

STEP THREE: THE PUFFING HELPERS

The consonants are helping letters. They help the giving letters to make different words. Some words do not have helpers at all, but most helpers have two or more helpers. The first helpers we are going to meet are called the puffing helpers. They are made by using the lips or the tongue to stop the sound coming out for just a second, and then letting it out. This makes a kind of “puffing” sound. Try it and you will see!

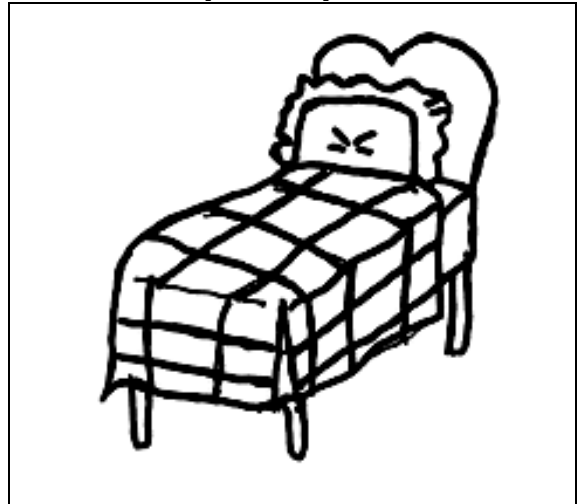
There are eight puffing helpers (the ones in brackets are different spellings of the same sound):

b p d t g k (c,ck) j (dge) ch (tch)

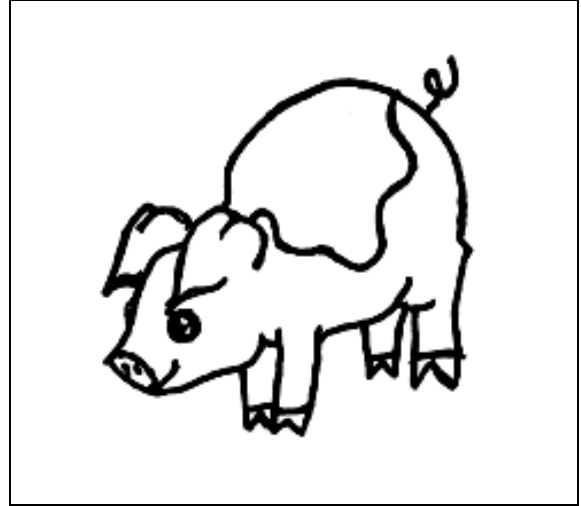
On the following pages, colour in each picture as you learn the sound. Then practise writing the capital and small letter of each sound below the picture.

We make the first two puffing helpers by putting our lips together, and then opening them again. Notice that the line comes first. That is because your lips are closed – like a line – when you say these letters.

B is for **B**ed
b is for **b**ed



P is for **P**ig
p is for **p**ig



Put your finger on the front of your neck and feel your voice box. Inside your voice box are the vocal cords that help you to speak. Now say "B". Can you feel the vibration? We call this a voiced consonant, because air flows over the vocal cords in order to make it. Now say "P". Can you feel that now there is no vibration? We call this a voiceless consonant, because air does not flow over the vocal cords in order to make it. Each pair of puffing helpers consists of a voiced and an unvoiced consonant, both made the same way.

Read the following puffing helpers:

b b b b b b b b b b b b b

p p p p p p p p p p p p p

Now we are ready for the first big step in learning to read: putting two letters together. Put the puffing helpers together with the five giving letters:

ba be bi bo bu

pa pe pi po pu

Now change the order:

ab eb ib ob ub

ap ep ip op up

Put a puffing helper before and after a giving letter:

