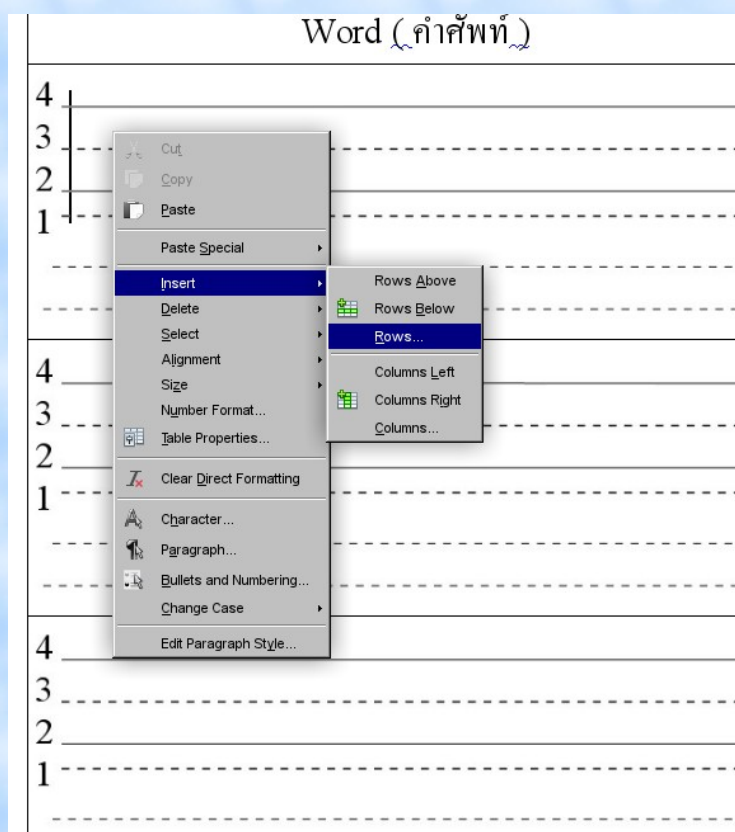
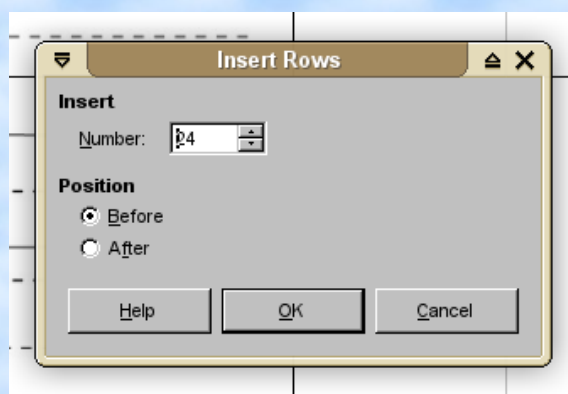


Instructions for Making Record Sheet Models

1. The template will not work properly in Microsoft Office! You need to download and install LibreOffice (it's free!) from: <https://th.libreoffice.org/download/>
2. You also need to install the font: PrintClearlyM.ttf (if you don't know how to install a font – you could ask a teenager ... or Khru Bee or Khru Den!)
3. After you have prepared you computer (see above), open the template: “Vocabulary_Record_Sheet_Template.ott”. LibreOffice should open an untitled document with the table already set up.
4. The table has eight rows (for 8 vocabulary items), but you will probably need more. Right-click inside the table, and select: “Insert > Rows ...” from the context menu. (Your computer will look a bit different from this – depending on your settings)



5. Choose the number of rows (vocabulary items) that you want to add, and click OK



6. Now you can start writing in the vocabulary items. If you have already installed PrintClearlyM font, the letters should be correctly positioned in the guidelines.

