

NOW READ THIS



Instruction Manual

NOW READ THIS **version 2** July 2009 will work on Apple Mac and Windows computers.

To Install:

Copy the contents of the DVD to your computer.
The programme will also run from the disc.

To get started quickly:

- It is necessary to know the current reading level of the learner.
- After starting the programme, go to page 29 of the introduction notes to start a learner evaluation session.
- Lesson 1 unit 1 contains phonic syllables using the vowel a.
- Lessons 2 to 5 look at the other vowels.
- Under the ALPHABET tab are units to help the user learn to say the alphabet.

In the WRITE NOW section, under the WRITE NOW tab are units to help the learner to write the alphabet.

Technical Note:

In version 2 the student tracking system of the previous versions has been disabled.

This version will work equally well on any computer system, any network, and will also run off the disc.

NOW READ THIS

or

LEARN TO READ IN TEN DIFFICULT LESSONS
(incorporating **Highway to Literacy**)

An idiosyncratic approach to English literacy

Teaching and learning to speak and to write and read English

by Jon F Falkenmire
and Carmel J James

Version 2.0
July 2009

Instruction manual

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ISBN 978-0-646-48724-3

NOW READ THIS

Learn to speak and to read and write English

- **Tutor Scheme:** Anyone who can speak and read English can be a tutor using **Now Read This**.
- **Teach Yourself:** Anyone who can speak English can use **Now Read This** because the complete text has an automatic audio version.
- **In a class:** **Now Read This** can be used in any teaching environment at any level.
- Once **Now Read This** has been installed on a computer it can easily be managed by anyone with minimum computer skills.
- **Extension English - beyond basic literacy -**
 - Grammar
 - Parsing & Analysis
 - Poetry

Now Read This is a digital English Literacy programme for both beginners and advanced learners.

Now Read This will help illiterate people learn to read and write English.

It is also suitable as an extension English course for the already literate. There are hundreds of units that cover topics in grammar, poetry and more.

It is primarily designed for adult native English speakers, but will help young people, and students of English as a second language.

It can be used for self-tuition with a number of self help features. It is also suitable for tutors and teachers with one or more students. There is an extensive set of tutor notes throughout the programme.

There are 567 individual units in **Now Read This** ranging from the very beginning of literacy, to very detailed information at a very high level of literacy. These are suitable for advanced students of English.

Navigation within and between these units is by way of a series of buttons along the bottom edge of each of the units.

There is one main Home Page and then separate Home Pages for each of the 10 Lessons and the grammar and writing sections.

Every unit is uniquely designed to contain one literacy concept. Every word in the programme is read out aloud, and there is a set of 3 buttons (**BEGIN STOP CONTINUE**) that the learner can use to control the playing of the audio. Clicking on any text on the screen will stop the automatic playing and start the playing of that particular text's audio. Clicking on the continue button will make the sound continue from where it was stopped.

567 Printable pages

There is a **printable version** of every one of the 567 units in the programme. To open these worksheet files click on the link that is on every Tutor Tab.

Each Lesson and section has a set of worksheets in PDF format. Simply click on the link to open the file and then print off the pages that are needed.

These pages will help the tutor and teacher and will allow the learner to have a paper record (hard copy) of the units they have been working on. If handed to the learner at the beginning of each session, the learner can add colour as necessary to match the programme, and take notes, all of which will help with revision and homework.

Learner Progress through NRT

The units in NRT are organised in such a way that every unit has a range of easy-to-difficult words.

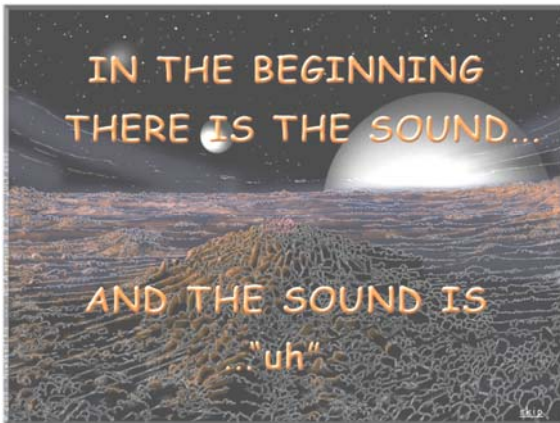
It is very important to realise that the learner does not have to complete each unit, but only go to an appropriate level and then move on.

NRT is designed to be looked at in any order, particularly one that suits the learner. Use the tabs to go in any direction, use the **BACK tab** to go back through the same series of units.