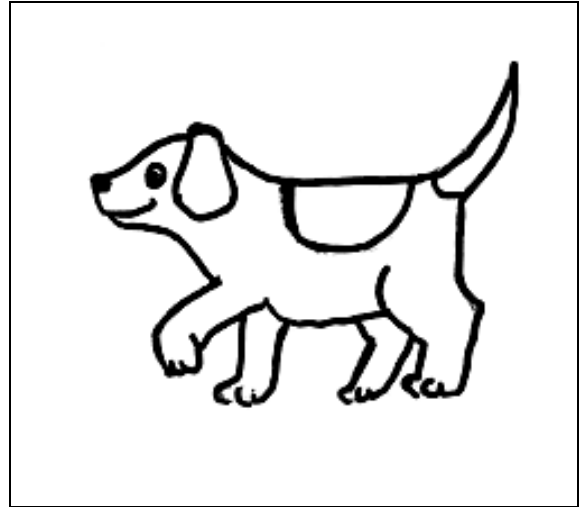
bob pip pup bab pep

Now write these words on the lines below:

Congratulations! You are well on your way to mastering the code that makes up English!

When you write "d" the circle comes first, because your mouth is open when you start to say it.

D is for **D**og
d is for **d**og



T is for **T**ap
t is for **t**ap



Make the voiced and voiceless sounds of these two puffing helpers:

d d d d d d d d d d d d d
 t t t t t t t t t t t t t

Now put these puffing helpers with the giving letters:

da	de	di	do	du
ad	ed	id	od	ud
ta	te	ti	to	tu
at	et	it	ot	ut

Put a puffing helper before and after a giving letter:

bet	dad	bit	but	pod
pad	dud	pat	pot	tip

Now write these words on the lines below:

bet	dad	bit	pat	pod
-----	-----	-----	-----	-----

Look at the picture. Put a ring around the first puffing helper that you hear when you say the word:

b p d t



b p d t



b p d t



b p d t



b p d t



b p d t



b p d t

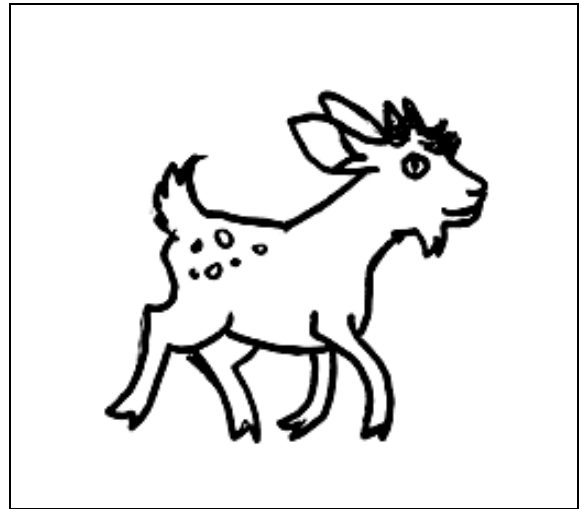


b p d t

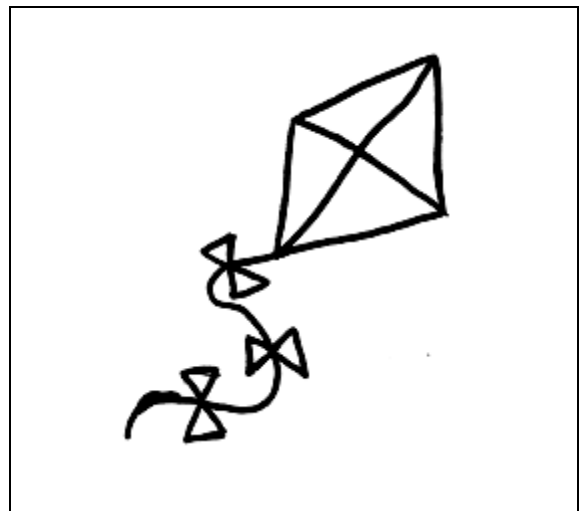


The next puffing helpers are g and k.