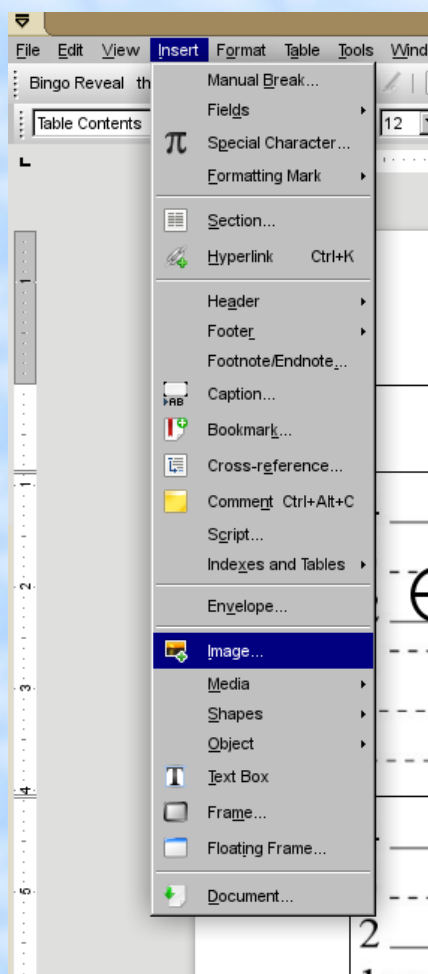
Word (คำศัพท์)		Translations and Information (คำแปล และ ข้อมูล)		
4	example			
3				
2				
1				

7. Now click in the middle cell under Translations and Information:

Translations and Information (คำแปล และ ข้อมูล)			

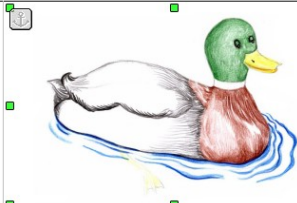
This cell is set up so that if you insert a flashcard image, it will be the correct size.

8. Now select “Insert > Image from the main menu.



9. Find an image that you want to use and click OK. (There are copies of the vocabulary images from English Builder in the Flashcard_Images folder.)

10. The image should be correctly sized in the table.

Word (คำศัพท์)	Translations and Information (คำแปล และ ข้อมูล)
4 3 2 duck 1	

Add Phonics Colour Coding to Help Reading and Pronunciation

Phonics Colour Coding

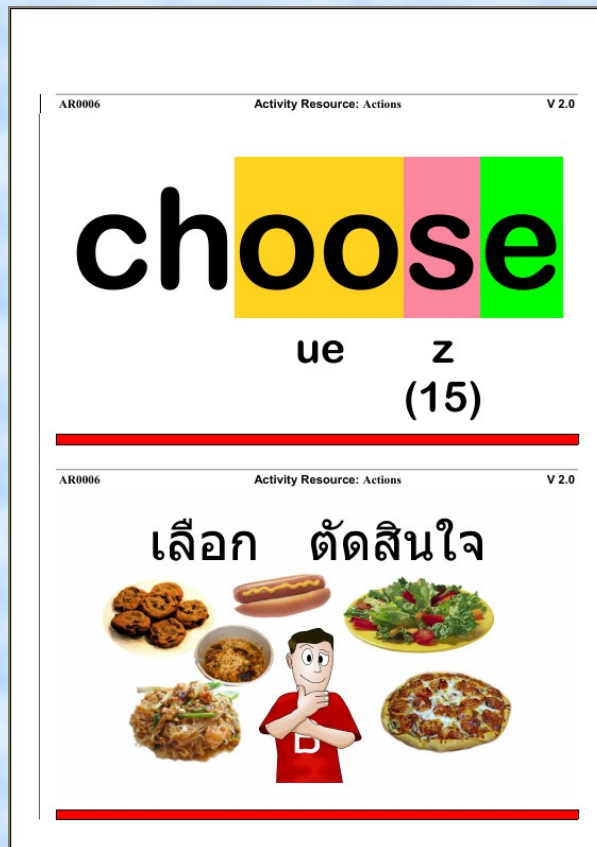
ในขณะที่นักเรียนเริ่มเรียนที่จะอ่านคำศัพท์จริงๆ พวกเขาจะพบว่ามีความมากมาย ที่ไม่ได้เป็นไปตามแบบ phonics ทั้ง 100% สำหรับคำพวกนี้เราจะออกแบบรหัสสีซึ่งจะช่วยให้นักเรียนจำคำ หรือส่วนของคำ เขาจะต้องใส่ใจเป็นพิเศษได้

