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| <ul style="list-style-type: none"><li>• Dictate the whole sentence at normal speed</li></ul>   |
| <ul style="list-style-type: none"><li>• Ask the pupil to repeat the sentence</li></ul>   |
| <ul style="list-style-type: none"><li>• Dictate the sentence again, at a slower speed. If it is too long for the pupil to remember in one go, split it into phrases</li></ul>  |
| <ul style="list-style-type: none"><li>• The pupil says the sentence again</li></ul>  |
| <ul style="list-style-type: none"><li>• The pupil writes the sentence, saying it aloud as she / he writes</li></ul>  |
| <ul style="list-style-type: none"><li>• The pupil reads aloud exactly what has been written and makes any corrections noticed</li></ul>  |
| <ul style="list-style-type: none"><li>• Do <b>not</b> tell the pupil what should have been written. Direct the pupil to self-discovery of mistakes, by using expressions such as, “what punctuation do you need here?”</li></ul> |
| <ul style="list-style-type: none"><li>• Attention should be paid to punctuation as well as spelling</li></ul>  |
| <ul style="list-style-type: none"><li>• When the sentences have been completed the pupil should mark his / her answers using the dictation strip to check the sentence</li></ul>   |
| <ul style="list-style-type: none"><li>• It is useful to check that the pupil understands the meaning of the sentence</li></ul>   |