G is for **G**oat
g is for **g**oat

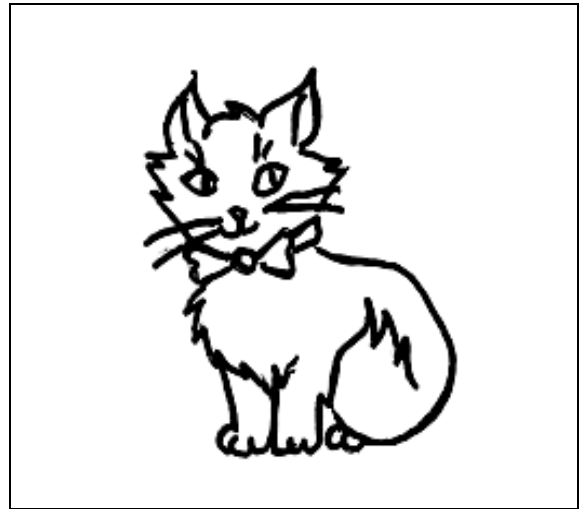


K is for **K**ite
k is for **k**ite

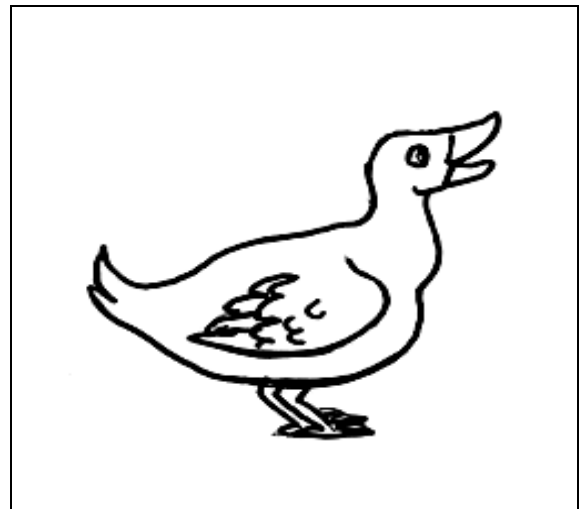


The "k" sound is spelled three different ways: k, c and ck.

C is for **C**at
c is for **c**at



ck is in **duck**



Now you are ready for your very first spelling rule!

SPELLING RULE 1: THE C-K-CK RULE

We use C before a, o or u, or before any consonant.

cat cot cut

We use K before e, i or y.

kit keg

We use CK at the end of a short-vowel word.

duck pick back

Read the following puffing helpers:

g g g g g g g g g g g g g
c k ck c k ck c k ck c k ck c

Put the puffing helpers with the giving letters:

ga	ge	gi	go	gu
ag	eg	ig	og	ug
ca	ke	ki	co	cu
ack	eck	ick	ock	uck

Put a puffing helper before and after a giving letter:

pug	buck	cab	God	kid
get	cub	kick	got	cat

Read these words, then write them on the lines below:

pig

duck

cat

keg

cop

On separate paper, write the following words from dictation. In each word, listen carefully to how it begins (the first helping letter), then how it sounds (the giving letter) and then how it ends (the last helping letter). Write each sound down as you hear it. Remember your spelling rule when choosing whether to write c, k or ck.

get

cub

kick

cap

pod

Look at the picture. Put a ring around the puffing helper that you hear when you say the word:

g

c

k

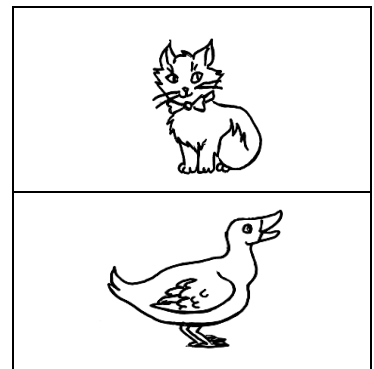
ck

g

c

k

ck



g c k ck



g c k ck



g c k ck



g c k ck



g c k ck



g c k ck



g c k ck



You have learned to read and write quite a few words, and are nearly ready to read and write sentences. First you need to learn three more rules. These are punctuation rules. They will help you to read and write sentences correctly.

PUNCTUATION RULE 1: THE CAPITAL LETTER RULE

We use a capital letter:

At the beginning of a sentence.

At the beginning of someone's name.

At the beginning of Bible, God's Word and Christian.

When referring to God, Jesus or the Holy Spirit.

PUNCTUATION RULE 2: THE FULL STOP RULE

We put a full stop (.) at the end of a sentence.

PUNCTUATION RULE 3: THE COMMA RULE

We use a comma (,) to break the sentence up into smaller parts, so that we can take a breath while we are reading it.

