

# Ultimate Phonics

Reading Program

## User's Guide



Ultimate Phonics Reading Program  
User's Guide

Copyright ©2008 Spencer Learning  
All rights reserved

Spencer Learning  
7770 Regents Road, Suite 113 PMB 622  
San Diego, CA 92122 USA  
(858) 455-9818  
www.spencerlearning.com

## Contents

- 5 **Welcome to Ultimate Phonics**
- 5 Who Can Benefit
- 5 Recommended Use
- 6 Tips for Success
- 7 Computer Requirements
- 7 Installation
- 8 **Overview**
- 8 Lessons
- 8 The Main Screen
- 9 Lesson Pages
- 9 Lesson Parts
- 10 Sight Words
- 10 Lesson 1
- 11 **Moving Around in the Lessons**
- 11 Navigation Controls
- 11 Go To a Lesson
- 11 Go To a Lesson Part
- 12 Next, Previous, and Back Buttons
- 12 History Box
- 13 Find Box
- 14 **Menu**
- 14 Students
- 16 Print
- 16 Options

17	<b>Types of Lesson Pages</b>
17	Idea
18	Pattern
18	Word List
19	Word
20	Sight Word
20	Sentence
21	<b>Appendix</b>
21	Appendix A: Shortcut Keys
22	Appendix B: Microsoft Vista

## Welcome to Ultimate Phonics

Ultimate Phonics is a complete phonics based reading program that teaches people of all ages to be excellent readers. It consists of an interactive multimedia software program and a Words and Sentences book, both teaching the same structured reading material. It is not an “edutainment” program. Instead it is a powerful, content-rich learning tool that enables you to successfully teach your children and students to read.

### Who Can Benefit

Ultimate Phonics can benefit people of all ages who are beginning readers, poor readers, or non-readers. If you have young children just starting to read you can teach them to be excellent readers at an early age. If you have older children or adults with reading difficulties you can greatly improve their reading ability.

### Recommended Use

Our goal is to teach your students to read all of the words and sentences in all of the lessons fluently and accurately. You verify the learning by listening to them read the material aloud, either from the software or the book. When they finish the program and can read all of the material correctly, they are very likely to become excellent readers.

To get the most out of Ultimate Phonics you need to be involved. Although some highly motivated students can teach themselves, most students will need your help and guidance to successfully learn to read. Because it is very thorough, the program requires a time commitment of several hours per week over a period of months.

## Tips for Success

- 1) Take the time to understand the program so you can better teach your students. We estimate one hour to read this guide and experiment with the software.
- 2) Set regular times for sessions with your students.
- 3) For each session set a goal of completing at least one lesson. At first it may take longer than one session to successfully complete a lesson. Be patient.
- 4) A lesson is completed when students can read the words and sentences aloud with 100% accuracy.
- 5) Complete the lessons in order, since each lesson builds upon earlier lessons.
- 6) Remember that Lesson 1 is a unique lesson that simply covers the basic sounds of the consonants. When first starting students on the program you should briefly review Lesson 1 and then go right into Lesson 2.
- 7) After Lesson 1, all the lessons are organized the same way. You should go through the first few lessons with your students on the computer to help familiarize them with the software. Once they are familiar, they can review lessons on the computer independently.
- 8) Even after students are reviewing lessons independently on the computer, you should still listen to them read the words and sentences aloud to verify the learning. They can read aloud from either the software or the book.
- 9) When students are first learning a lesson they should start on the first page and use the next (right arrow) button to go through all the pages in order.
- 10) Don't overlook the powerful **right-click** feature. Try right-clicking words in Word List and Sentence pages, and patterns in Word pages.

- 11) When students have successfully completed the program they will be able to read the words and sentences in all 262 lessons with 100% accuracy. They will now be a reader and should simply be encouraged to read books and magazines they find interesting.
- 12) These are only suggestions. Use your judgment to determine the best use for your students. You can find more tips and resources at [www.spencerlearning.com](http://www.spencerlearning.com).