Cursive Text version of Reading Units

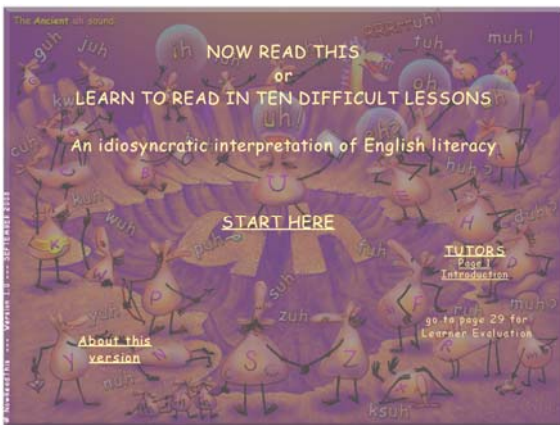
For more advanced learners there is a cursive version of each of the reading passages. Double clicking on the reading pages will toggle between the printed and cursive versions.

Starting the programme



This is the opening animation for the programme, it will play for about 30 seconds.

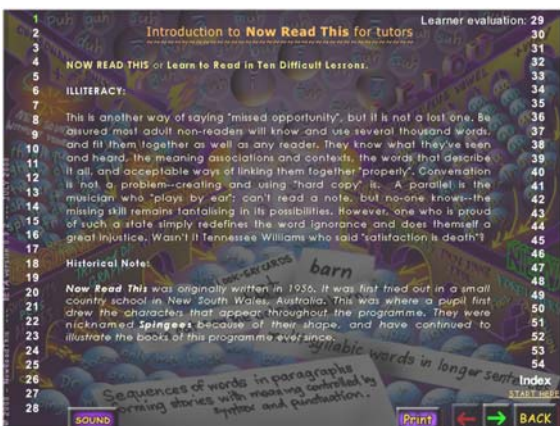
Clicking on the word "skip" in the bottom right hand corner will take you instantly to the next screen.



On this screen there are 3 choices:

- Clicking on "START HERE" takes you to the beginning of the lessons
- "About this version" gives you the version information
- TUTOR'S Introduction is detailed information about NOW READ THIS

TUTORS Introduction



For easy navigation, the page numbers are listed on the left and right of the page. Clicking on the numbers will take you to the page.

There is an index which also links to every page

Go to page 29 of this unit for instructions on how to start the evaluation of each learner's reading ability (or literacy level).

Starting the programme

Now Read This - HOME page for the 10 Lessons



The images of Lessons 1 to 10 appear in an interesting animation.

The background image is the conceptual diagram. See page 19 of this booklet

Clicking on the numbered images at any time will take you instantly to that lesson's title page.

Clicking on the tabs at the bottom of the page will take you to other parts of the programme.



This is the **HOME page** for the whole programme.

The 10 numbered images are links to the title pages of the 10 lessons.

The tabs along the bottom of the screen will either take you directly to other sections of the programme, or will give you a pop up list of more choices.

Introduction - The HOME Page

ON-LINE FORUM tab



ON-LINE FORUM page

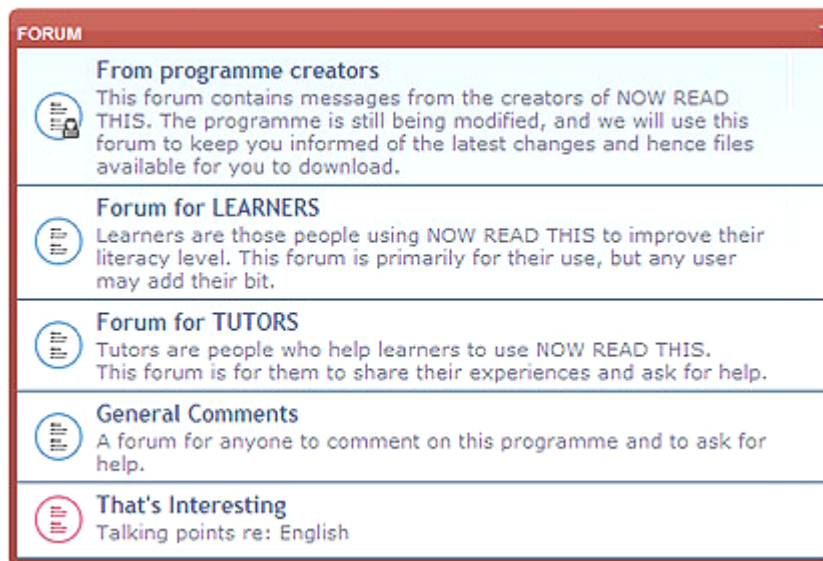


If you have an Internet connection, clicking on the ON-LINE FORUM button, will take you to this page on the NOW READ THIS web site.

At this site you can ask questions about the programme, talk with us, the developers of NOW READ THIS, and with other users.

Introduction - The HOME Page

FORUM TOPICS



The ON-LINE FORUM has a place for everyone to make a comment or ask a question.

Ask questions about the English language.

Ask questions about this programme.

Talk with other users of this programme, both learners and tutors.

SOUND tab



The 2nd tab on the bottom of the page is a sliding volume controller.

This controls the volume of the music and the audio of every unit.

Introduction - The HOME Page

(continued)

ALPHABET tab



The 3rd tab pops up and displays links to 5 units which will help the learner to understand the alphabet.

The top 2 link to units that demonstrate the name of the letters of the alphabet and the sounds they represent.