Read these sentences. Notice that they all start with a capital letter and end with a full stop. Proper names start with capital letters.

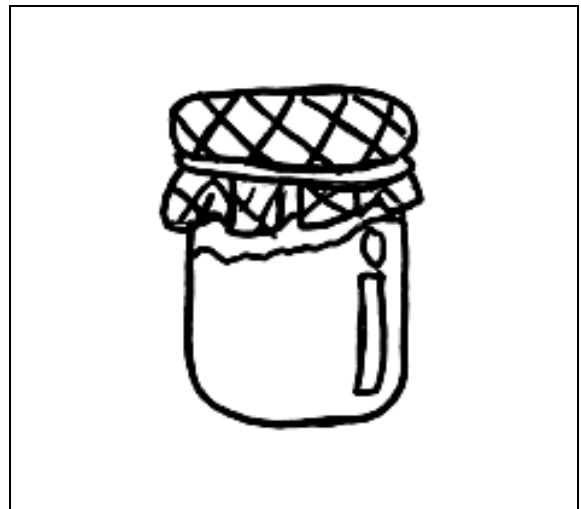
1. Dick, pick up Bad Cat.
2. Pick up Big Pup, Peg.
3. Bad Dog dug it.
4. Big Pig, get up.
5. Big Pig bit Bad Dog.

On separate paper, write these sentences from dictation. Remember to start with a capital letter and end with a full stop.

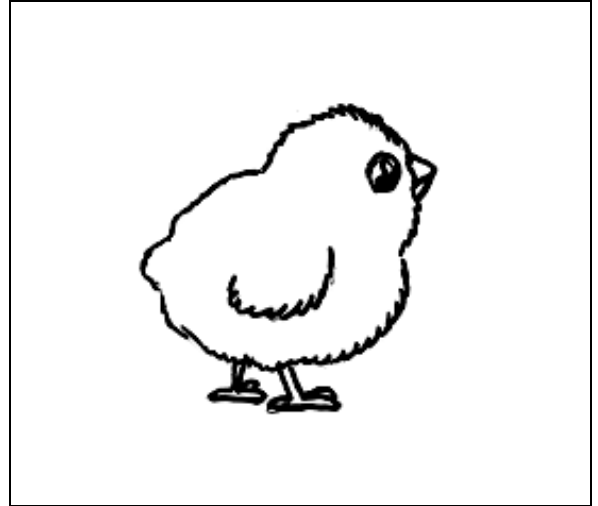
1. Pick it up, Bob.
2. Bad Cat, get up.

Now for the last two puffing helpers: j and ch.

J is for **J**am
j is for **j**am



Ch is for **Chick**
ch is for **chick**



Read the following puffing helpers:

j ch j ch j ch j ch j ch j ch j ch

Now put them with the giving letters:

ja	je	ji	jo	ju
cha	che	chi	cho	chu

Put a puffing helper before and after a giving letter:

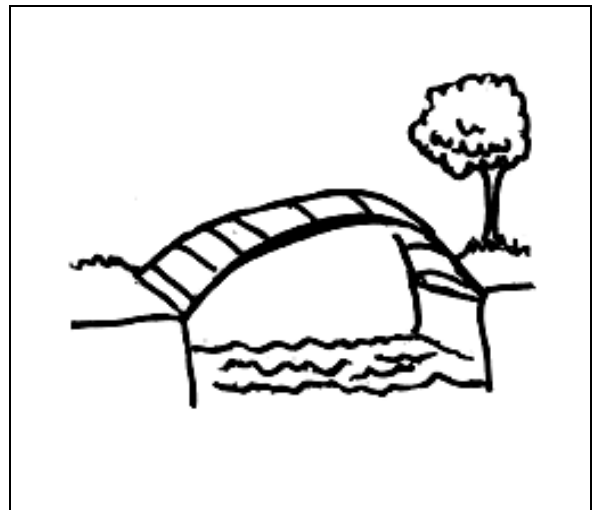
jab	jet	jig	job	jut
chat	chap	chick	chop	chip

On separate paper, write these words from dictation:

