

**COVER SHEET FOR
ELA/ELD STANDARDS CORRELATION MATRIX FOR
SUPPLEMENTAL ELD MATERIALS
(SB 1113 – BUDGET ACT 2004-05)**

SB 1113 requires that “the department shall develop a correlation matrix that shall be used to determine if the instructional materials correlate to the standards adopted by the State Board of Education. The contents of the matrix will be divided into the English language development levels of proficiency, and indicate how the English language development standards will be used to provide a path to obtaining grade level skills in reading, writing, and speaking.”

Publisher: Portico Books, P.O. Box 6094, Chesterfield, MO 63006
Phone or Fax: 1-888-641-5353 www.GrammarAndMore.com

Program Title: Hands-On English

Grade Level(s): 4th – Adult. The Hands-On English program includes one handbook and one set of practice pages, which can easily be distributed over several years. The only age/grade designation is “Ages 9 through Adult.” The materials assume no prior knowledge in grammar, usage, capitalization, or punctuation. Therefore, they include concepts taught even before fourth grade. Reading level and incidental content might prove difficult for those younger students, however. If students are not yet ready to use *Hands-On English* as their own handbook, that book can serve as a valuable resource for the teacher. Hands-On Sentences and Hands-On Icons can make grammar visual and concrete, even for the youngest students. Many activities presented in the *Activity Book* – particularly in the Vocabulary, Reading, and Writing sections – can easily be adapted for younger students.

Program Description: The cornerstone of the Hands-On English program is a **student handbook**, also titled *Hands-On English*. It **makes grammar visual** by using symbols to represent parts of speech, and it provides quick access to other English fundamentals – sentence structure, usage, capitalization, and punctuation. The handbook includes major spelling rules as well as words often confused. The large vocabulary section lists more than 200 prefixes, roots, and suffixes along with meanings and examples. Information in the handbook is easy to find and easy to understand. Students are encouraged to consult the handbook often so that they use English correctly. *Hands-On English* guides students through the **reading process and the writing process**. While most pages in the *Activity Book* are worksheets to help students master concepts presented in the handbook, about twenty pages are designed for students to use repeatedly for guidance with their own personal reading and writing – previewing a text, responding to literature, planning a composition, or evaluating a first draft, for example. Pages in *Hands-On English* and the *Activity Book* designed to help students with written compositions can also help them with oral presentations. **Once students are introduced to *Hands-On English*, they can effectively use it at successive levels to help them develop independence and confidence with all of their communication.**

Abbreviation code: (Please indicate the code you will use in the publishers citations, e.g. TE = teachers’ edition, WB = workbook, etc.)

HB = Hands-On English, Second Edition (student handbook)

AB = Hands-On English Activity Book

HOS = Hands-On Sentences (card game that gives practice with parts of speech and sentence construction)

HOI = Hands-On Icons (aids that make grammar kinesthetic as well as visual)

On this page, please list the components of the instructional materials addressed on the attached matrix, including the ISBN number for each component. A separate International Standard Book Number (ISBN) facilitates the identification of each program or separate component satisfying the ISBN evaluation criteria. For information regarding assignment and use of ISBNs, contact:

U.S. ISBN Agency
 630 Central Avenue
 New Providence, NJ 07974
 Tel: 877-310-7333
 Fax: 908-219-0188
isbn-san@bowker.com

Programs or separate program components that do not meet ISBN evaluation criteria and/or have not been assigned ISBNs should be identified by some other unique number/letter combination. Publishers are asked to limit this identifier to no more than 13 characters.

<u>COMPONENT TITLE</u>	<u>ISBN NUMBER</u>
Hands-On English, Second Edition Hands-On English Activity Book, Reproducible Ed. Hands-On English Activity Book, Student Wkbk.	0-9664867-5-7 0-9664867-6-5 0-9664867-9-X
Hands-On Sentences Hands-On Icons	HOS HOI
Hands-On English “Package” (includes Hands-On English, Second Edition; Hands-On English Activity Book, Reproducible Ed.; and Hands-On Sentences)	HOE2PKG