

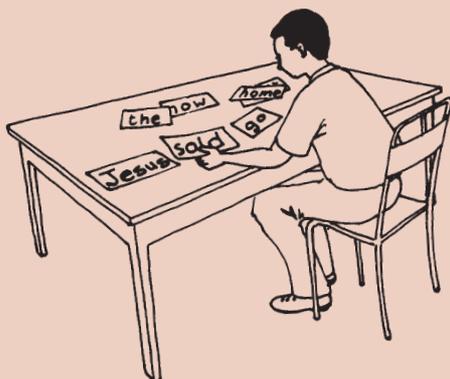
Capital letters

This applies only to the Roman script. People often make the mistake of thinking that capital letters are easier for people to read. In fact, learning capital letters is like learning a second language. Words should always be written in lower case except for names.



New words

Once learners have basic skills in reading and writing, new groups of words can be learnt, each word related by a particular theme, such as the family, the house, vegetables. This helps learners remember new words and their meaning. Emphasis should be given to helping learners to understand and reproduce new words as well as recognise them. Learning to read and write should be fun! Games and songs are an enjoyable way for learners to practise their new skills and communicate with others.



Ways of practising literacy

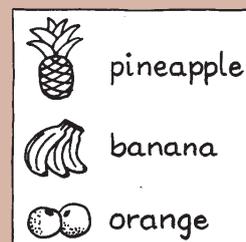
Posters

The best posters use very few words. Posters that share information using a few necessary words are a good way to give confidence to people learning literacy skills. People can design the poster together, decide what writing is needed and practise the words before writing them on the poster.



Charts

All kinds of charts can be prepared. The leaves of useful trees can be collected and labelled. Simple drawings of vegetables or fruit can be labelled. Charts can also show different seasonal activities – for example, how people's income changes through the year or health concerns through the year. All of these require labels and information to be written.



Maps

Maps are a very useful way for people to find practical uses for their new literacy skills. Learners can work together to produce maps. These could be maps of their local area, to show water resources or health risks. When the maps are completed, people can agree on helpful labels and additional information. These could include the names of people living in particular houses, or the names of crops, vegetation, streams or community buildings.