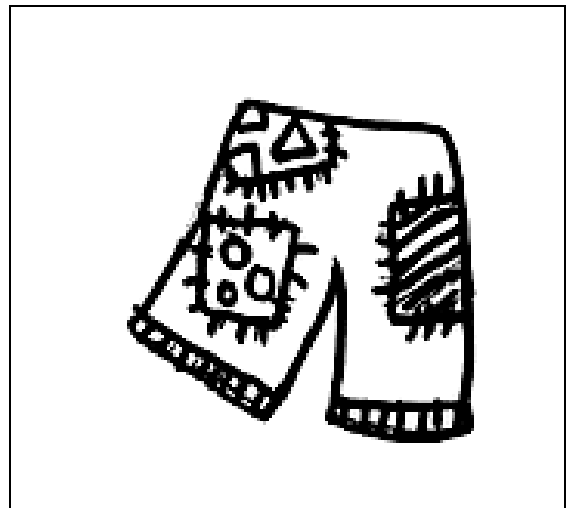
jet	chat	jut	chip	jog
-----	------	-----	------	-----

The next two puffing helpers, **dge** and **tch**, are used at the end of a word:

dge is in **bridge**



tch is in **patch**



Now for two more spelling rules:

SPELLING RULE 2: THE J – DGE RULE

J is used at the beginning of a word.

jam jump jet

At the end of a short-vowel word,
the J-sound is spelled –DGE.

badge bridge sledge

SPELLING RULE 3: THE CH-TCH RULE

CH is used at the beginning of a word.

chop chick champ

TCH is used at the end of a short-vowel word.

catch pitch patch

EXCEPTIONS: rich which such much

Put these puffing helpers with the giving letters:

ja	je	ji	jo	ju
adge	edge	idge	odge	udge
cha	che	chi	cho	chu
atch	etch	itch	otch	utch

Put a puffing helper before and after a giving letter.

batch etch patch pitch itch

budge patch dodge badge edge

On separate paper, write these words from dictation:

patch dodge edge budge itch

Look at the picture. Put a ring around the puffing helper that you hear when you say the word:

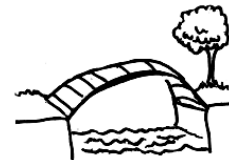
j dge ch tch



j dge ch tch



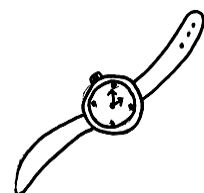
j dge ch tch



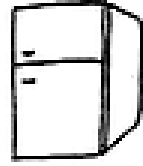
j dge ch tch



j dge ch tch



j dge ch tch



j dge ch tch



Now for another punctuation rule:

PUNCTUATION RULE 4: THE QUESTION MARK RULE

We put a question mark (?) at end of a question.

Did Bad Dog dig it?

Read these sentences:

1. Bad Cat, dodge Jock.
2. Did Bad Cat budge?
3. Catch it, Jack.
4. Peck at it, Chick.
5. Dodge Bad Dog, Big Pig.

On separate paper, write the following sentences from dictation:

1. Did Kit catch Bad Cat?
2. Chop it up, Jack.
3. Dodge, Jip.

Circle the giving letters in red and the puffing helpers in green:

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

Now do the same with the capital letters:

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

TEST PAGE**WORDS FOR READING AND SPELLING**

did	peg	jet	pot
kid	cub	egg	job
bud	kick	catch	cap
chop	God	tuck	get
ditch	dodge	badge	kick

SENTENCES FOR READING

1. Jack dug it.
2. Pick up Bad Cat, Jock.
3. Bad Dog bit Big Pig.
4. Big Pig, get up.
5. Dodge Bad Dog.

SENTENCES FOR DICTATION

1. Chop it up, Jock.
2. Catch Bad Dog, Kit.
3. Dodge back, Tod.

THE SONG OF THE PUFFING HELPERS

P ... P... P... goes puffing P,

B begins “bed”, “bad” and “bee”;

D is heard in “den” and “din”,

While T sounds good in “ten” and “tin”.

G ... G ... G gasps for some air,

But C, K, CK are cool and clear.

J for “jam” and “jet” and “jot”,

And CH or TCH – a chummy lot!