## Computer Requirements

Any computer running Microsoft Windows with a CD drive and sound capability. (For running with Vista see Appendix).

## Installation

- 1) Ultimate Phonics doesn't install automatically when you put the CD in your drive. You must install it manually before using the program for the first time.
- 2) Go into My Computer.
- 3) Locate the CD: Locate the icon representing the drive containing the Ultimate Phonics CD and double-click it.
- 4) Locate Setup: You should see a list of the contents of the CD, including folders titled Lesson\_A, Lesson\_B, etc. Locate the file named "Setup" or "Setup.exe", usually found near the bottom of the list.
- 5) Run Setup: Double-click the Setup file to run the installation program.
- 6) Locate the program icon: After running Setup you should see an Ultimate Phonics icon on your desktop. Double-click the icon and the program should start up. From now on, to run Ultimate Phonics simply put the CD in your drive and double-click the icon on your desktop.

# Overview

## Lessons

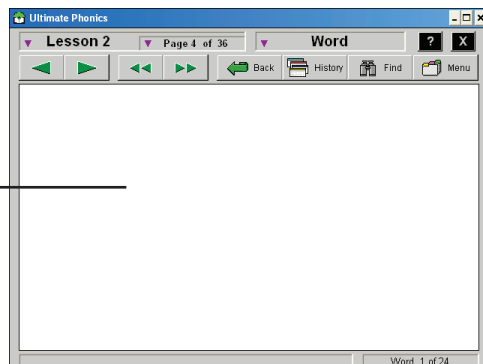
Ultimate Phonics consists of 262 lessons covering all the major phonics sounds and rules of English. The lessons introduce and sound out over 4,400 of the most common words. In addition, the lessons contain over 2,100 decodable sentences written with this core vocabulary.

Each lesson focuses on a specific letter pattern and sound combination. Students learn the patterns and sounds by reading the words and sentences that are in the lessons. The lessons are designed to be completed in order since they are always building on preceding lessons.

## The Main Screen

Lessons are always viewed within the Main Screen. The Main Screen is the gray frame with the buttons on top that you always see when using the program. The white viewing area is where the lessons appear. The buttons are controls that enable you to easily move around in the lessons.

Lessons are viewed one page at a time in the Main Screen view area.



## Lesson Pages

Each of the 262 lessons is made up of a set of pages. You can only see one page at a time in the Main Screen viewing area. There are six types of lesson pages:

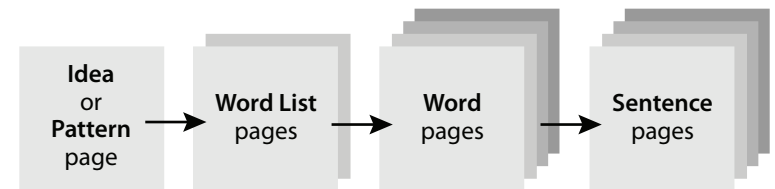
- |              |               |
|--------------|---------------|
| 1) Idea      | 4) Word       |
| 2) Pattern   | 5) Sight Word |
| 3) Word List | 6) Sentence   |

At any time, to see which type of page you are viewing, look at the area near the top right of the Main Screen. This area always shows one of the six types above.

## Lesson Parts

All of the lessons, *except for Lesson 1*, are organized the same way. Lessons are organized into four parts:

- 1) The first page is an **Idea** or **Pattern** page that tells you what the lesson is about.
- 2) After the Idea or Pattern page, the word list for the lesson is presented on one or more **Word List** pages.
- 3) After the Word List pages, the words are presented one at a time on **Word** pages. The Word pages provide a detailed breakdown of every word in the lesson.
- 4) Finally, after the Word pages, a series of sentences are presented one at a time on **Sentence** pages.



*The Four Parts of a Lesson*

## Sight Words

There are a few lessons scattered throughout the program where a set of special words called “sight words” are introduced. Sight words are common words, often with irregular spellings, that should be memorized rather than sounded out. Sight words are presented on **Sight Word** pages instead of regular Word pages.

