

How to do a dictation

1. First, make sure the pupil is familiar with all the words in the passage, including any 'odd' (irregular) words.
2. Read the passage, to the pupil, right the way through to begin with. Pause clearly at the end of each sentence. Ask the child to narrate back to you what s/he has heard. Then tell the child you will read it again, a word at a time, giving space for him/her to write each word as you say it.
3. Ask the child to write as you dictate, one word at a time. Repeat each word at least twice and more if necessary. Do not help with spellings or punctuation.
4. Once the dictation is over, ask the student to read his/her work through, out loud, to check for errors. ask the pupil to check spellings first. Then ask him/her to check that the necessary full stops are in the correct position to form sentences.
5. The pupil should read what s/he has actually written, not what s/he thinks s/he has written. This is very important. The student must learn to see his/her errors and correct them. If the pupil reads a word incorrectly, prompt him/her to re-read it and think how the word can be put right. If a full stop is missing or in the wrong place, have the student read the passage back as s/he has written it. Help as necessary until the passage is correctly spelt and punctuated.
6. The pupil can then draw a picture to go with the dictation, if desired, to finish.