QUICK START NOTES FOR THE SOUND IT OUT SOFTWARE

The correct term for speech sound is phoneme. The correct term for keyspelling is keygrapheme.

The Full Guide for SOUND IT OUT Version 1.4 (Ref. 101117) is available in PowerPoint and pdf. The SIO software is for children and adults. It uses keywords (and memorable pictures) to revise and test the user's knowledge of the 44 phonemes and 120 keygraphemes of English. With a good understanding of the phonemes and keygraphemes, learners are more able to segment and blend unfamiliar words before learning to read and spell them. The software uses keygraphemes to help learners read and spell lots of words.

There are seven modules: the interactive Picturechart (iPC), Level 1 (Keygraphemes), Level 2 (Grey Keywords), Level 3 (Limited Choices), Level 4 (Free Choice), Level 5 (Phoneme-Boxes) and the interactive Word Bank (iWB).

The ultimate test is 'Level 4: Whole Chart' where the user has to spell all 120 keywords in the fastest possible time – where each keygrapheme must be selected from 120 possibilities!

It is a good idea to repeat aloud the phonemes, words and letter names when using this programme.

The software opens in the interactive Picturechart (iPC) module. The picturechart has two sections, separated by the Vowel Line. Click the Left Vowel Line to reduce and move or minimise the screen. Click again to return to Full Screen.

THE PICTURECHART (Keywords)
Click the pictures to learn the 120 keywords and their locations
The iPC has 120 pictures. It is used to introduce and revise the THRASS (Teaching Handwriting Reading And Spelling Skills) keywords. Click any picture. You will see a large picture and see and hear the keyword. Whenever you see the orange icon on a large picture screen, click anywhere on the far right to reveal the RUN menu. R is Reverse Order. U is U-Turn. N is Next. Click the large picture to hear the keyword. Click the keygraphemes to hear the phonemes. To reveal the hidden AUTORUN menu, click the far left of the screen. Click WORDS to see and hear the automatic slide show of the keywords. The sequence runs in keyword order (N). Click R for Reverse Order. Click SOUNDS to hear the phonemes and the keyword.

Click the Control Panel icon in the middle of the iPC. From the Control Panel you can navigate to six other modules. Click on a 'b' 'i' button (basic idea button) to see the basic idea of each of the seven modules, captured in three screens. Each of the five LEVELS has a DEMO (Demonstration), PLAY and TIME activity.

LEVEL 1. KEYGRAPHEMES (Keyspellings)
Locate the keygrapheme (and hear the phoneme) on the Graphemechart for each keyword.
On the Control Panel, click DEMO and select a row (C1-4 or V1-4), section (CS or VS) or the Whole Chart (WC). Click NEXT. Click any keygrapheme in the row to move the demo backwards or forwards. Click the Right Vowel Line to pause the demo. You can pause the DEMO and TIME activities in ALL THE LEVELS. At any time, click on the icon in the middle of the interactive Graphemechart (iGC) to return to the Control Panel.

Click PLAY, one of the row buttons and NEXT. Click on any keygrapheme to hear the phoneme and then see the picture and hear the keyword. Click the asterisk to hear the phoneme for the keygraphemes in a phoneme-box. The asterisk is known as the Grapheme Catch-All or GCA. It represents all the spelling choices for a phoneme that are not keygraphemes. Click the far right of any large picture screen to use the RUN menu to see the keygraphemes and their keywords. Click the bold keygrapheme to hear the phoneme. To sound out a keyword, click the keygraphemes to hear the phonemes. Click the large picture to hear the keyword.

