



Secondary

How to help your child succeed with Literacy

## General tips

### Independent reading

Reading 30 minutes per day. No internet or distractions but using a dictionary if needed. Reading before bed is ideal and can aid sleep that is more restful. There's a list of 100 suitable books for teenagers in this pack to help you.

Here are some other ideas to encourage reading:

- Show your teenager that it is as much fun to read a book as it is to watch TV or play on the computer.
- Create a quiet, well-lit space in your home to encourage reading.
- Make sure that your home contains books that will interest your teenager.
- Encourage your teenager to read magazines and newspapers (even online)
- Subscribe to a magazine that your teenager has an interest in.
- Share articles you've read from the newspaper or a magazine, especially if it's something your teenager is interested in.
- Play audio books in the car. This will encourage reading for enjoyment.
- Recommend adult-themed books that would be appropriate.
- Introduce books, which are part of a series, and biographies.
- Ask teenagers to recommend books for younger readers in the family.
- Make use of e-books and e-book readers such as Kindles.

### Reluctant readers

If your child is unenthusiastic about reading, please read with them. Discuss characters, plots, predictions. Your interest will encourage their interest.

Here are some strategies you could try:

- Ask them questions such as 'Who is your favourite character?' 'Why do you think the book is so popular?' 'How interesting did you find that chapter?' 'What do you think will happen next?' and so on. Your curiosity will spark theirs.
- Read the same book; that way you can have discussions and debates.
- Use the 'film version' as a reward, discuss with them what they think the film will be like and why.
- Turn off the Wi-Fi and take away electronic devices (if not in use for reading).

## **Self-reflection and correction**

Check their exercise books and homework (set every week) ask them to make 10 corrections/improvements in different colour. This could be spelling, grammar, or even a more effective choice of word. Encourage reflection in key for improvement. There's a Literacy mat in this pack to help you.

## **Media**

Watching English speaking films, reading English magazines and newspapers, and listening to English radio and songs all helps! Immersion is the key!

## **Spelling and vocabulary**

Give them little spelling tests, ask them to put words into sentences and find synonyms (words with the same meaning). There's a suitable spelling list attached. This can easily be turned into a fun game, especially on long car journeys.

## Useful websites

<http://www.bbc.co.uk/skillswise/english>

<http://www.grammaropolis.com>

<http://www.bbc.co.uk/education>

<http://learnenglishteens.britishcouncil.org>

<http://www.funbrain.com/grammar>

<http://www.funbrain.com>

<http://www.englishclub.com>

<http://www.chompchomp.com>

[www.brainpop.com](http://www.brainpop.com)

<http://www.roadtogrammar.com>

[learnenglish.britishcouncil.org](http://learnenglish.britishcouncil.org)

[learnenglishkids.britishcouncil.org](http://learnenglishkids.britishcouncil.org)

