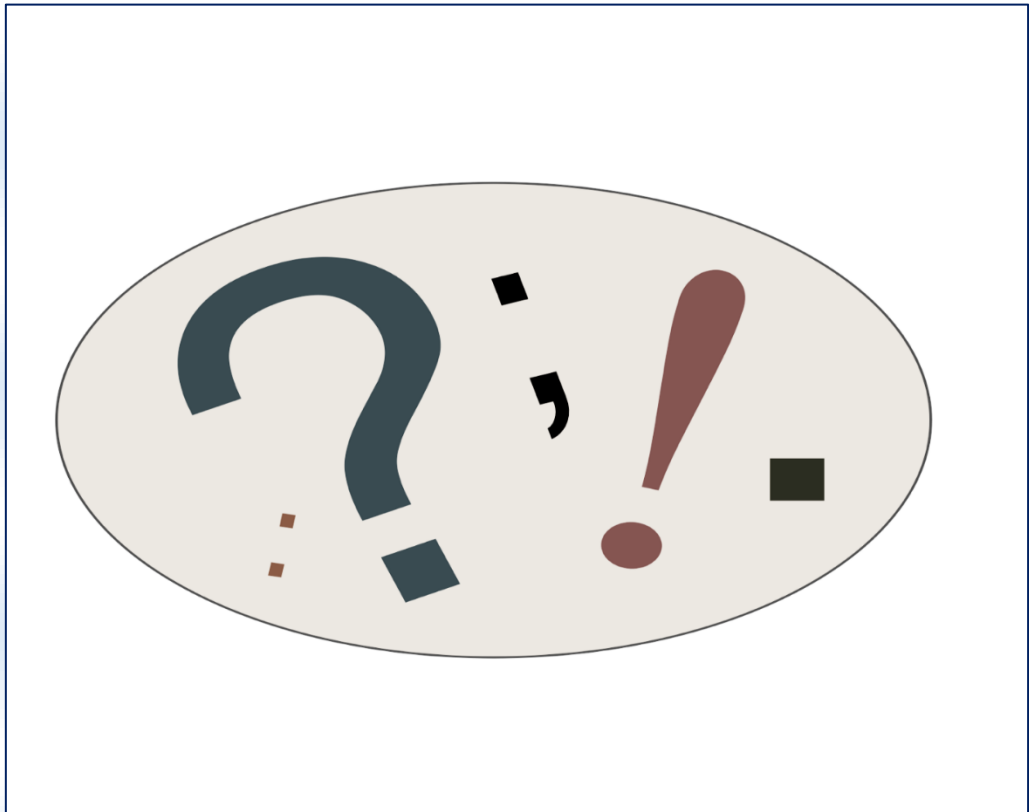
Words with short "a" sound in the middle - complete the word search.

bad bat bag gap had cap can mad fan hat  
lap man map nag pad pat sag sat tan wag

M	R	X	Y	U	N	G	T	Y	U	S	A	G	I	O
A	S	W	D	B	A	D	F	G	H	J	K	L	Z	V
N	M	A	I	B	G	V	C	X	X	Z	A	S	M	D
F	G	G	H	J	K	L	Y	Y	I	I	O	E	A	Q
B	K	Z	X	G	A	P	C	V	B	P	B	N	D	U
T	J	N	M	L	C	Z	S	F	T	A	N	E	S	C
C	A	N	T	U	Z	X	C	V	B	T	G	H	J	M
B	N	M	N	C	X	Z	T	Y	M	D	F	G	H	A
F	E	W	A	V	C	P	X	B	R	T	W	Q	D	P
B	V	B	N	M	F	A	N	K	V	C	B	A	S	F
A	D	Q	E	Q	B	D	U	I	K	L	A	P	J	H
G	Q	T	U	J	L	N	C	B	H	Y	T	O	L	H
A	R	A	S	D	C	N	S	B	B	F	T	A	J	K
H	A	T	Q	W	E	R	A	O	Y	P	K	J	H	G
B	E	A	H	A	D	A	T	S	D	D	F	C	A	P

## Topic 4

### Punctuation



Punctuation is the marks, such as full stop, comma, exclamation mark and question mark that are all used in sentences.

