

GRADE

# Let's Learn English

**Teacher's Guide  
for Work Book - 1**



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**Department of English  
National Institute of Education**

## **Preface**

Let's Learn English Grade 3 Pupil's Text Book has been implemented in the schools since 2001. Feedback from the teachers of English teaching in Grades 3 – 5 has revealed that some amendments are required urgently.

The reasons given were that opportunities to practise correct formation of letters in the English alphabet were not provided till the lessons have progressed for some time. Since writing activities have been introduced from the very beginning in the Let's Learn English (LLE) workbook, there is a possibility of adopting students' own way of forming letters by the time they reach the activities designed specially to practise formation of letters.

This has become an urgent task to be addressed because formal English with reading and writing starts only at Grade 3 and Activity Based Oral English is done at Grades 1 & 2, where priority is given only to Listening and Speaking. It had also revealed that there is no formal introduction of the letter "O" in the present Grade 3 workbook. Unless correct guidance is given from the very beginning, there may be a tendency to confuse direction of writing letters of English with the direction of writing letters of the mother tongue. The exercises have been specifically designed with letters that could be written easily at first, progressing to those which are more difficult. Piloting of the workbook was carried out in a sample of schools in 2007.

LLE Workbook I should be done by the Grade 3 students and completed before starting the course of work for Grade 3. After completing all the exercises in this, the Pupil's Text and the Workbook II could be started by the teachers.

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## **Panel of Contributors to the Workbook & the Teacher's Guide I**

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## Guidelines for the workbook

- The teachers are expected to complete the workbook before starting LLE Grade 3 text.
- Colours and numbers are included with the intention of adding variety.
- It is suggested that to make the learning enjoyable, a variety of activities should be introduced.

## Time Allocation

- The suggested number of lesson periods for covering the teaching content in the workbook is as follows.

Introduction	—————>	1 Period
Pre-writing patterns	—————>	4 periods
26 letters	—————>	26 periods
Revision	—————>	4 periods

It should be noted that the lesson periods for covering the teaching content in the LLE Grade 3 are 124 periods.

As there are 210 periods in an academic year there is ample time for teachers to complete both the workbook II and Grade 3 package.

## **Suggested Activities**

- Writing in the air/ on the back of another child
- Writing on sand trays/ sand paper letters
- Pasting on letters
- Colouring letters
- Matching
- Tracing on letters
- Sorting
- Arranging
- Sequencing
- Identifying
- Guessing
- Completing
- Songs
- Rhymes
- Games

PERIOD	CONTENT	SUGGESTED ACTIVITIES
1	Introduction	Alphabet song
2	Pre- writing	Different shapes
3	Pre- writing	Different shapes
4	Pre- writing	Different shapes
5	Pre- writing	Different shapes
6	c C	
7	e E	
8	o O	
9	a A	
10	g G	
11	l L	
12	Revision 1	
13	i I	
14	j J	
15	p P	
16	t T	
17	v V	
18	w W	
19	Revision 2	
20	f F	
21	u U	
22	y Y	

PERIOD	CONTENT	SUGGESTED ACTIVITIES
23	m M	
24	n N	
25	h H	
26	b B	
27	Revision 3	
28	d D	
29	q Q	
30	k K	
31	r R	
32	s S	
33	x X	
34	z Z	
35	Revision 4	

## Period                      Alphabet Song

01                      A B C D E F G  
                           H I J K L M N O P  
                           Q R S and T U V  
                           W X and Y Z  
                           Happy happy shall we be  
                           When we learn our ABC

- Prepare alphabet cards.
- Get each student to wear an alphabet card.
- Introduce each letter while singing the song.
- Sing the song / play the cassette for the second time
- Ask each student to come to the front according to the letter worn.
- Introduce the main colours