### 100 suitable books for ages 11-18

See also the CES recommended reading lists contained in your child's planner

1. *Harry Potter* (series), by J.K. Rowling
2. *The Hunger Games* (series), by Suzanne Collins
3. *To Kill a Mockingbird*, by Harper Lee
4. *The Fault in Our Stars*, by John Green
5. *The Hobbit*, by J.R.R. Tolkien
6. *The Catcher in the Rye*, by J.D. Salinger
7. *The Lord of the Rings* (series), by J.R.R. Tolkien
8. *Fahrenheit 451*, by Ray Bradbury
9. *Looking for Alaska*, by John Green – has some material about young love
10. *The Book Thief*, by Markus Zusak
11. *The Giver* (series), by Lois Lowry
12. *The Hitchhiker's Guide to the Galaxy* (series), by Douglas Adams
13. *The Outsiders*, by S.E. Hinton
14. *Anne of Green Gables* (series), by Lucy Maud Montgomery
15. *His Dark Materials* (series), by Philip Pullman
16. *The Perks of Being a Wallflower*, by Stephen Chbosky
17. *The Princess Bride*, by William Goldman
18. *Lord of the Flies*, by William Golding
19. *Divergent* (series), by Veronica Roth
20. *Paper Towns*, by John Green
21. *The Mortal Instruments* (series), by Cassandra Clare
22. *An Abundance of Katherines*, by John Green
23. *Flowers for Algernon*, by Daniel Keyes
24. *Thirteen Reasons Why*, by Jay Asher
25. *The Curious Incident of the Dog in the Night-Time*, by Mark Haddon
26. *Speak*, by Laurie Halse Anderson
27. *Twilight* (series), by Stephenie Meyer
28. *Uglies* (series), by Scott Westerfeld
29. *The Infernal Devices* (series), by Cassandra Clare
30. *Tuck Everlasting*, by Natalie Babbitt
31. *The Absolutely True Diary of a Part-Time Indian*, by Sherman Alexie
32. *The Sisterhood of the Traveling Pants* (series), by Anne Brashares
33. *The Call of the Wild*, by Jack London
34. *Will Grayson, Will Grayson*, by John Green, David Levithan
35. *Go Ask Alice*, by Anonymous
36. *Howl's Moving Castle*, by Diana Wynne Jones
37. *Stargirl*, by Jerry Spinelli
38. *A Separate Peace*, by John Knowles
39. *Vampire Academy* (series), by Richelle Mead
40. *Abhorsen Trilogy / Old Kingdom Trilogy* (series), by Garth Nix
41. *Dune*, by Frank Herbert
42. *Discworld / Tiffany Aching* (series), by Terry Pratchett
43. *My Sister's Keeper*, by Jodi Picoult
44. *The Dark is Rising* (series), by Susan Cooper
45. *Graceling* (series), Kristin Cashore
46. *Forever...*, by Judy Blume
47. *Earthsea* (series), by Ursula K. Le Guin
48. *Inheritance Cycle* (series), by Christopher Paolini
49. *The Princess Diaries* (series), by Meg Cabot
50. *The Song of the Lioness* (series), by Tamora Pierce
51. *Treasure Island*, by Robert Louis Stevenson
52. *Delirium* (series), by Lauren Oliver

53. *Anna and the French Kiss*, by Stephanie Perkins
54. *Hush, Hush Saga* (series), by Stephanie Perkins
55. *13 Little Blue Envelopes*, by Maureen Johnson
56. *It's Kind of a Funny Story*, by Ned Vizzini
57. *The Gemma Doyle Trilogy* (series), by Libba Bray
58. *Miss Peregrine's Home for Peculiar Children*, by Ransom Riggs
59. *The House on Mango Street*, by Sandra Cisneros
60. *Something Wicked This Way Comes*, by Ray Bradbury
61. *The Chocolate War*, by Robert Cormier
62. *Just Listen*, by Sarah Dessen
63. *A Ring of Endless Light*, by Madeleine L'Engle
64. *The Truth About Forever*, by Sarah Dessen
65. *The Bartimaeus Trilogy* (series), by Jonathan Stroud
66. *Bloodlines* (series), by Richelle Mead
67. *Fallen* (series), by Lauren Kate
68. *House of Night* (series), by P.C. Cast, Kristin Cast
69. *I Capture the Castle*, by Dodie Smith
70. *Nick & Norah's Infinite Playlist*, by Rachel Cohn, David Levithan
71. *Before I Fall*, by Lauren Oliver
72. *Unwind*, by Neal Shusterman
73. *The Last Unicorn*, by Peter S. Beagle
74. *The Maze Runner Trilogy* (series), by James Dashner
75. *If I Stay*, by Gayle Forman
76. *The Blue Sword*, by Robin McKinley
77. *Crank* (series), by Ellen Hopkins
78. *Matched* (series), by Allie Condie
79. *Gallagher Girls* (series), by Ally Carter
80. *The Goose Girl*, by Shannon Hale
81. *Daughter of the Lioness / Tricksters* (series), by Tamora Pierce
82. *I Am the Messenger*, by Markus Zusak
83. *The Immortals* (series), by Tamora Pierce
84. *The Enchanted Forest Chronicles* (series), by Patricia C. Wrede
85. *Chaos Walking* (series), by Patrick Ness
86. *Circle of Magic* (series), by Tamora Pierce
87. *Daughter of Smoke & Bone*, by Laini Taylor
88. *Feed*, by M.T. Anderson
89. *Weetzie Bat* (series), by Francesca Lia Block
90. *Along for the Ride*, by Sarah Dessen
91. *Confessions of Georgia Nicolson* (series), by Louise Rennison
92. *Leviathan* (series), by Scott Westerfeld
93. *The House of the Scorpion*, by Scott Westerfeld
94. *The Chronicles of Chrestomanci* (series), by Diana Wynne Jones
95. *The Lullaby*, by Sarah Dessen
96. *Gone* (series), by Michael Grant
97. *The Shiver Trilogy* (series), by Maggie Stiefvater
98. *The Hero and the Crown*, by Robin McKinley
99. *Wintergirls*, by Laurie Halse Anderson
100. *Betsy-Tacy Books* (series), by Maud Hart Lovelace