## Lesson 1

Lesson 1 is the introductory lesson for the program. It is organized differently than the other lessons. Lesson 1 has three main parts:

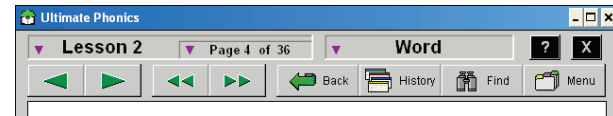
- 1) A set of Idea pages that explain some basic phonics concepts used in the program.
- 2) A set of Pattern pages that introduce the basic consonant sounds we need to start reading simple words.
- 3) Two Sight Word pages introducing the words “a” and “the”. These are the only sight words used in the early lessons.

Lesson 1 is only meant to provide some basic background information for the other lessons. The main learning begins in Lesson 2. When first starting students on the program we recommend you briefly review Lesson 1 then go right into Lesson 2.

# Moving Around in the Lessons

## Navigation Controls

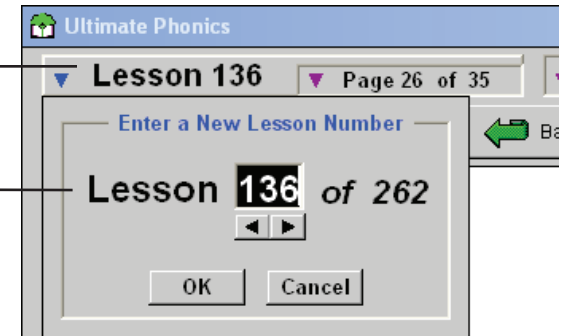
All the navigation controls for moving around in Ultimate Phonics are at the top of the Main Screen.



## Go to a Lesson

Click on the lesson number area.

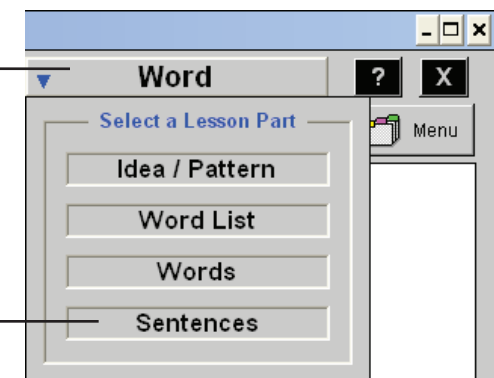
Type in a new lesson number and click OK.



## Go to a Lesson Part

Click on the lesson part area.

Click on the lesson part you want to go to.

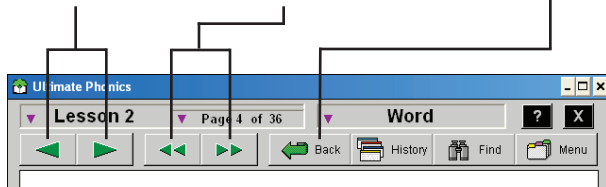


## Next, Previous, and Back Buttons

Next and previous page buttons move you forward and backward within a lesson.

Next and previous lesson buttons move you forward and backward between lessons.

The Back button works just like the one in your web browser.



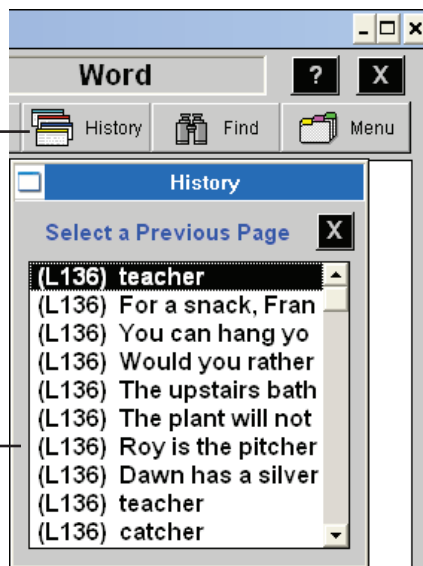
When students are first learning a lesson they should start on the first page and use the next page button to go through all the pages in order.