## Punctuation - What does it mean?

Below are some meanings of punctuation to help you with your writing.

Comma



Commas are used when the reader needs to take a pause or when writing a list. E.g. I went to the shop for eggs, butter, milk and bread.

Full Stop



A full stop is used to show the end of a sentence. E.g. She went to the bank to get some money out.

Question Mark



This is used when asking a question. E.g. What time does this lesson finish?

Exclamation Mark



These are used to show commands, shock or surprise. E.g. Wow he is a really good singer!

## Punctuation Match

Match the correct definition to the correct punctuation mark. The first one is done for you.

Capital Letter

Used to separate a list of items. A natural pause in speech.

Full Stop .

Used at the end of a command or exclamation to show feelings such as surprise, shock and excitement.

Exclamation Mark !

Used at the beginning of a sentence and also: names, places, the word I, days of the week and months.

Comma ,

Used to show the end of a sentence.

Question Mark ?

Used to show a question.

Fill in the missing punctuation marks to finish these sentences.

1. When is your birthday \_\_\_\_
2. My sister hates football \_\_\_ but I love it.
3. What time does cricket finish \_\_\_\_
4. The man shouted really loudly\_\_\_\_
5. I went to the shop and bought some apples, bananas\_\_\_ oranges  
and pears.
6. Oh that really scared me\_\_\_\_
7. What time will you be in\_\_\_\_
8. I didn't want to lose my socks\_\_\_ gloves and hat.
9. How are you today \_\_\_\_
10. Wow that is amazing \_\_\_\_

Can you change these sentences to make them into questions?

1. You are going to the shop.

---

2. We are best friends.

---

3. They will go home soon.

---

4. You have got a big car.

---

5. We shall go bowling tomorrow.

---

6. We did have a great time last night.

---

7. You have bought a new pair of shoes.

---

8. I did go to school yesterday.

---

9. That is a very exciting book.

---

10. It will be Gill's birthday tomorrow.

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Circle the exclamation marks in the sentences below.

Hooray I won the game - Hooray! I won the game!

1. I want to thank you for a great job!

2. When are we going home?

3. Thanks so much!

4. Please take out the rubbish.

5. Are you going to the game?

6. My favourite player got a goal!

7. Yay! We made it!

8. What a great job!

9. Please finish your homework.

10. Did you see the football game?



Commas are missing from the sentences below. Can you add the missing punctuation to each sentence?



1. Go past the white church turn left walk to the end of the street and you will see my house.
2. Tom started writing his test two hours ago and he completed it by noon.
3. Sara wanted to play with her friends yet the idea of completing her homework seemed more appropriate.
4. I have no intention of celebrating my next birthday nor do I want you to have a party for me.
5. If I could repeat year nine I would do things differently.
6. As a student I always had dreams of being a famous rock star.
7. Doing a maths test is not difficult if you study for them.
8. By the time we got home the movie we really wanted to see was over.



## Topic 5

### Writing Sentences

The girl cried.

The boy played.

The dog ran.

The movie star screamed.

The fireman yelled.

The policeman drove.

A sentence is a group of words that are put together to mean something.

## Sentences

You are in France, working in a hotel. Write to a friend on a postcard and tell him:



- Where you are
- What you are doing
- What 3 things you like about the country, or the job

Dear \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Mr Joe Bloggs

1 Cannon Street

Ribchester

England

RK1 6HG



Sentences continued...

some	one	said	come
do	so	were	when
have	their	out	like
children	little	what	from

Write some sentences using these words. Don't forget to put a full stop at the end of your sentence!

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## Topic 6

### Reading



**Reading" is the process of looking at a series of written symbols and getting meaning from them. When we read, we use our eyes to receive written symbols (letters, punctuation marks and spaces) and we use our brain to convert them into words, sentences and paragraphs that communicate something to us.**