\* Whilst these books are recommended Teen Fiction, please note that CES staff may not have read all of them. Some of these books may contain teen issues, which you are not comfortable with – such as young love. Choice is down to personal ideas. Should you consider any passages inappropriate do please contact us.

# Literacy mat

## Can I write in paragraphs?

### The TIPTOP rule

You move onto a new paragraph when you change **time**, **place**, **topic** or **person**.

1. I always start an essay with an **introduction** which addresses the question.
2. I finish an essay with a **conclusion** to summarise the main points of my argument and to address the question again.
3. I use **connectives** in each paragraph to link my ideas and to put them in a logical order.

- |                 |             |               |
|-----------------|-------------|---------------|
| ○ Furthermore   | ○ But       | ○ Meanwhile   |
| ○ Whereas       | ○ Since     | ○ Nonetheless |
| ○ Nevertheless  | ○ Yet       | ○ However     |
| ○ Alternatively | ○ Therefore | ○ Although    |
| ○ Consequently  | ○ Besides   | ○ Moreover    |

## Have I used the correct grammar?

*I am aware that I must use language that is appropriate to my reader.*

- ❖ No slang *that lesson was bangin'*
  - ❖ No informal language *I'm gonna do my homework now*
- ❖ Other things to consider:
- ✓ I am clear about the **purpose** of this piece of writing
  - ✓ I know who my **audience** is
  - ✓ I will use a suitable **layout** and **text type**

## My work

*I am proud of my work because...*

- I have written clearly so that my reader can understand my writing easily.
- I have checked my **spelling** and corrected any errors.
- I have used full sentences with a subject and a verb.
- I have used correct **punctuation** and **grammar**.
- I have paragraphed my work using **TIPTOP**.
- My writing is suitable for the person I am writing for.

## Can I spell familiar words accurately?

### Common contractions

*We must use an apostrophe to replace any letter(s) we have left out.*

11 o'clock	I'd	They're	Who'll
Aren't	I'll	Wasn't	Who's
Can't	I'm	We'd	Why'd
Couldn't	Isn't	We'll	Why'll
Didn't	It'd	We're	Why's
Doesn't	It'll	Weren't	Won't
Don't	It's	What'd	Wouldn't
Hadn't	Mightn't	What'll	You'd
Hasn't	Mustn't	What's	You'll
Haven't	Shan't	When'd	You're
He'd	She'd	When'll	
He'll	She'll	When's	
He's	She's	Where'd	
How'd	Shouldn't	Where'll	
How'll	They'd	Where's	
How's	They'll	Who'd	

## Can I use different sentence types?

**Simple sentences:** contains a subject and a verb and can contain an object

- Sarah likes to read in the library.
- Tom enjoys reading at home.

**Compound sentences:** joins two simple sentences using the connectives: *for, and, nor, but, or, yet, so.*

- Sarah likes to read in the library but Tom prefers to read at home.

**Complex sentences:** A complex sentence contains a conjunction such as *because, since, after, although, or when.*

- Because Robert felt tired, he only studied for an hour.
- Although the rain had stopped, the pitch was still water-logged.
- Paul enjoys Music, however, he is more proficient in Art.