Click TIME and select a row. Click the New User Box and put in a User Name. Click ENTER (on a keyboard) and click NEXT. Your best time for a row, section or whole chart, is displayed above the go! button. Click go! to start the activity and start the timer in the Level Box (top right). You will see a medium picture and hear the keyword. Click the wrong keygrapheme for the keyword and it temporarily goes grey and you hear "Boing!". Click the correct keygrapheme, it automatically goes blue or red and you hear the phoneme. You see the large bold keygrapheme and hear the phoneme. You then see the large picture and hear and see the keyword. The pictures appear in random order. The timer stops when you have done all the keygraphemes. You get the Clap Animation and the row resets. Click the Control Panel icon or the (orange) THRASS Box, below the interactive WORD BANK (iWB) Box, to return to the Control Panel and save your time. Top right is the Returning User Box. Click this when you need to display your name and times. If you beat your best time, your time will be recorded on the Control Panel Time Grid. You will see the Punch-the-Air Animation and hear a

congratulatory cheer. Clicking the 'Show' button, underneath iPC, highlights all of the boxes for which you have a time.

In Control Panel, click the Orange Arrows icon to move or minimise the screen. Click the icon to return to Full Screen.

LEVEL 2. GREY KEYWORDS
Locate the keygraphemes (and hear their phonemes) on the Graphemechart, to turn the grey keywords black.
Click DEMO, a row button and then NEXT. Click any keygrapheme in the row to move the demo backwards or forwards.

Click PLAY, a row button and then NEXT. Click on any keygrapheme in the row or rows. You hear the keyword and, in the workspace, you see a medium picture and the grey keyword. On the chart, click the keygraphemes in sequence and, if correct, they automatically go blue (for consonants) or red (for vowels) and you hear the phoneme. In the workspace, the grey keygraphemes turn black. Click the wrong keygrapheme and it temporarily goes grey and you hear "Boing!".

Click TIME , a row button and NEXT. The keywords appear in keyword order. The THRASS keygraphemes go blue or red to show which of the grey keywords you have done. The wrong keygrapheme goes grey and you hear "Boing!". Return to the Control Panel to save your best time.

In PLAY, for Levels 2-5, click on a medium picture in the workspace to reveal the large keygrapheme and the RUN menu. Click the keygrapheme to hear the phoneme. Click N to see the keyword containing the bold keygrapheme and the large picture. Click the picture to hear the keyword. Click the keygraphemes to hear and revise one or more of the phonemes.

LEVEL 3. LIMITED CHOICES
Locate the keygraphemes (and hear their phonemes), from a limited choice of phoneme-boxes on the Graphemechart, to replace the row of underlines with the keyword.
Click DEMO, a row button and NEXT. Click any keygrapheme to move the demo backwards and forwards.

Click PLAY, a row button and NEXT. Click on any keygrapheme in the row or rows that you have selected. You will hear the keyword and, in the workspace, you will see a medium picture and the row of underlines. On the chart, click the keygraphemes in sequence and, if correct, they automatically go blue or red and you hear the phoneme. The underlines are replaced by the relevant keygraphemes. Click the wrong keygrapheme and it temporarily goes grey and you hear "Boing!".

Click TIME, a row button and NEXT. The keywords appear in keyword order. The THRASS keygraphemes go blue or red. As in PLAY, the wrong keygrapheme goes grey and you hear "Boing!". Return to the Control Panel to save your best time.

LEVEL 4. FREE CHOICE
Locate the correct keygraphemes (and hear their phonemes), from all the phoneme-boxes on the Graphemechart, to create the keyword.
Click DEMO, a row button and NEXT. Click any keygrapheme to move the demo backwards and forwards.

Click PLAY, a row button and NEXT. Click on any keygrapheme in the row or rows that you have selected. You hear the keyword and you see a medium picture. On the chart, click the keygraphemes in sequence. If correct, they automatically go blue or red. They appear as black in the workspace and you hear the phoneme. Click the wrong keygrapheme, or click it in the wrong order, and it temporarily goes grey and you hear "Boing!". Click the wrong box, it goes and stays grey and you hear "Boing!".

Click TIME, a row button and NEXT. The keywords appear in keyword order. The THRASS keygraphemes go blue or red to show which of the keywords you have done. The keygraphemes appear as black in the workspace and you hear the phoneme. Return to the Control Panel to save your best time.