สีที่เน้นคือ

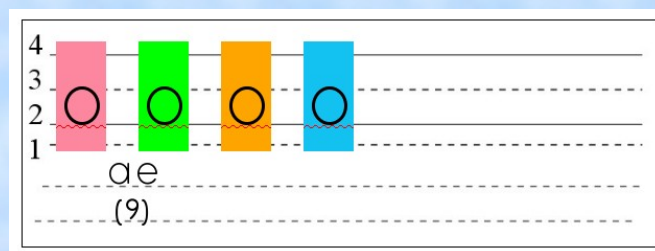
- ไม่มีการเน้น : **grapheme** จะออกเสียงตามปกติ
- เน้นด้วยสีเหลือง : **grapheme** ไม่เป็นไปตามแบบและจะต้องจำแยกออกไปแต่ละคำ
- เน้นด้วยชมพู : **grapheme** ตามด้วย **Phonics Rule**
- เน้นด้วยฟ้า : ลดสระ (เออะ)
- เน้นด้วยสีเขียว : ไม่ออกเสียง

ข้อมูลเพิ่มเติมหาได้จากการแนะนำกิจกรรมด้าน **Phonics Drilling : Vocabulary**

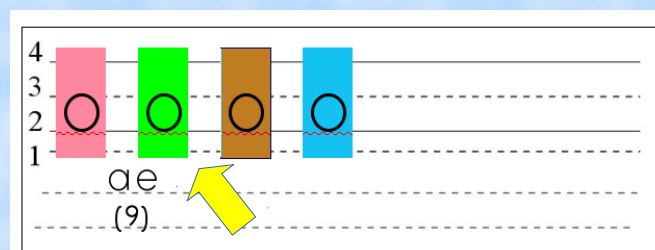
1. Look up the flashcard to check the Phonics Colour Coding of each vocabulary item.



2. At the end of the template, there is a small table that has samples of colours and subscripts.



3. Select the colour that you want to copy ...

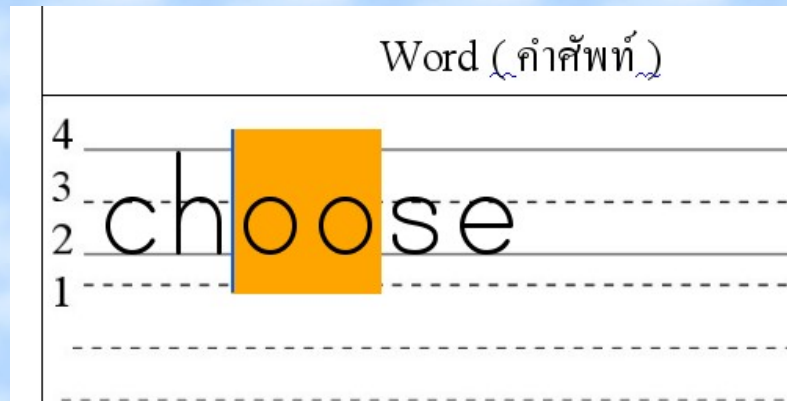


... then click

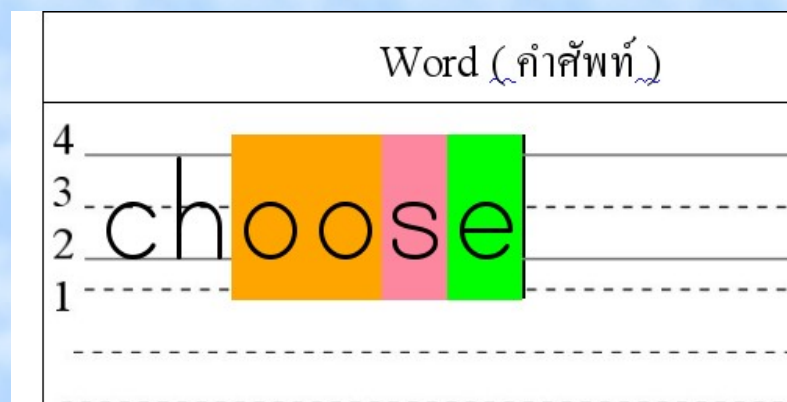


(format painter) in the toolbar. Your mouse pointer should change to look like a tin of paint.

