

## READ ME FIRST

### Assembly Instruction Annotations

The Assembly Instructions for the Baratta-Lorton Reading Program were written to accompany the original kit of materials.

The original kit consisted of materials printed on tagboard. Smaller components were combined on sheets of tagboard scored with either perforations that permitted the pieces to be separated by easy tearing, or with marks to guide a cutting process.

The words and picture packets came with storage envelopes to be assembled and color-coded geometric stickers to be add to the envelopes for easy identification of contents.

The worksheets came with a storage box to be assembled, and were laminated to permit easy erasing and endless reuse.

All other components came with boxes to be assembled for storage.

This page is meant to offer guidance in applying the Assembly Instructions meant for a preprinted/prepackaged kit to the components available for downloading from the Center's web site.

**Page 2** While the kit described on this page is not the kit with which you will be working, the suggested tools for assembling the materials are still appropriate. In addition, the suggestion in paragraph three that the task of making the components is easier if you enlist the help of parent volunteers, and so on, is still quite valid. Rather than print out all the kit's components yourself, you can enlist parents, or students, or friends, or relatives, or any and all of the above, to make materials ready for use in your classroom.

The discussion of Repair and Replacement is true with the exception that there is no need to contact the Center for replacement parts, as all the components are already freely available to you.

**Page 3** The original kit came with a printed copy of the manual. The same copy is now available through the Center's web site so that you may either read it on-line or print out a copy for reading wherever you choose.

**Page 4** The Dekodiphukan book is available for reading on-line or for downloading.

The Alphabet Wall Cards are available for downloading in both traditional and D'Nealian (pre-cursive) formats.

The six Cassette Tapes have been converted to MP3 format and are available for on-line listening or downloading. The audio for the first cassette tape is available through the Dekodiphukan link. The audios for the remaining five cassette tapes are available through the Sound Review Flip Books link

**Page 5** Instructions still valid.

**Page 6** The Sound Review Charts no longer need to be cut in half, as the two halves are available separately on the Center's web site. Whereas the original kit contained thirty-two Sound Review Charts, you need only print out one set per student.

**Page 7** The Decoding Charts no longer need to be cut in half, as the two halves are available separately on the Center's web site. Whereas the original kit contained thirty-five Decoding Charts, you need only print out one set per student.

**Page 8** The original kit contained thirteen boxes ready for assembly. While the boxes are not included as downloadable items, their dimensions are included on this making-page. You may, if you wish, assemble storage boxes from cardboard or heavy tag board sheets using these dimensions as a guide.

**Page 9** This is an illustration of cardboard being assembled into a storage box.

**Page 10** The various worksheets in the kit were shipped ready to use. The difference between the original ready-to-use worksheets and the ones downloadable from the Center's website is that the ready-to-use worksheets were laminated for repeated use by multiple students. If unprotected, the worksheets downloaded from the Center's website will be suitable for use only once.

To make the downloaded worksheets reusable, they may be laminated, or, inserted into a plastic sleeve, or placed on a clip board and covered with a sheet of acetate. The purpose of covering the worksheets is to permit students to write their answers in a manner that permits their work to be erased easily and the same worksheet to be used over and over both by the same and by different students.

**Page 11** See Page 10 instructions.

**Page 12** As indicated on Page 1, smaller components in the original kit were combined on sheets of tagboard and scored with either perforations that permitted the pieces to be separated by easy tearing, or with marks to guide a cutting process. In the process of scanning these particular components to make them available for downloading, the components were separated enough to fit on the scanner. They were, however, not separated completely. This means that once you download and print out the components described on pages 12 and 13, you will have to cut them apart further.

**Page 13** The Letter Writing (or Alphabet) Templates in the original kit had squares beneath each letter that were scored for easy removal, leaving a space through which the student could copy the letter onto paper. The scanning process eliminated the hole scoring, so you will have to cut the holes out using an box cutter, single-edged razor blade, or similar cutting tool.

**Page 14** The component storage envelopes that were included as part of the original kit are not available for downloading. Plain envelopes of standard sizes will do as well. The color-coded symbols included in the original kit

to be attached to the assembled envelopes can be drawn on and colored in on any standard envelope, as well.

- Page 15** Defines the number of envelopes needed.
- Page 16** Defines the number of envelopes needed.
- Page 17** Defines the number of envelopes needed.
- Page 18** Defines the number of envelopes needed.
- Page 19** As indicated on Page 1 and Page 12, smaller components in the original kit were combined on sheets of tagboard and scored with either perforations that permitted the pieces to be separated by easy tearing, or with marks to guide a cutting process. In the process of scanning these particular components to make them available for downloading, the components were separated enough to fit on the scanner. They were, however, not separated completely. This means that once you download and print out the components listed on this page, you will have to cut them apart further.
- Page 20** Cutting illustrations.
- Page 21** Cutting illustrations.
- Page 22** Cutting illustrations.
- Page 23** The illustration of the Sound Review Flip Books does not match the actual downloaded component, because the pages had to be arranged differently for scanning. However, the Flip Book illustration does show a clear example of the pages cut progressively longer, which is necessary for the correct assembly of each of the five Flip Books.
- Page 24** The cutting lines on the Letter Sequence (Alphabet) Flip Books downloadable components are not clear enough to indicate that the bottom page of each two-page Flip Book is meant to be longer than the top page. The illustration on this page makes the intended page sizes more readily apparent.
- Page 25** The assembly instructions are actually accurate.
- Page 26** The book covers described on this page are not a downloadable component. Once the books themselves are downloaded, printed out and assembled, nearly any paper you choose will serve as book covers.
- Page 27** The stickers that were included as part of the original kit to be added to the book covers can be drawn on and colored in.
- Page 28** The book-making instructions say that each book is made up of two sheets, each to be cut into five pieces - for a ten-piece total. For scanning purposes, the original two-sheet components were divided into five sheets. When downloaded and printed out, each of these five pieces is to be cut into two pieces - for a ten-piece total. Once the pieces have been cut, the assembly instructions are applicable as written- with the exception that you will have to make the cover for each book.
- Page 29** Book-making instructions.
- Page 30** Book-making instructions.
- Page 31** Book-making instructions.
- Page 32** Instructions for making Spelling Notebooks
- Page 33** The instructions for protecting te cassette tapes from accidental erasure are mot, as the audios are now available as downloads.
- Page 34** The suggestion for making pen holders is still valid.