LEVEL 5. PHONEME-BOXES
Locate the phonemes in sequence to create the keyword (consonant keygraphemes in blue and vowels in red), by clicking numbered phoneme-boxes on the Graphemechart.
Click DEMO, a row button and NEXT. Click any keygrapheme to move the demo backwards and forwards. Each phoneme-box has a number. The consonant phoneme-boxes are numbered from 1-24. The vowel

phoneme-boxes are 25-44. You hear the keyword and, in the workspace, you see a medium picture (there is no grey keyword or row of underlines).

Click PLAY, a row button and NEXT. Click on any keygrapheme in the row or rows that you have selected. Click the phoneme-boxes in sequence and, if correct, they automatically go blue or red. The keygraphemes appear in the workspace and you hear the phoneme. Click the phoneme-box in the wrong order, and it temporarily goes pale grey and you hear "Boing!". Click the wrong box, it goes and stays pale grey and you hear "Boing!". When teaching groups, learners can call out the numbers.

Click TIME, a row button and NEXT. Use the keyword and your Personal Best (PB) time to determine the row or section or if it is the whole chart. Return to the Control Panel to save your best time.

THE WORD BANK
Use the thrassicons (a keygrapheme and its small picture) to hear the phonemes to read and spell keywords, essential words, family words and to create new words.
On the Control Panel, click iWB to enter the interactive WORD BANK. Click on a keygrapheme in the Graphemechart to see its thrassicon in the workspace. The thrassicons can be used to create words. Click PLAY to hear the phonemes followed by the word (and, if it is a word in the 1,600+ WORD BANK, the whole word). Click on any thrassicon to reveal the Selection Box. Click on a keygrapheme in the Graphemechart to change this thrassicon and hear the phoneme. Click PLAY to hear the phonemes.

Click on 'CorB' (pronounced "See or Bee") to reveal the Clap or Boing! screen. Check the keygraphemes and phonemes with someone who can spell and read the word. If correct, click the Clap Animation and, if not, click the Boing! Animation.

Double click any thrassicon to remove the Selection Box. With the Selection Box gone, new thrassicons can be added to the end of a 'thrassicon string' by clicking any of the keygraphemes on the chart. A 'thrassicon string' can have up to eight (8) keygraphemes. Click CLEAR in the toolbar to remove the thrassicon string.

Click a Grapheme Catch-All (asterisk) to hear the phoneme. Double click the GCA to reveal the GCA Box, where some of the spelling choices for a phoneme that are not keygraphemes are listed. Click on the grapheme to add it to a thrassicon string. Some capitals have been included in the GCA Boxes. These are not GCAs, because they are actually keygraphemes - only in capitals! While this may be a little confusing, they have been placed here for convenience. The GCA Box can be moved by clicking 'MOVE GCA BOX' and then dragging the box. To close the box, click the Remove button, located top right, or the blue or red GCA in the relevant phoneme-box on the Graphemechart.

Click SAVE, to temporarily save new words. There is no limit to the words that you can save but they will be deleted from the internal memory when the software is closed down. Click 'GUEST LIST' to access the words you have saved.

Create and save words containing your own GCA. Click Guest at the bottom of the GCA menu for the relevant phoneme. In the Selection Box, type in your own grapheme to replace the letters 'GCA' and double click. Click PLAY and/or SAVE.

Click ABC to reveal the Letter-Boxes. Click any letter-box to hear the name of the lower-case letter and its capital. All of the keygraphemes containing the letter will be revealed. Click any of the blue or red keygraphemes to hear the phoneme and display the thrassicons in a string.

Click on the 120 KEYWORDS drop down list to reveal 'bird' to 'glove'. Click on a word to see the string. Use the scroll bar and the Up and Down Arrows to move through the list. On a keyboard, type the FIRST letter and press the key again.

Click on the ESSENTIAL 500 drop down list to reveal the 500 words. Click on the FAMILY WORDS drop down list to reveal all 1,600+ words in the Word Bank. These words include the Essential 500 and all the groups of words in FWS.