### Homophones

*I have checked that I have not mixed up my homophones.*

Affect/effect	Meat/meet
Bare/bear	One/won
Brake/break	Passed/past
Buy/by	Peace/piece
For/four	Practice (n)/practise (v)
Flour/flower	Read/red
Grate/great	Sea/see
Hair/hare	Sight/site
Hole/whole	Son/sun
Hour/our	To/too/two
Knight/night	Wait/weight
Know/no	Weak/week
	Wear/where

# Literacy mat

What traffic light am I?  
Is my punctuation accurate?

## Basics:

- ❑ Every sentence must start with a capital letter.
- ❑ Every sentence must finish with some form of punctuation: .?!
- ❑ Proper nouns need capital letters. These are **unique** people, places or things *e.g. there are many cities so 'city' doesn't take a capital letter. However there is only one London, therefore it takes a capital letter.*
- ❑ When writing titles of works such as books, films or plays:
  - Capitalise the first word
  - Capitalise any main/important words
  - Don't capitalise minor words such as 'and', 'of' or 'the' *e.g. The Sound of Music, The Wizard of Oz, Harry Potter and the Goblet of Fire*
- ❑ When writing speech:
  - ✓ Go to a new line when a different person speaks *e.g. "Good morning" said the Headteacher.*
  - ✓ Each person's speech is marked with speech marks *e.g. "Walk on the left," said Mr Mathews.*

## Can I spell accurately?

- ❑ Sound out the word
- ❑ Think about how it looks
- ❑ Think about a similar word
- ❑ Is there a memory sentence for this word? (e.g. **big** elephants **cannot** **always** use **small** exits)
- ❑ Find the word in a list -
  - Key words list
  - Frequently used words list
  - Your own word bank
- ❑ Look it up in a dictionary/spellchecker
- ❑ Ask a friend or teacher
- ❑ To learn it: look, cover, write, check
- ❑ Once you've solved it, add the correct spelling to your own word bank.

## Can I use punctuation?

### The Apostrophe

*I always aim to use apostrophes correctly.*

There are two main reasons why we use apostrophes: for **possession** and to **replace a letter or letters**

**Note: Apostrophes are NEVER used to denote plurals**

Full stop	.	indicates that a sentence has finished
Comma	,	indicates a slight pause in a sentence, separates clauses in a complex sentence and items in a list
Question mark	?	goes at the end of a question
Exclamation mark	!	goes at the end of a dramatic sentence to show surprise or shock
Apostrophe	'	shows that letter(s) have been left out or indicates possession
Speech marks	" "	indicate direct speech, the exact words spoken or being quoted
Colon	:	introduces a list, a statement or a quote in a sentence
Semicolon	;	separates two sentences that are related and of equal importance
Dash / hyphen	-	separates extra information from the main clause by holding words apart
Brackets	( )	can be used like dashes, they separate off extra information from the main clause
Ellipsis	...	to show a passage of time, to hook the reader in and create suspense

### Apostrophe for Possession

*(To show that something belongs to another)*

**If a single thing/person owns anything, add an apostrophe + 's'.**

- The dog's bone
- The boy's homework
- Jones's bakery
- Yesterday's lesson

**However, if it is plural (more than one), an apostrophe comes after the 's'.**

- The dogs' bones
- The boys' homework
- Joneses' bakeries (lots of Jones families)
- Many websites' content is educational

### There/ their/ they're

**Note:** special care must be taken over the use of **there**, **their** and **they're** as they sound the same but are used quite differently:

- ❖ **There** shows position *Your seat is over there*
- ❖ **Their** shows that 'they' own something *Their blazers are navy blue.*
- ❖ **They're** is short for **they are** as in *They're revising every day.*

### ITS

**Note:** **its**, which shows that something owns something (like our, his etc), **does not** take an apostrophe: *the dog ate its bone and we ate our dinner*

### Your/ you're

**Note:** special care must be taken over the use of **your** and **you're** as they sound the same but are used quite differently:

- ❖ **Your** is possessive as in *this is your pen*
- ❖ **You're** is short for **you are** as in *you're coming over to my house*