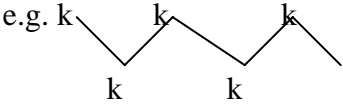
Period	Pg. No	Procedure
02	01	<ul style="list-style-type: none"> <li>• First get the students to trace over dotted lines using their forefingers.</li> <li>• Then ask them to write on dotted lines using a coloured pencil.</li> <li>• Get them to do the patterns one by one.</li> <li>• If there's any time left, get the students to colour the pictures</li> </ul>
03	02	-do-
04	03	-do-
05	04	-do-
06	05	<p>Step 1</p> <ul style="list-style-type: none"> <li>• Get the students to trace over the pattern first using the forefinger then with a coloured pencil.</li> </ul> <p>Step 2</p> <ul style="list-style-type: none"> <li>• Get the students to trace over simple and capital letters according to the arrows and the numbers.</li> <li>• Point to each picture and read the word aloud. Get the students to repeat. Introduce the sound of the letter</li> </ul> <p>Step 3</p> <ul style="list-style-type: none"> <li>• Ask students to find and colour the relevant letter.</li> </ul>
	06	<p>Step 4</p> <ul style="list-style-type: none"> <li>• Get the students to write the simple letter (e.g. c)</li> </ul> <p>Step 5</p> <ul style="list-style-type: none"> <li>• Get the students to write the capital letter (e.g. C)</li> </ul> <p>Step 6</p> <ul style="list-style-type: none"> <li>• Get the students to colour the relevant letter.</li> </ul>
07	07	<p>Steps 1&amp;2</p> <ul style="list-style-type: none"> <li>• -do-</li> </ul> <p>Step 3</p> <ul style="list-style-type: none"> <li>• Get the students to identify the given letter and circle them using two different colours</li> </ul>

Period	Pg. No	Procedure
	08	Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>• Colour the relevant letter.</li> </ul>
08	09	Steps 1& 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• First get the students to colour the letter “O”.</li> <li>• Then ask them to guess what it is</li> <li>• Give the word (Octopus).</li> </ul> Steps 4,5 & 6
	10	<ul style="list-style-type: none"> <li>• -do-</li> </ul>
09	11	Steps 1& 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• Get the students to colour the balloons according to the given instructions.</li> </ul>
	12	Steps 4,5,&6 <ul style="list-style-type: none"> <li>• -do-</li> </ul>
10	13	Steps 1& 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• Get the students to circle ‘g’ in green and cross ‘G’</li> </ul> Steps 4,5&6
	14	<ul style="list-style-type: none"> <li>• -do-</li> </ul>
11	15	Steps 1& 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• Get the students to circle the given letters using two different coloured pencils.</li> <li>• Ask them to count number of ‘I’ and ‘L’</li> </ul>
	16	Steps 4,5 & 6 <ul style="list-style-type: none"> <li>• -do-</li> </ul>
12	17 Revision 1	Step 1 <ul style="list-style-type: none"> <li>• Point to a picture and get the students to say the word. Help if necessary.</li> <li>• Get the students to read the letters in the middle one by one. Do the same for all the letters given.</li> <li>• Get the students to match the pictures with the letters.</li> </ul> Step 2 <ul style="list-style-type: none"> <li>• Point to the letters and get the students to read them</li> <li>• Point to a picture and get the students to say the word. Do the same with all the pictures. Help if necessary.</li> <li>• Get the students to fill in the missing letters</li> </ul>

Period	Pg. No	Procedure
	18 Revision 1	Step 3 <ul style="list-style-type: none"> <li>• Ask the students to find the hidden letter and colour it.</li> <li>• Get the students to read the coloured letter aloud.</li> <li>• Give them a chance to come out with the word.</li> </ul>
13	19  20	Steps 1 & 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• Ask the students to find both capital and simple “<b>T</b>” and “<b>t</b>” and colour the shapes.</li> </ul> Steps 4,5 & 6 <ul style="list-style-type: none"> <li>• -do-</li> </ul>
14	21  22	Steps 1& 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• First get the students to count simple ‘<b>j</b>’ and capital ‘<b>J</b>’</li> <li>• Ask them to write the correct number.</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>• -do-</li> </ul>
15	23  24	Steps 1 & 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• Get the students to circle the “<b>p</b>”s.</li> <li>• <b>Do not</b> encourage them to read the words.</li> </ul> Steps 4 ,5 & 6 <ul style="list-style-type: none"> <li>• -do-</li> <li>• Emphasis the positions of “<b>P</b>” and “<b>p</b>”</li> </ul>
16	25  26	Steps 1 & 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• Get the students to colour ‘<b>t</b>’ and ‘<b>T</b>’ using given colours.</li> <li>• Point to the letters one by one and get the students to say whether they are simple or capital.</li> </ul> Steps 4, 5, 6 <ul style="list-style-type: none"> <li>• -do</li> </ul>
17	27 Simple “ <b>V</b> ”  28	Steps 1 & 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• Get the students to colour the dotted parts using the given colour.</li> <li>• Get the students to show the simple ‘<b>v</b>’ and the capital ‘<b>V</b>’.</li> </ul> Steps 4,5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>

