

Procedures for Tracing an Alphabet Book

- Step 1: Make a simple ABC Book. Use all 26 letters unless a student knows less than 10 letters*. Arrange the letters in alphabetical order.
- Step 2: Train tutors (older student, parent, instructional assistant, volunteer) on the procedures for tracing the alphabet book.
- Step 3: Select students who would benefit from this activity (those who know less than 40 letters).
- Step 4: Each student participates in this activity daily if possible.

PROCEDURES

- Tutor and student sit side-by-side for this activity.
- Student says the name of the letter as he/she is tracing it. Then the student points to the picture (Ex. "B, b, ball")
- If the student does not know the letter name, the tutor says it and the student repeats the letter while tracing it.
- The tutor can lightly hold the student's hand if he/she needs help with letter formation.
- Once the student can identify most of the letters, rearrange the cards so they are not in alphabetical order.

*If the student knows less than 10 different letter forms, begin with the known letters and the ones in the student's first name. Once the student can identify these letters by name, add the rest of the alphabet cards and use the procedures stated above.

Adapted: Richardson
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