Click on FWS to reveal the yellow Family Word Selector. Click on any keygrapheme for a list of ten words with the same keygrapheme. The first word on the list is shown in the workspace. Click on FWS or Right Vowel Line to close the FWS.

Click on the FAMILY WORDS list (now headed FAMILY a), to reveal the ten words. To move through the list, click on a word or use the Arrows. In FWS, double click any keygrapheme to create a list of all the WORD BANK words that contain the same keygrapheme. The first word is shown in the workspace. Click on 'ALL WORDS a' drop down list to use the list.

Click on a thrassicon to hear the phoneme and see the Selection Box and, above the bar, the Selection Box Tool Kit [L-, R-, ', X]. Use these buttons to add a Left or Right Hyphen, Apostrophe or to Remove a thrassicon.

Sometimes, but not very often, the letters in words do not represent only one phoneme. The letters are not a grapheme and are known as a Non-Phonographic Spelling (NPS). In 'music' the 'u' represents /y/ and /oo/. To make a word containing an NPS, click NPS in the Tool Kit and choose from the list. Click the Selection Boxes in sequence or click the relevant GCAs on the chart to hear all the phonemes in the word. PLAY does not work for new words containing an NPS.

In WORD BANK, click the Control Panel icon or the THRASS Box to return to the Control Panel.

SOUND GAMES
Fun games to learn and revise the phonemes and graphemes in 1000s of words.
SOUND SWAP: The first player enters a thrassicon string. The next player swaps one keygrapheme for another but it must be for a different phoneme and make a proper word.
SOUND OUT: A player writes down a word and enters its thrassicon string, but with one incorrect thrassicon. The player removes this thrassicon. The next player has to first guess the sound and then the grapheme.
ROW SOUND OFF: Using the Picturechart, play AUTORUN WORDS or SOUNDS but with the sound off and see if you can still say the phonemes, keywords, letter names and "graph", "digraph" or "trigraph" for the bold keygrapheme.
CLAP IT OUT!: The first player says a word out loud. The next has to clap the number of syllables in the word.
PICTURE THIS… (and Sound It Out!): A player says "Picture this..." and names one of the 120 keywords. A player (or small group) from the opposing team has to click the pictures on the Picturechart to show all the bold keygraphemes in the keyword (by revealing the large picture screens). Bonus points are awarded for saying the phonemes and keyword.

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LICENSED TERRITORY WARNING
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SOUND IT OUT on tablet computers is the ENGLISH PHONICS TEST
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SOUND IT OUT (SIO) is available, in a cut-down form, as an app for the iPad. For the tablet market, the software is known as the ENGLISH PHONICS TEST (as more focus is placed on the 'Level 4: Whole Chart' timed test). The software is very much the same except with regards to the Word Bank – where the GCA Box, Save, Guest List, Essential 500 list, Family Words list, Family Word Selector and most of the Selection Box Tool Kit (to add a Left Hyphen, Right Hyphen, Apostrophe or Non-Phonographic Spelling) – all used for additional work in schools, have been removed.

Using SIO, if you complete the 'Level 4: Whole Chart' timed test in under 59 mins 59 secs (59.59), you may wish to know your EPT Grade (A, B, C, D, E, F, or G) and Star Rating (7, 6, 5, 4, 3, 2 or 1 star performance). For example, if the test has been completed in under 30 minutes, this is a Grade A (7 Star) performance.

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ENGLISH PHONICS TEST GRADE AND STAR RATING
Grade A (7 Star): 00.00-29.59 (under 3.45 a row).
Grade B (6 Star): 30.00-34.59 (under 4.22 a row).
Grade C (5 Star): 35.00-39.59 (under 5.00 a row).
Grade D (4 Star): 40.00-44.59 (under 5.37 a row).
Grade E (3 Star): 45.00-49.59 (under 6.15 a row).
Grade F (2 Star): 50.00-54.59 (under 6.52 a row).
Grade G (1 Star): 55.00-59.59 (under 7.30 a row).
Grade H: Test not completed or Out of Time.
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