Period	Pg. No	Procedure
18	29 30	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> <li>Get the students to find the given letter “<b>W</b>” and colour it.</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
19	31 Revision 2 32	Step 1 <ul style="list-style-type: none"> <li>Point to the letters one after the other; get them to say them aloud.</li> <li>Get them to show the pictures when it is readout.</li> <li>Say the letter and get the students to say the relevant word. Do vice versa.</li> <li>Get the students to match the letters with the pictures.</li> </ul> Step 2 <ul style="list-style-type: none"> <li>Get the students to identify the letter in the circle.</li> <li>Ask them to tick the correct box.</li> </ul> Steps 4,5 & 6
20	33 34	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Point to the letters one by one and get the students to say whether they are simple or capital letters.</li> <li>Get the students to circle ‘<b>f</b>’ and underline ‘<b>F</b>’</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
21	35 36	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Ask the students to colour ‘<b>u</b>’ and ‘<b>U</b>’ in red and yellow colours respectively.</li> <li>Get the students to say what the picture is</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
22	37 38	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Get the students to colour ‘<b>y</b>’ in blue</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
23	39 40	Steps 1& 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Get the students to identify the pictures around the letter and read them aloud.</li> <li>Ask them to read the letter.</li> <li>Get them to draw lines to pictures beginning with ‘<b>m</b>’</li> </ul> Steps 4, 5 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>

Period	Pg. No	Procedure
24	41         42	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Get the students to point to capital 'N' and ask them to underline them.</li> <li>Get them to point to simple letters and circle them.</li> <li><b>Do not</b> encourage the students to read the words.</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
25	43         44	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Get the students to draw flowers around 'h' &amp; 'H'</li> <li>Ask them to show simple 'h'</li> <li>Do the same with capital 'H'</li> </ul> Steps 4,5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
26	45         46	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Point to the picture and elicit the words from the students.</li> <li>Get them to identify the pictures beginning with 'b' and say the words</li> <li>Ask them to colour the pictures beginning with 'b' using different colours.</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
27	47 Revision 3         48	Step 1 <ul style="list-style-type: none"> <li>Get the students to read the simple and the capital letters.</li> <li>Then get them to match the simple letters with the capitals.</li> </ul> Step 2 <ul style="list-style-type: none"> <li>Get the students to circle the letters in the flags according to the given instructions.</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Show the pictures and elicit the words for each puzzle.</li> <li>Get them to complete the puzzles using simple letters.</li> </ul>
28	49         50	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Colour 'd' in yellow and 'D' in red</li> </ul> Steps 4,5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>

Period	Pg. No	Procedure
29	51 52	Steps 1&2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Get the students to identify the given capital and the simple letter and join them by drawing a line.</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>do</li> </ul>
30	53 54	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Get the students to identify the given capital and the simple letter and match them by drawing a line.</li> </ul> <ul style="list-style-type: none"> <li>e.g. k k k</li> </ul>  <ul style="list-style-type: none"> <li>Do the same with the capital letter.</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
31	55 56	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Steps 3 <ul style="list-style-type: none"> <li>Get the students to colour simple 'r' in red and capital "R" in green</li> <li>Ask them to show their letters to the class. ( a simple "r " and a "R" )</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
32	57 58	Steps 1 & 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Point to the pictures and elicit the words</li> <li>Then get the students to colour the pictures using different colours.</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>
33	59 60	Steps 1& 2 <ul style="list-style-type: none"> <li>-do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>Get the students to colour "x" in blue &amp; "X" in green</li> <li>Ask the students to count the number of simple x and capital X</li> </ul> Step 4, 5 & 6 <ul style="list-style-type: none"> <li>-do-</li> </ul>

Period	Pg. No	Procedure
34	61  62	Steps 1 & 2 <ul style="list-style-type: none"> <li>• -do-</li> </ul> Step 3 <ul style="list-style-type: none"> <li>• Get the students to colour the simple and capital letters in two different colours (blue &amp; green)</li> </ul> Steps 4, 5 & 6 <ul style="list-style-type: none"> <li>• -do-</li> </ul>
35	63 Revision 4	Step 1 (Revision) <ul style="list-style-type: none"> <li>• Get the students to identify the pictures and elicit the words from them.</li> <li>• Ask them to write the first letter of each word to complete the alphabet.</li> </ul>
	64	Step 2 <ul style="list-style-type: none"> <li>• Ask the students to join the dots to complete the picture starting from 'a'</li> <li>• Show the completed alphabet ladder and elicit the word from the students.</li> </ul>