Appendix 2(f) Assessment of Alphabet Knowledge – Record Sheet

Name: **Date of assessment:**

Date of birth: **Chronological age:**

Grapheme/phoneme correspondence:

Set 1: Lower case:

Instructions:

a.   Show the Test Card to the learner and ask him/her to go left to right across the page say-
     ing the **sound** each letter makes.

Circle the ones that are incorrect.

v	b	g	c	e	i
x	s	n	h	d	l
f	k	o	t	a	z
r	w	m	j	y	p
u	q				

b.   Now ask the learner to look at them again and say the **name** each letter makes.

Circle the ones that are incorrect using a different colour pen or by underlining.

Set 2: Upper case:

Instructions:

1.   Ask the learner to look at Set 2 (capital letters) and ask him/her to say the **sound** each
     one makes.

Circle the ones that are incorrect.

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

2.   Now ask the learner to look at them again and say the name each letter makes.

Circle the ones that are incorrect using a different colour pen or by underlining.

Assessor's notes:

Alphabet sequencing

1.   Ask the learner to tell you all the letters of the alphabet starting with A.

If the learner sings (but is correct) note that and then ask him/her if s/he can say it **without** sing-
ing. If the learner gives sounds only, ask them to do it again saying **names**. Record any errors.

2.   Give the learner a set of alphabet letters (or in the case of older learners, small cards (about
     2.5 cm square) with an upper case letter on each) and ask them to set them out in alpha-
     betical order. If incorrect, copy the sequence they make.

GRAPHEME/PHONEME CORRESPONDENCE CARD

Set 1: Lower case

v b g c e i

x s n h d l

f k o t a z

r w m j y p

u q

Set 2: Upper case

B G O H X Q

Z L Y S N C

F W A J D V

K T E U I M

R P