**Reading** - Read the text and answer the questions.



**BBC 1**



7.00pm The One Show

7.30pm Eastenders

8.00pm Holby City

**ITV 1**



7.00pm Emmerdale

7.30pm Coronation Street

8.00pm Miss Marple

**Channel 4**



7.00pm Channel 4 News

8.00pm Restoration Man

9.00pm 24 Hours in A&E

**Channel 5**



7.00pm World's

7.30pm Ultimate Bikers

8.30pm Sherlock

What is on TV at 7.30pm on BBC 1? \_\_\_\_\_

Holby City is on Channel 5, True or False? \_\_\_\_\_

What is on ITV 1 at 8.00pm? \_\_\_\_\_

What time is World's on? \_\_\_\_\_

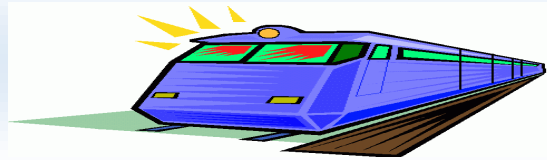
Can you watch Ultimate Bikers on BBC 1? \_\_\_\_\_

Is Sherlock on Channel 4? \_\_\_\_\_

What time is Restoration Man on and what channel? \_\_\_\_\_

Coronation Street is on Channel 4, True or False? \_\_\_\_\_

## Reading



Amanda lives in Newcastle and goes to London to see her sister. She goes by train. At the station she buys a return ticket. It takes 3 hours from Newcastle to London.

Answer these questions about the story above, and circle the one you think is right:

- 1) Why does Amanda go to London?
  - a) To see her brother
  - b) To see her sister
  - c) To see her friend
  
- 2) How does Amanda travel to London?
  - a) By bus
  - b) By car
  - c) By train
  
- 3) How many hours is it to London?
  - a) 1 hour
  - b) 2 hours
  - c) 3 hours
  
- 4) What ticket does Amanda buy?
  - a) Return
  - b) Single

## Reading



Lesson	Start time	End time
Maths	3 o'clock	4 o'clock
English	2 o'clock	5 o'clock
I.T.	1 o'clock	3 o'clock
P.E.	2 o'clock	3 o'clock

1) Which lesson starts at 1 o'clock? \_\_\_\_\_

2) Which lesson finishes at 5 o'clock? \_\_\_\_\_

3) How many lesson start at 2 o'clock? Tick the correct answer.

1 lesson	<input type="checkbox"/>
2 lessons	<input type="checkbox"/>
3 lessons	<input type="checkbox"/>

4) Which lesson finishes at the same time as the I.T lesson? Tick the correct answer.

Maths	<input type="checkbox"/>
P.E.	<input type="checkbox"/>

## Complete the word search



CLIMB

EAT

JUMP

LISTEN

SING

STEAL

THROW

CRY

FLY

LAUGH

LOOK

SLEEP

TALK

WALK

DRIVE

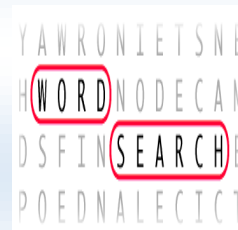
JOG

LEARN


RUN

SPEAK

THINK



Here is an example of a library card.

Name: Joe Bloggs		Bolton Library	
	Address	12 Bright Street Bolton Lancs BL8 7RT	
	Phone	01204 768798	
Date of Birth	12/06/1984	Mobile	07896345213
		Email	jbloggs@supermail.com

Using the following details fill in the library cards like the one above on the next page.

Leanne Smith lives at 34 North Road, Bolton, BL8 7GD. Her email address is l.smith@googlemail.com. Her phone number is 01203 678987 and her mobile number is 07865234765. She was born on 23rd October 1976.

Marcus Jones lives at 276 Whittle Street, Bolton, BL8 3HG. His email address is Marcus.jones@firmail.co.uk. His phone number is 01204567543 and his mobile number is 07564231876. He was born on 5<sup>th</sup> July 2000.

Name: Bolton Library



Address

Phone

Date of Birth

Mobile

Email

Name: Bolton Library



Address

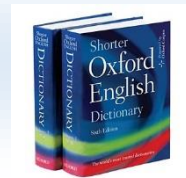
Phone

Date of Birth

Mobile

Email

Using a dictionary, find out the meaning of these words and write them down.