## History Box

The history box works like the history feature in your web browser. It shows a list of pages you have already viewed.

Click the the History button to open the history box.

Click on a line in the list to go to a previously viewed page.



## Find Box

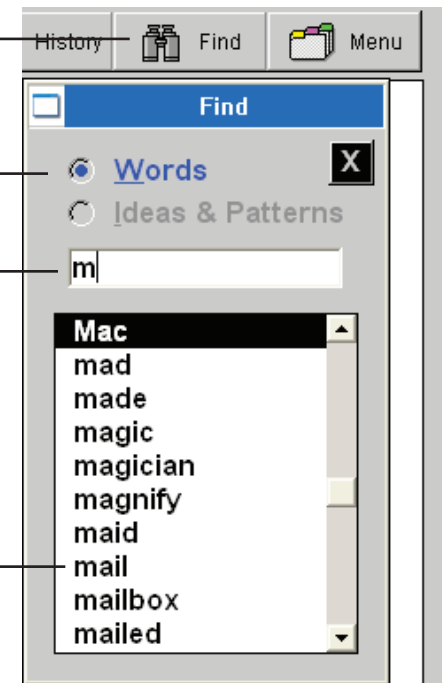
The find box lets you easily look up words and patterns.

Click the Find button to open the box.

To find a word make sure Words is selected.

Start typing in your word.

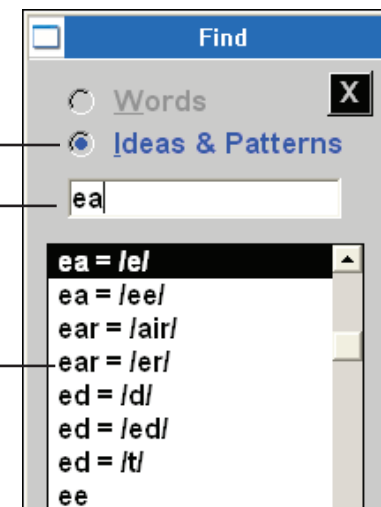
Click on any word in the list to go to the word.



To find phonics patterns select Ideas & Patterns.

Start typing in your letter pattern or idea.

Click on any item in the list to go to the pattern or idea.



# Menu

The Menu button opens the menu box which contains four screens: **Students**, **Print**, **Options**, and **About**. To switch between the screens click on the tabs at the top of the box.

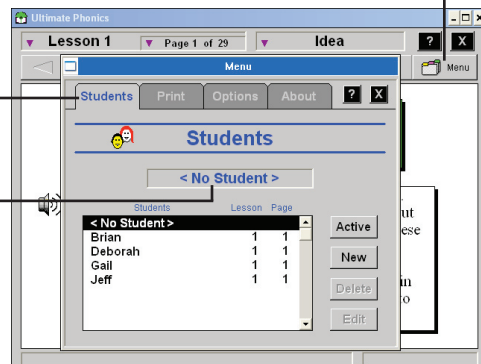
## Students

The Students file lets you create and maintain a student list, and gives you a way to save and retrieve a student's place in the lessons.

Click the Menu button.

Click the Students tab to see the file.

This is the currently active student. If there is no active student it says <No Student>.



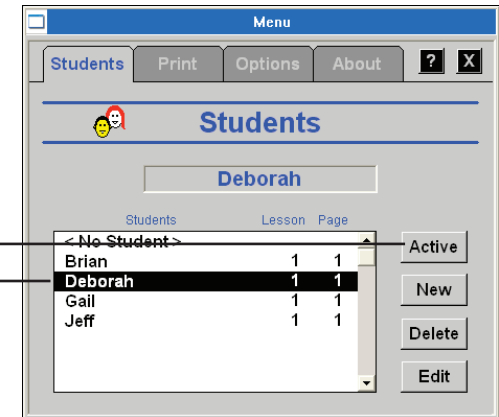
## Select the Active Student

The active student is the one currently using the program. The active student's place in the lessons is saved when the program is exited or when a new active student is selected.