The bottom 3 link to units with more information to help a tutor explain the alphabet.

WRITE NOW tab

- links directly to its own title page.



Clicking on the 4th tab will take the learner to the section of the programme that demonstrates the formation of the letters of the alphabet.

There is more information about **WRITE NOW** on pages 14 and 15 of this booklet.

Introduction - The HOME Page

(continued)

GRAMMAR tab



The next tab is **GRAMMAR**. There are 6 comprehensive sections under this tab:

- Parts of Speech and Thought
- Parsing and Analysis
- Context
- Short Cuts
- Figures of Speech and Playing with Words
- Poetry

Each section has an introductory page that lists all of its contents. Have a look at pages 18 and 19 of this booklet to see screen shots from these sections

TUTOR tab



The 2nd last tab is **TUTOR**. There are a number of units in this section that tutors should spend some time looking at.

Once the tutor is familiar with them they should sit with the learner and help them understand this selection of units, but only when the tutor thinks that the learner is ready for them.

They are there to help the tutor answer questions that the learner might ask. See pages 18 & 19 of this booklet.

Lessons 1 to 10



Lessons 1 to 5 look at each of the 5 vowels.

These lessons all have similar formats:

- Listening and saying
 - simple phonic sounds
 - simple phonic words
- Special Sounds
- WRY family of sounds
- Cartoons that put these words into sentences.



On the next 2 pages of this booklet there are screen shots of Lesson 1. The title pages of all 10 lessons have the same set of tabs.

Lesson 6 looks at word beginnings made up of 2 or 3 consonants.

In particular it looks at the digraphs **th**, **sh**, **ch**, **ph**, **wh**, and **gh**, and 2 sounds of **g**.



Lessons 1 to 10 Title Page Tabs



These are screen shots showing the tabs of the title page for Lesson 1. All 10 lesson title pages in **NOW READ THIS** have this same set of tabs.



ON-LINE FORUM tab



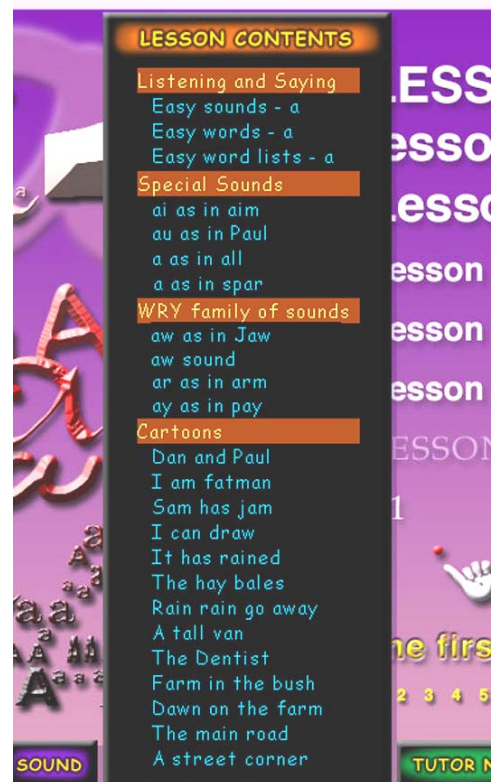
The first tab will take you to the NOW READ THIS web site forum. This is a discussion board for tutors and learners. Use the forum to make suggestions and to ask and answer questions.

SOUND tab



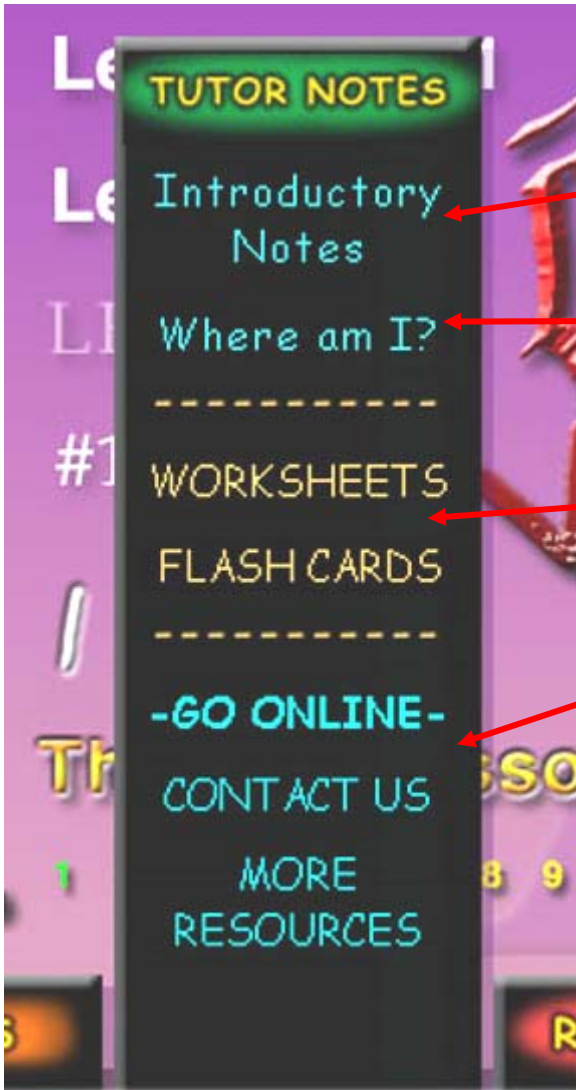
The second tab controls the volume of the music and spoken word throughout the programme.