Noun

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Verb

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Sentence

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---

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Comma

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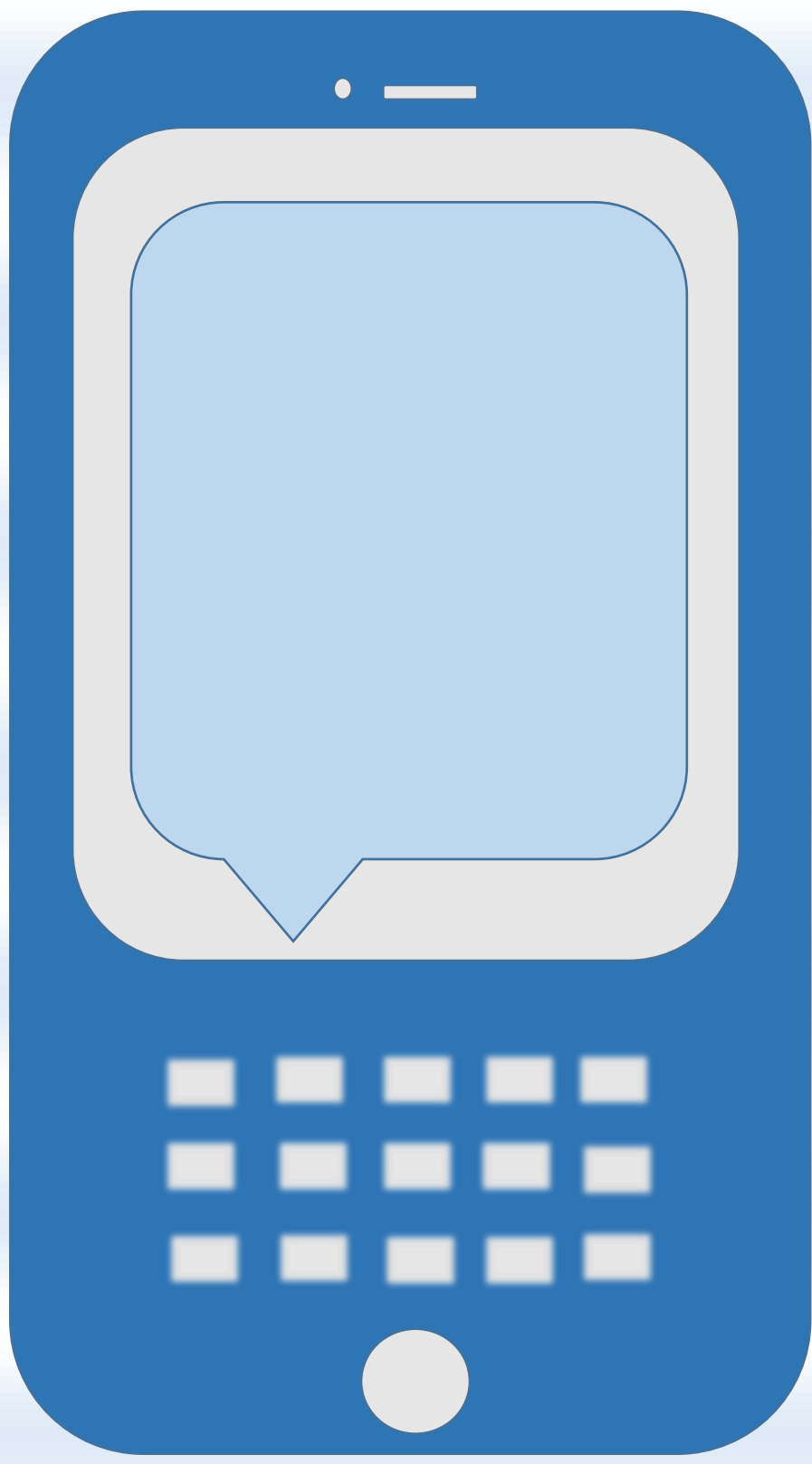
Punctuation

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From everything you have learnt within this booklet, write a text message in the mobile phone text box:



Topic	Page Number	Date Completed
Alphabet - Upper and Lowercase Letters Ww/E1.2	Page 3	
	Page 4	
Using Capital Letters  Ws/E2.4	Page 6	
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Consonant: Vowel: Consonant Short Vowel Sounds  Rw/E1.1	Page 13	
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Tutor Comments / Feedback:

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Date Completed: \_\_\_\_\_

Learner Signature: \_\_\_\_\_

Tutor Signature: \_\_\_\_\_