Typically the first thing a student will do when starting a session is go into the Students file and select himself as the active student.

Select the student from the list by clicking the name.

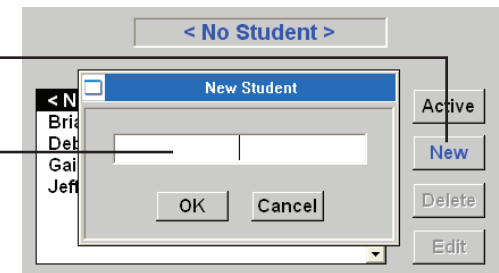
Click the Active button. The active student appears above the list.



## Add a New Student

To add a student click New.

Type in the name and click OK.

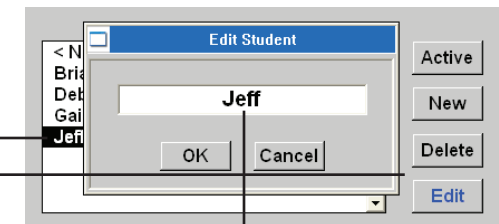


## Edit and Delete Students

Select the student from the list by clicking the name.

Click the Edit or Delete button.

If editing, edit the name. Click OK.



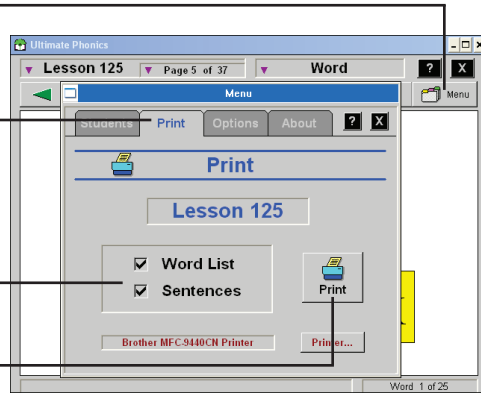
## Print

Click the Menu button.

Click the Print tab.

Check the boxes for Word List and/or Sentences.

Click Print.

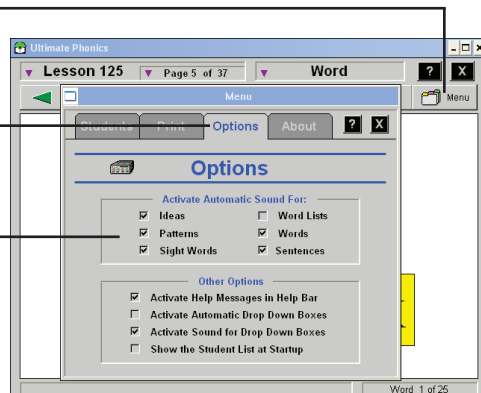


## Options

Click the Menu button.

Click the Options tab.

Set automatic sound and other options.



You can set automatic sound options. Automatic sound means you hear the sounds just by pointing. When automatic sound is off you need to click to hear the sound.

Another useful option is "Show the Student List at Startup". Checking this option makes the student file open automatically every time you start the program. That way you won't forget to set the active student.

## Types of Lesson Pages

The Ultimate Phonics program consists of 262 lessons. Each lesson is made up of a series of pages. Students view one page at a time and move between pages by using the buttons and controls.

There are six different types of pages: **Idea**, **Pattern**, **Word List**, **Word**, **Sight Word**, and **Sentence**.

### Idea

Idea pages tell you about important phonics ideas or concepts. For example, concepts such as "syllable" and "compound word" are explained on Idea pages.

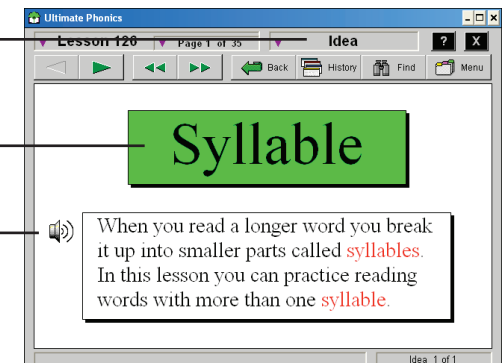
Ideas have explanations. You can hear the explanations by clicking on the speaker icon. Explanations are not part of the structured reading material and should not be memorized by students.