LESSON CONTENTS tab



The third tab has a list of the units that are the core of the lesson. Each unit name is a direct link to that unit. Click on the name to go to that unit.

Look on pages 20 to 26 of this booklet to see a comprehensive list of units in **NOW READ THIS**.



TUTOR NOTES tab

This tab links to the same units throughout the programme.

Tutor's Introductory notes take the tutor to the notes referred to on page 2 of this booklet.

Where am I? goes to the conceptual diagram of the whole of NOW READ THIS. See more detail about this on page 19.

The brown lettering referring to **worksheets & flashcards** will open printable worksheets for every unit in the current lesson.

The blue links at the bottom of the list will take the user to the **Now Read This** web site if there is an Internet connection on the computer. Additional resources can be downloaded from the web site. There is also a forum for user comment and discussion.

- **Additional Tutor notes** specific to this lesson will be listed here if there are any.

READING tab

This tab lists all of the reading pages that are associated with the lesson.

ARROW tabs

The 2 arrows pointing right and left open the next and previous unit in the programme order. Green arrows lead to a unit in the same section. Red arrows indicate that the next unit is a different section.



HOME or BACK tab

On every unit the last tab will say either **HOME** or **BACK**. **HOME** will go to a title page. Clicking through the programme using tabs rather than the arrows is remembered by the programme. The **BACK** button will take the user through the units in reverse order until they get to a title page for that lesson.

Content of Lessons 1 to 5



These images are screen shots from Lesson 1 of the first 3 units introducing phonic sounds and easy phonic words formed on each of the vowels.

In lessons 1 to 5, the first 3 units are very similar. Each lesson is based on one of the 5 vowels.

The 1st unit in each of the 5 lessons looks at the sounds of 14 digraphs. These are shown as a slide show using both lower and upper case letters.



The 2nd unit in these 5 lessons uses the 14 digraphs to make easy single-syllable words. They are shown as a slide-show and the user can click on the digraph to jump to words using that digraph.

In the 3rd unit these same words are displayed in lists. One word appears at a time and is placed in the list under its digraph. Clicking on the digraph displays the whole list. Clicking on any word sounds that word.



If the learner knows the letters of the alphabet and their sounds, then this is where they start learning to read.

These three units contain the easy phonic single-syllable words commonly used in English.

The **SOUND** tab in each of the units will control the volume level of the voice that reads every word throughout the programme.

Clicking on a word in the lists will stop the automatic playing of the sound and allow the learner to hear that one word. This allows a learner to test their own reading skills and to check if they are correct.

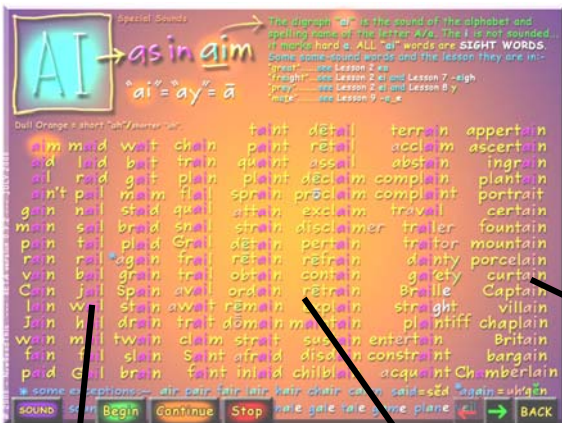
Clicking on the **CONTINUE** tab will start the automatic playing of the sound from where it was stopped. The **BEGIN** tab starts the spoken sound track from the beginning of the unit. The **STOP** tab stops the play back of the automatic sound but allows it to carry on from the same spot when the **CONTINUE** tab is clicked.

Content of Lessons 1 to 5

Below are 2 screen shots from Lesson 1. Tabs at the bottom of the screen are direct links to units that will help the learner to read the page.

In every unit where many word lists exist, a learner does not need to learn all of the words before moving on to another unit.

How much to learn in any one unit will depend on the reading level and needs of the learner. NEVER assume the learner needs to work through the whole of any one unit. ALWAYS do small parts of a unit and then move on.



The first columns are the easy words and are the words that the beginner needs to learn.