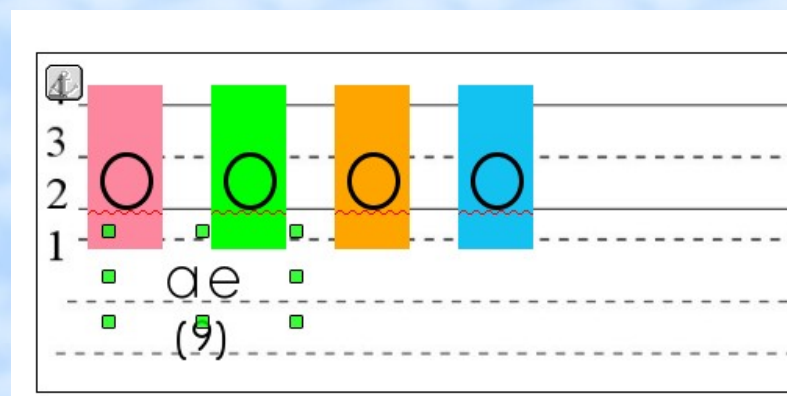
4. Paint the letters that need to be this colour. You need to be careful not to click the mouse until you have found the letters – use the keyboard arrows or mouse-wheel instead.



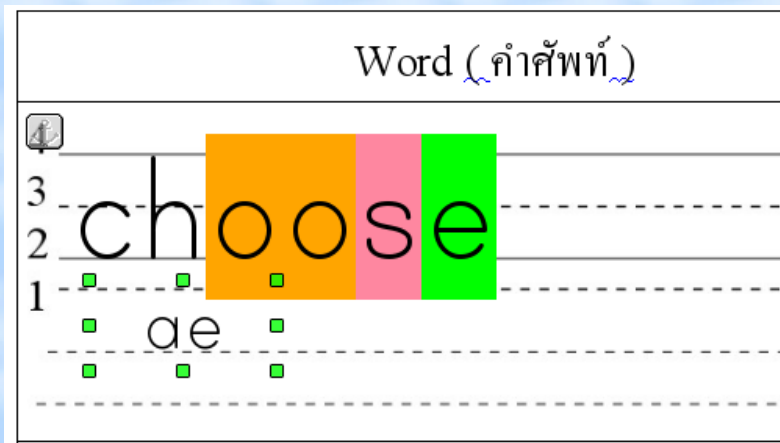
5. Continue painting the other colours in the same way as steps #3 and #4.



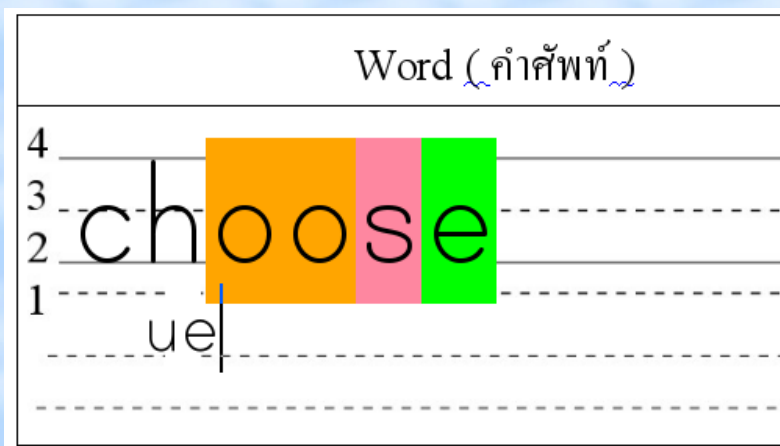
6. Now click on the “ae” subscript in the bottom table, and copy it.



