

Producing & Organizing Word Study (WS) Cards

Recommendation: do at least one whole item from start to finish, as described below, to get a sense of what is involved and how the cards are organized.

Recommendation: if you need many sets of cards for your school, produce enough sets on your own that you feel confident directing others who will follow your directions. Then, enlist some “card volunteers” to help cut and bag. Many hands make light work!

1. Are you working with K-1 students? You will need ES word cards. Are you working with 2-3 students? You will need NS word cards. If you are working with K-3 (or higher students) you will need both ES and NS word cards.

2. Collect materials:

- boxes (e.g., copy paper, liquor store, shoe, or plastic),
- gallon ziplock bags
- snack size ziplock bags
- rubber bands
- dividers (e.g., manila folders, hanging folders, construction paper, or card stock)
- permanent marker
- ES Word Study Sequence (enough for each helper)
- NS Word Study Sequence (enough for each helper)

3. Go to the Manuals section of the USOE STAR Tutoring website:

<http://www.schools.utah.gov/CURR/star/Manuals.aspx>

and download your Word Study master copies.

4. Think about the largest number of STAR tutors working at your school at the same time during a day. You will want to duplicate that number of cards for each item on the ES and/or NS Sequence. For example, if you have 37 volunteers with no more than 15 volunteers working at any one time, you DO NOT need 37 sets of each item! You only need 15 sets. If you have 37 volunteers with no more than 9 working at any one time, you only need 9 sets.

5. Duplicate WS cards on ONE COLOR of cardstock (we suggest white or beige). DO NOT CUT, YET! Laminate full pages of cards BEFORE you cut!!

6. Notice that each card is marked with 1, 2, or 3 dots. That is because you will find some words (e.g., cat) repeated more than once. The dots help users to determine which cards go with which part of the Sequence.

7. Cut the cards for just 1 set of just the first item on the sequence (i.e., ES = B pictures; NS = 'a' mixed short vowels). Rubber band the cards for that item together and put them in a snack size bag.
8. Put that bag in a gallon size bag.
9. Repeat steps 7 and 8 until you have enough sets of just that item to cover the largest number of STAR tutors working at the same time on any given day.
10. Mark the gallon bag with the name of the item (i.e., ES - B; NS - 'a.' Mark a folder with the item(s) name (i.e., ES: Picture Work – B; NS: Mixed Short Vowels – a, i, o, e, u). Place the gallon bag in the folder in the box. No need to mark the snack size bag.
11. Move onto the next item and repeat as above.
12. Depending on the number of sets, you will be able to store more or fewer gallon bags in one box.