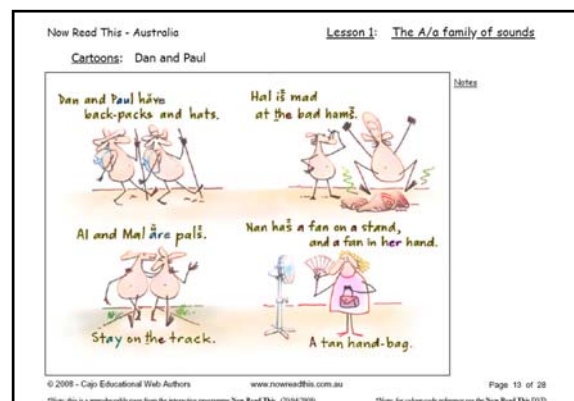
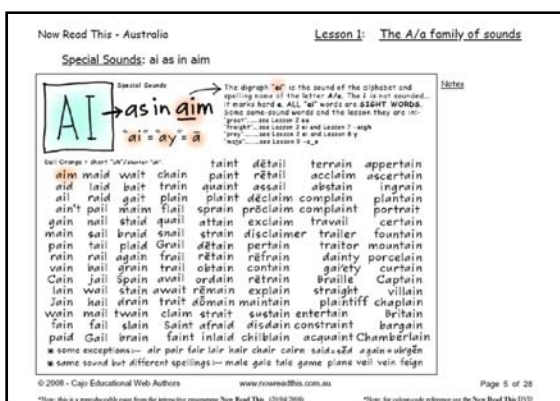
The words are progressively more complex and a learner with more skills will attempt the words in the middle set of columns.

The last columns are the most difficult words and are there for the more advanced learner.



It is very important to realise that the learner does not have to complete each unit, but only go to an appropriate level and then move on.

Below are 2 of the worksheets from Lesson 1. The reproduceable worksheets exactly duplicate every unit in the whole programme. A link to worksheets is on every TUTOR tab.



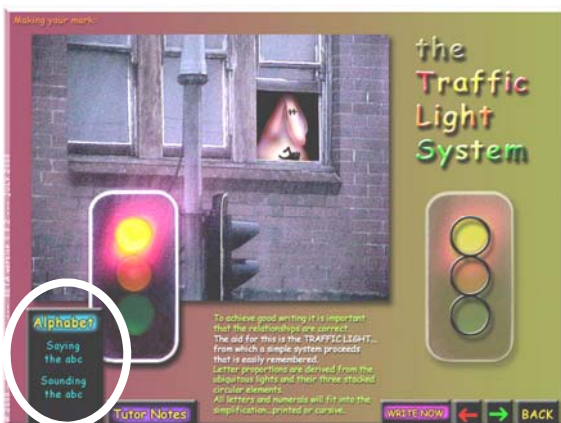
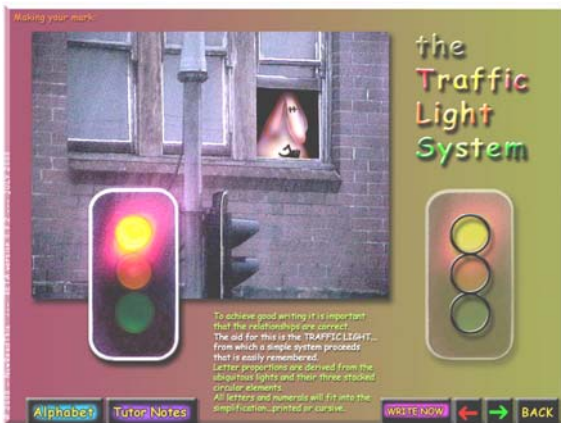
WRITE NOW

THE TRAFFIC LIGHT SYSTEM

This is the title page for the **WRITE NOW** section of the programme.

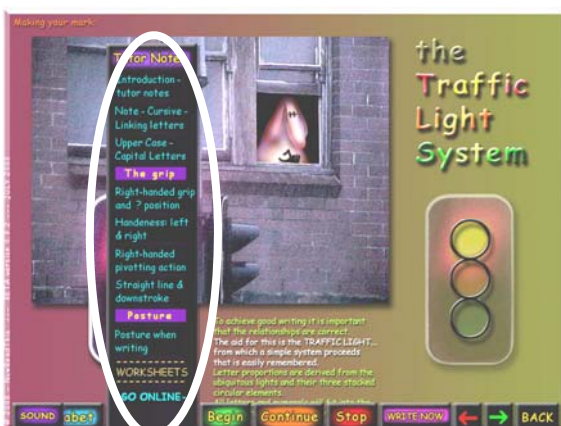
It illustrates the type of traffic lights with vertically stacked circles. This is the template for creating all of the letters of the alphabet.

The page has pop-up tabs for **tutors** and **learners**.



ALPHABET tab

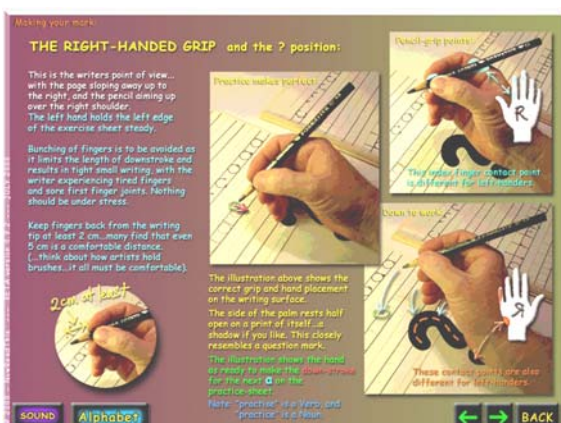
This tab links to the same 2 units that are on the main **HAME** page. These units show the learner how to sound and say the alphabet.