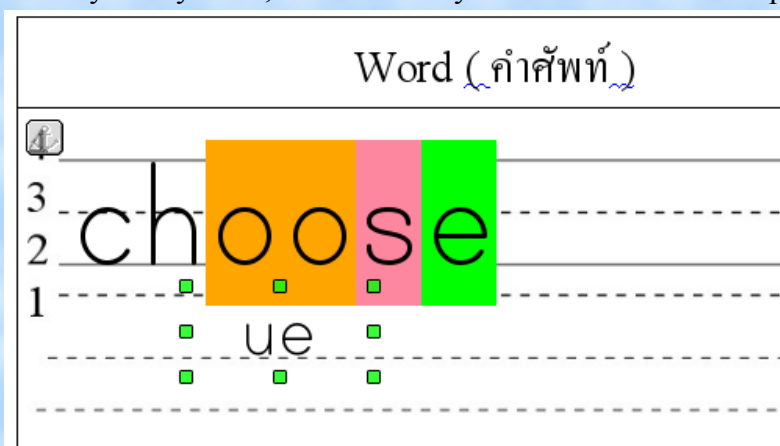
7. Past the subscript into the cell of your vocabulary item.



8. Double-click the subscript and change it to be the same as the flashcard.



9. Drag it so that it aligns with the grapheme (letter or group of letters) that it represents. (**After** you start dragging, press Shift on you keyboard, and it will stay in the same horizontal position.)



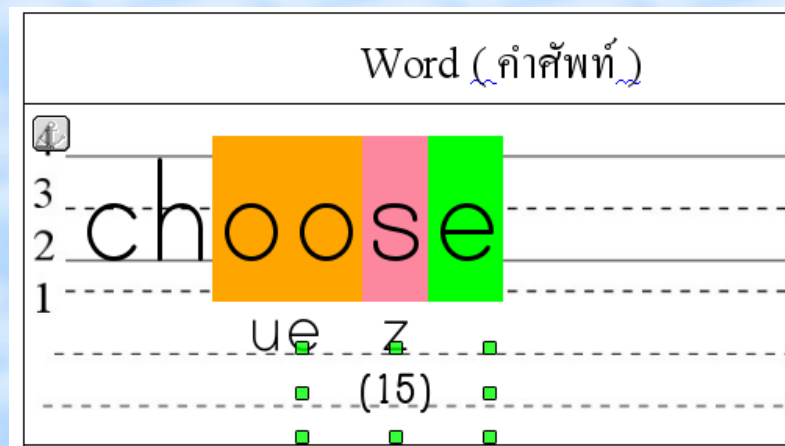
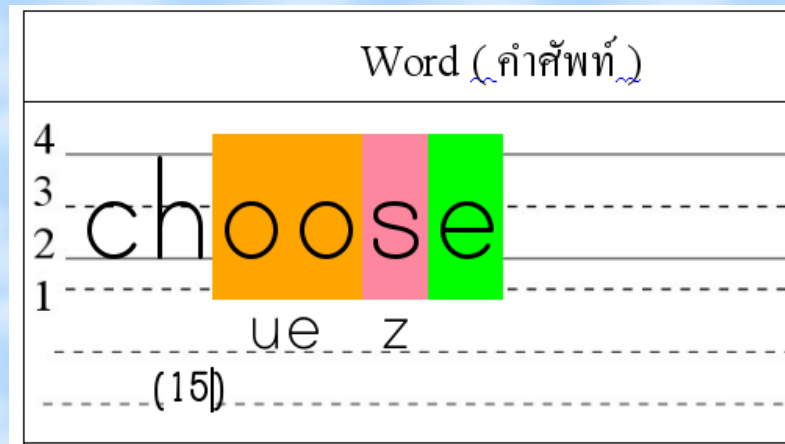
10. Continue to add other phoneme subtitles in the same way.

Word (คำศัพท์)	
4	
3	
2	choose
1	
	ue z

11. If your item has Phonics Rule subtitles, add them in the same way by copying the (9) subscript from the bottom table.

4				
3				
2	o	o	o	o
1				
	ae			
	(9)			

Word (คำศัพท์)	
4	
3	
2	choose
1	
	ue z
	(9)



You can now make your own record sheet models.