When students encounter an Idea page they should simply listen to the idea and explanation and then go on.

The Lesson Part area shows "Idea".

Point or click to hear the idea.

Click the speaker to hear the explanation.  
Click it again to stop.



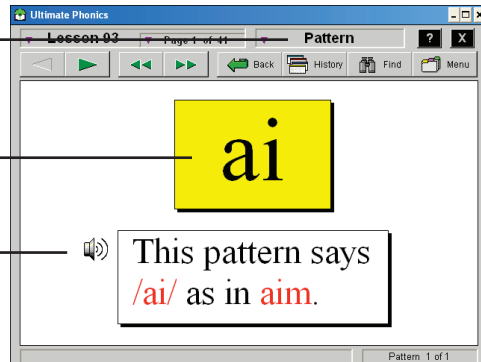
## Pattern

Pattern pages tell you about letter patterns that represent sounds. Patterns can be a single letter or a group of letters.

The Lesson Part area shows "Pattern".

Point or click to hear the pattern.

Click the speaker to hear the explanation.



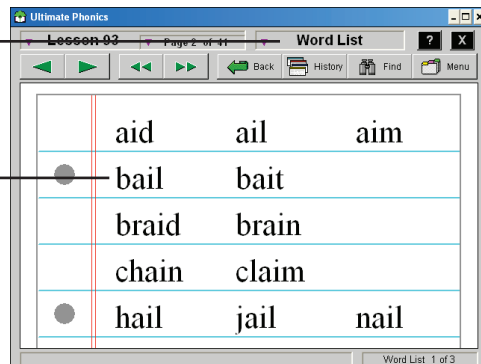
## Word List

Word List pages show you the list of words for a lesson. Some lessons have too many words to fit on one page, so they have more than one Word List page. You can move between pages by using the arrow buttons.

The Lesson Part area shows "Word List".

Point or click to hear any word in the list.

Right-click any word to jump to the Word page for that word. Reverse the jump with the Back button.



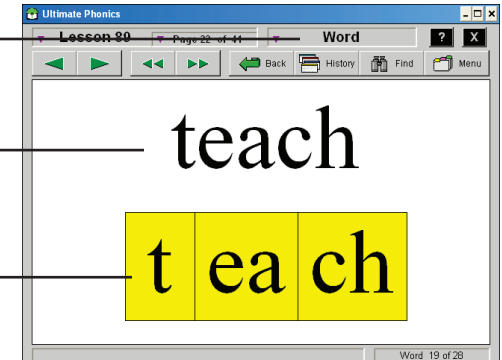
## Word

Word pages break down words from the word lists and sound them out. They clearly show you why words sound the way they do. You can simply point to hear all the sounds in a word. You can also right-click patterns for easy review.

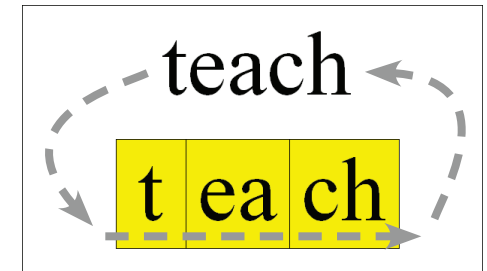
The Lesson Part area shows "Word".

Point or click to hear the word.

Point or click on the patterns to hear the individual sounds.

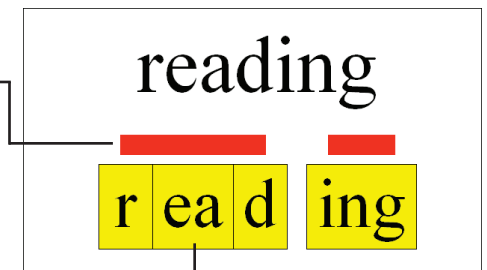


Try pointing to the word, then dragging the mouse slowly across the patterns to sound out the word.