TUTOR NOTES tab

This tab accesses an extensive set of units included to help the tutor explain the important points of writing technique. These cover everything from how to hold a pencil to how to sit at a table... technique and posture.

Clicking on the brown **WORKSHEETS** will open the unit worksheets, tracing pages and slope cards, all ready for duplication.



TUTOR NOTES page

This screen shot is one of the **tutor** pages demonstrating how the pencil should be held by a right-handed writer.

There are also detailed notes and diagrams for left-handers.

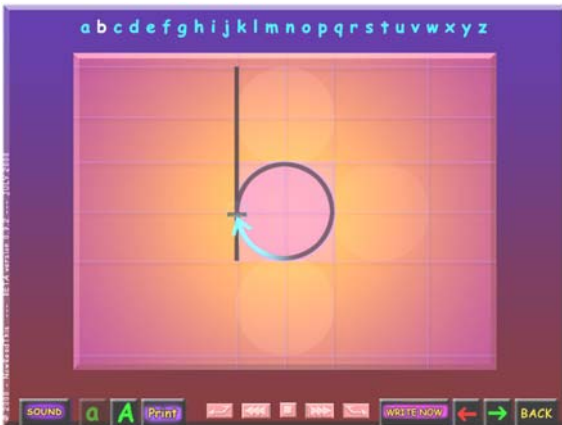
WRITE NOW



WRITE NOW tab

This links to units demonstrating hand printing. The first 2 units are animated showing the formation of lower case and upper case. The cursive units show and promote the development of personal style.

The printable versions of these units are for practise reference, copying and tracing.



How to print letters

These images are from the 2 animations demonstrating the formation of the whole alphabet in lower and upper case.

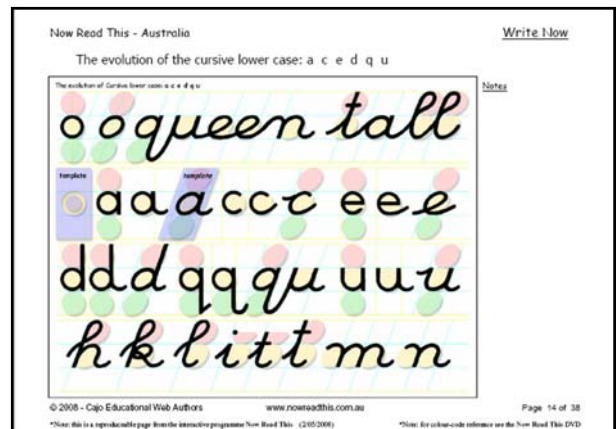
These animations will loop infinitely if left to do so and make an excellent display for a class room where students need reminding of how to form the letters.



An individual learner can also click on any of the letters along the top of the page to see the chosen letter being formed.

How to write cursive letters

Below is one of the cursive template units with its matching **worksheet**.



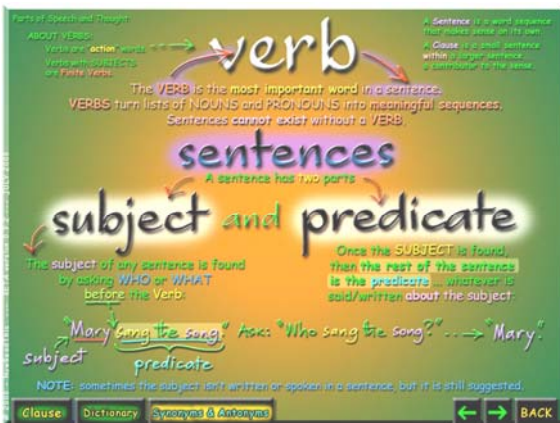
Grammar



GRAMMAR tab has 6 sections. Each has a page listing its contents. Clicking on a title will take the user to that unit.

Grammar - Parts of Speech is the first grammar section.

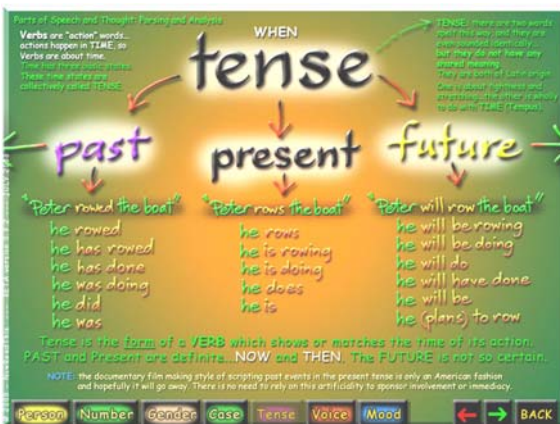
Throughout the programme there is just one subject or teaching point per page.