## Key Stage 3 Spelling List

accommodation conclusion explanation  
 actually conscience February  
 alcohol conscious fierce  
 although consequence forty  
 analyse continuous fulfil  
 analysis  
 argument creation furthermore  
 assessment daughter guard  
 atmosphere decide/decision happened  
 audible definite health  
 audience design height  
 autumn development imaginary  
 beautiful diamond improvise  
 beginning diary industrial  
 believe disappear interesting  
 beneath disappoint interrupt  
 buried embarrass issue  
 business energy jealous  
 caught engagement knowledge  
 chocolate enquire listening  
 climb environment lonely  
 column evaluation lovely  
 concentration evidence marriage

material potential sincerely  
 meanwhile preparation skilful  
 miscellaneous prioritise soldier  
 mischief process stomach  
 modern proportion straight

moreover proposition strategy  
 murmur questionnaire strength  
 necessary queue success  
 nervous reaction surely  
 original receive surprise  
 outrageous reference survey  
 parallel relief technique  
 participation remember technology  
 pattern research texture  
 peaceful resources tomorrow  
 people safety unfortunately  
 performance Saturday Wednesday  
 permanent secondary weight  
 persuade/persuasion separate weird  
 physical sequence women  
 possession shoulder

### Common homophones and confusions

advise/advice choose/chose quiet/quite  
 to/too/two cloth/clothe sites/sights  
 allowed/aloud  
 threw/through conscience/conscious source/sauce  
 to/too/two course/coarse  
 bought/brought our/are  
 braking/breaking practise/practice

**Art**

abstract easel kiln  
 acrylic exhibition landscape  
 charcoal foreground palette  
 collage frieze pastel  
 collection gallery perspective  
 colour highlight portrait  
 crosshatch illusion sketch  
 dimension impasto spectrum  
 display

cliché narrative subordinate  
 narrator  
 comma onomatopoeia suffix  
 comparison pamphlet synonym  
 conjunction paragraph tabloid  
 consonant personification vocabulary  
 dialogue playwright vowel  
 exclamation plural  
 expression prefix

**Geography****D and T**

aesthetic hygiene presentation  
 brief ingredient production  
 carbohydrate innovation protein  
 component knife/knives recipe  
 design linen sew  
 diet machine specification  
 disassemble manufacture technology  
 evaluation mineral tension  
 fabric natural textile  
 fibre nutrition vitamin  
 flour polyester  
 flowchart portfolio

abroad function poverty  
 amenity globe provision  
 atlas habitat regional  
 authority infrastructure rural  
 climate international settlement  
 contour landscape situation  
 country latitude tourist/tourism  
 county location transportation  
 desert longitude urban  
 employment nation/national wealth  
 erosion physical weather  
 estuary pollution

**History****English**

advertisement figurative preposition  
 alliteration genre resolution  
 apostrophe grammar rhyme  
 atmosphere imagery scene  
 chorus metaphor simile  
 clause myth soliloquy

agricultural defence political  
 bias disease priest  
 castle document propaganda  
 cathedral dynasty Protestant  
 Catholic economy rebellion  
 chronological emigration reign  
 citizen government religious



**Music**

choir	minim	score
chord	minor	semibreve
chromatic	musician	synchronise
conductor	octave	syncopation
crotchet	orchestral	tempo
dynamics	ostinato	ternary
harmony	percussion	timbre
instrumental	pitch	triad
interval	quaver	vocal
lyric	rhythm	
major	scale	

**PSHE**

able/ability	effort	reality
achievement	emotional	relationship
addict	encouragement	represent
addiction		
approval	gender	reward
communication	generosity	sanction
control	involvement	sexism/sexist
dependency	preference	stereotype
discipline	pressure	
discussion	racism/racist	

**Science****PE**

active/activity	injury	qualify
agile/agility	league	relay
athletic/athlete	medicine	squad
bicep	mobile	tactic
	mobility	
exercise	muscle	tournament
field	personal	triceps
gym	pitch	
gymnastic		
hamstring	quadriceps	

absorb	exchange	organism
acid	freeze	oxygen
alkaline	frequency	particles
amphibian	friction	predator
apparatus	function	pressure
chemical	growth	reproduce
circulation	hazard	respiration
combustion	insect	solution
condensation	laboratory	temperature
cycle	liquid	thermometer
digest/digestion	mammal	vertebrate
element	method	vessel
evaporation	nutrient	