Multisyllable words have syllable bars. Point or click to hear the syllable.

Right-click any pattern to jump back to the lesson for that pattern.



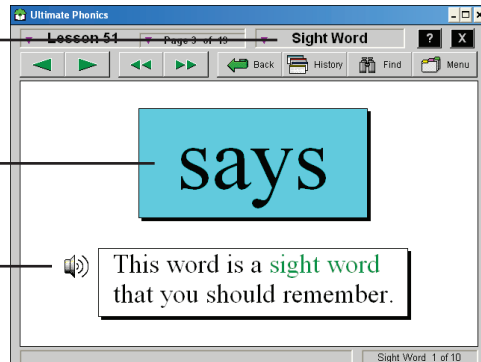
## Sight Word

Sight Word pages display sight words such as “the”, “says”, and “where”. Sight words are common words that should simply be memorized since they don’t follow the regular phonics rules. There are only 113 sight words in Ultimate Phonics out of a 4,400 word vocabulary.

The Lesson Part area shows “Sight Word”.

Point or click to hear the word.

Click the speaker to hear the explanation.



## Sentence

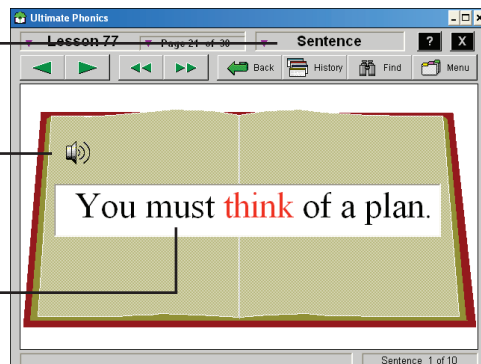
Sentence pages provide important practice. Each lesson typically includes 8-10 sentences. Sentences are written only with words from the current lesson or earlier lessons.

The Lesson Part area shows “Sentence”.

Click the speaker to hear the sentence.

Point or click to hear any word.

Right-click any word to jump back to the Word page.



# Appendix

## Appendix A : Shortcut Keys

Alt-L	Open Lesson Number box.
Alt-P	Open Page Number box.
Alt-T	Open Lesson Part box.
Alt-X	Exit the program.
Alt-B	Undo jump between pages (Back button).
Alt-H	Open History box (History button).
Alt-F	Open Find box (Find button).
Alt-M	Open Menu box (Menu button).
PgUp	Go back a page in the lesson.
PgDn	Go forward a page in the lesson.
Ctrl-PgUp	Go back a lesson.
Ctrl-PgDn	Go forward a lesson.
Home	Go to the first page in the lesson.
End	Go to the last page in the lesson.
Ctrl-I	Go to the Idea or Pattern page.
Ctrl-L	Go to the first Word List page.
Ctrl-W	Go to the first Word page.
Ctrl-S	Go to the first Sentence page.

## Appendix B: Microsoft Vista

Ultimate Phonics is compatible with 32-bit versions of Microsoft Vista. However, you may get an error message when you first try to run the program under Vista: "Outside the range -32768 to 32767: <null value>".

Do the following to get Ultimate Phonics running properly:

- 1) Run setup normally — it will put the Ultimate Phonics icon on the desktop (you may have already done this).
- 2) Right-click the Ultimate Phonics icon and select Properties from the menu.
- 3) Click the Compatibility tab.
- 4) Under "Compatibility mode", check "Run this program in compatibility mode for:" then select "Windows 98/Windows Me" from the drop down menu below.
- 5) Under "Privilege Level", check "Run this program as an administrator".
- 6) Click OK.
- 7) Double-click the Ultimate Phonics icon on the desktop. The program should run.
- 8) From now on, to run Ultimate Phonics simply put the CD in your drive and double-click the icon on your desktop.