PARTS OF SPEECH

This screen shot is an example of the pages in the **Parts of Speech** section of **Now Read This**.

The written text on every one of these pages is read aloud enabling an illiterate learner to hear the information and become familiar with formal structure and rules.



PARSING AND ANALYSIS

This screen shot is an example of the pages in the **Parsing and Analysis** section of **Now Read This**.

There are 24 units that help the learner to understand the meaning and value of parsing and analysis.



CONTEXT

This screen shot is an example of the pages in the **Context** section of **Now Read This**.

Homonyms, homophones and homographs are illustrated in 25 units of cartoons.

NRT CONTENTS

A COMPREHENSIVE LIST OF ALL 567 UNITS as they appear on the pop-up tabs

Introduction
In the beginning
Main Introduction for Tutors
Animated Introduction
Home Page
Register and Log on
Report Card

ALPHABET

Saying the Alphabet
Sounding the Alphabet
The Ancient uh Sound - cartoon
Tutor - Sounding the Alphabet
Tutor - Saying the Alphabet

TUTOR NOTES

Conceptual Diagram
"UH" - bad habits
Soft Vowels - x-ray cartoon
Soft Vowels
Soft and Hard Vowels
Hard Vowels
Vowel plus W R Y digraphs
Vowel plus Vowel digraphs

WRITE NOW

Tutor Notes
Tutor - Introduction - Making your mark
Cursive - Linking Letters
Upper Case - Capital Letters
Right-Handed Grip
Handedness - Left and Right
Right-Handed Pivoting Action
Straight Line and Downstroke
Posture When Writing
Traffic Light System
Animations - forming printed letters
Lower Case Animation
Upper Case Animation
Templates
Cursive a c e d q u
Cursive m n h k l i t
Cursive o s g j p b f r
Cursive v w x y z
Capitals derived from lower case
Lower case doubles and links

CAPITALS
Numerals
1 to 10
11 to 20
21 to 1000

LESSON 1

Listening and Saying - Phonic

Easy sounds - a
Easy words - a
Easy word lists - a
Special Sounds

ai as in aim
au as in Paul
a as in all

a as in spar

WRY Family of Sounds

aw as in Jaw

aw sound

ar as in arm

ay as in pay

Cartoons

Dan and Paul

I am fatman

Sam has jam

I can draw

It had rained

The Hay Bales

Rain rain go away

A tall van

The Dentist

Farm in the bush

Dawn on the farm

The main road

A street corner

day and eight

Pay day

Mates with Ray

LESSON 2

Listening and Saying - Phonic

Easy sounds - e

Easy words - e

Easy word lists - e

Special Sounds

ea as in eat

NRT CONTENTS (CONT.)

ea e and ee
ee as in eel
eigh as in eight
eu as in Europe
WRY Family of Sounds
ew as in few and flew
er as in her
ey as in they and key
Cartoons
Web is wet
Men help Des
Meat and peas
The bells peal
Bad left leg
Sheep in a pen
Free on the beach
Water Sports
tea and coffee
Build words that contain gh & ght

LESSON 3

Listening and Saying - Phonic

Easy sounds - i
Easy words - i
Easy word lists - i
Special Sounds
igh as in high and weigh
ie ei rule
ie as in chief and pie
ie exceptions
WRY Family of Sounds
ir as in fir
Cartoons
The fir tree
Dick hit the chief
Silk Wig
Dick's pig is sick
Tim is timid
I - eye
My fire

LESSON 4

Listening and Saying - Phonic

Easy sounds - o
Easy words - o
Easy word lists - o
Special Sounds
oa as in boat coal oar
oe as in toe
oi as in oil
o as in old

oo as in too and book
ou as in loud
ough and ought
WRY Family of Sounds
ow as in cow & snow
or as in or
oy as in toy
Cartoons
Dob of paint
Keep off the cot
Cow poo is good
The toy horn
On this side
The boys sailed
The Toffs
I owe you
Words with oo sound
Notes on oa

LESSON 5

Listening and Saying - Phonic

Easy sounds - u
Easy words - u
Easy word lists - u
Special Sounds
ue as in cheque
ue as in glue and due
ui as in quiz and quite
ui as in fruit and ruin
WRY Family of Sounds
ur as in pure
ur as in urn 1
ur as in urn 2
uy as guy
Cartoons
Don't fuss mum
I will huff and puff
The sun is out
That fuft of fur
The fireworks
Suck your thumb
Usual for you
Unions unite

LESSON 6

th words - wordlists
th draws attention to
sh words
ch words
ph words
wh asks questions

NRT CONTENTS (CONT.)

wh with a silent h
interrogations ???

more wh words

gh with a silent h

g - beginnings

g - inside

ge - endings

Tutor Units

Words beginning with wh

Wheel 1

Wheel 2

G as J - sight words

Readings

G as J

ge ending

g as in good

Cartoon

Sea Shells

LESSON 7

Easy Endings

Easy Endings

Words Ending with:

b

d

f

k

l

m

n

p

t

Not So Easy Endings

Difficult New Sounds

Words Ending with:

+sh

+ch

+vowel+th

+consonant+th

+lch

+nch

+rch

+tch

+se

+ce

+ze

+nce +rce

+l

+ll

+le

+ph +gh

+ge

+g +ng

+ct +nct

Plurals

Plurals 1

Plurals 2

Problem X

x word list

Problem with X

Same X sound, different spellings

16 Additional Tutor Units

Tutor Notes - Home Page

L and the 'uh' sound

I and the 'uh'l sound

vowel+l and l+e

+ch as in rich

+ch as in church and +tch as in catch

5 soft vowels and +ct

+ct as in act and +nct as in instinct

+sh as in fish

+th as in with and tooth

+pt as in kept

+ss +zz +x(ks) +ce +sh+ch

Problem X - Introduction

x=cs=ks=cks=_kes

Notes on 'Plurals'

Added s

The End

Easy Reading

numb thumb

second word

gulf wharf

ark sharks

girl Shirl

farm elm

Vern's barn

grasp carp

dessert tart

Not So Easy Reading

parish cash

with porch

each itch

distinct

A bicycle

Occidental gentlemen

Max's tuxedo

LESSON 8

Introduction

y- -y- -y

Lists of words starting with y

NRT CONTENTS (CONT.)

y- word list
Lists of words containing y
Hard i -y-
Soft i -y-
Lists of words ending with y
Dropped -e -ey -ie
-y as ee
Hard i and WRY
Tutor Units
Notes
Drop -e and add -y
Readings
y- Reading
-y- Reading
-y Reading
Cartoon
Chrissy Party

LESSON 9

e - a marker of change 1
e - a marker of change 2
Double letters
Pairs with NO e
No soft vowel companion
Exceptions
Names
Tutor Unit
Magic e
Readings
Pete had a pet
Lynn threw in a line

LESSON 10

shun shuss & shul
Spingee's Spiel
Quick Summary
-tion
-sion
-cian -tian -cean - xion
-tious -cious -scious - xious
-tial -cial -sial -xial
Split Ends
-ia / -ea
-ial / -eal
-iac / -iak
-ian / -ean
-iate
-io / -eo
-ion / -eon
-ium / -eum
-ius / -eus / -ious / -eous

-ual / -uate
Tutor Units: shun shuss & shul
Shun Notes
Shun words
Shuss Notes
shuss words
Shul Notes
Shul words 1
Shul words 2
Shul words 3
Tutor Unit: Split Ends
Split-ends Introduction
Cartoons: shun shuss & shul
MAIN STREET
CBD LOCAL NEWS
The Mine
Railway Station
The News
The Late News
Readings - Split Ends
-ia / -ea
-ial / -eal
-iac / -iak
-ian / -ean
-iate
-io / -eo
-ion / -eon
-ium / -eum
-ius / -eus / -ious / -eous
-ual / -uate

DOUBLE TROUBLE

Tutor Unit
Tutorial
Lists of words with double letters
aa ii uu vv
ee
long oo
short oo
abb
ebb
ibb
obb
ubb
acc
ecc
icc
occ
ucc
ack
eck

NRT CONTENTS (CONT.)

ick
ock
uck
add
edd
idd
odd
udd
aff
eff
iff
off
uff
agg
egg
igg
ogg
ugg
all
ell
ill
oll
ull
amm
emm
imm
omm
umm
ann
enn
inn
onn
unn
app
epp
ipp
opp
upp
arr
err
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PARTS OF SPEECH

GRAMMAR HOME PAGE

Introduction to Parts of Speech

Words and how they work together

Spelling is Addition

Sight Words - cartoon

Existence words - tutor notes

Early core words

Speech and Thought - Cartoon

Clause

Principal Clause

Verb and sentences - subject and predicate

Verbs to sentences - Cartoon

Simple sentences - reading

Noun - Introduction

Subject and Object

Understood

Noun - Common & Proper

Nym - Name

Synonym and Antonyms

Pronouns

Adjective

Verb

Verbs - cartoons and exercise

Verb - Infinitives

Adverbs

Exercise page

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Conjunctions - and but

Conjunctions - reading 1

Conjunctions - reading 2

Prepositions

Preposition - cartoon

Idiomatic Prepositions

Preposition 2 - cartoon

A - an - the - Definite / Indefinite

Article - Reading

A - an - the - Definite / Indefinite

Interjection - cartoon

Interjections - reading

Punctuation

Revision - summary

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Parts of Speech 2

Parts of Speech 3

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Set 6 W
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Nouns - case after preposition
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Tense of participles
Verb - to sing
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Verb - Transitive and Intransitive
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Conventional contradictions - Tutor Notes
Ignorance - Tutor Notes
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Saw them soar - Cartoon
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for - fore - four Wordlist
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