Computer Assistive Instruction to Teach Decoding Skills to Students with Physical Disabilities:

PowerPoint and the Nonverbal Reading Approach

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*Please feel free to use these directions, but please retain original credit.
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Step-by-Step

1. Open Microsoft PowerPoint software
2. Open a Title Slide by clicking Insert and New Slide, or click Format, click Slide Layout, and select Title Slide
   a. Typically the Title Slide is selected automatically when opening the Powerpoint software.
3. Click onto Click to add title and type the complete word, which you want the student to learn. For example, the word selected for this student is short.
4. For a new slide, click *Insert, New Slide,* and then select the *Title Slide.*
   
a. Or, click *Format,* click *Slide Layout,* and select *Title Slide.*
5. Type the letter(s) of the first phoneme of the word (i.e., sh).

6. Create another a New Slide (i.e., step 4 or 4a)
7. Type the letter(s) of the first and second phoneme of the word (i.e., shor)
8. Change the color of the first phoneme to a lighter shade or color to deemphasize the first phoneme and while emphasizing the second phoneme (default black), by highlighting the letter(s) of the first phoneme (i.e., sh), clicking Format, and then clicking Font.
9. Click the *Color* window tab and click a lighter color that will deemphasize the first phoneme
10. If a lighter color is not present, then click *More Colors* to select from a spectrum of colors.

11. Create another a *New Slide* (i.e., step 4 or 4a)
12. Type the letter(s) of the first, second, and third phoneme of the word (i.e., short)
13. Change the color of the first and second phonemes to a lighter shade to deemphasize the phonemes (i.e., shor) and to emphasize the third phoneme (i.e., t), by changing the fonts color (i.e., steps 8-10).
14. After typing all phonemes of the word (i.e., steps 6-10), type the complete word (i.e., default black) on a New Slide (i.e., Step 4 or 4a).

15. Type the complete word again on another New Slide (i.e., Step 4 or 4a) in the original font color, or click Insert and click Duplicate Slide.
**ClipArt/Animation**

16. To add clip art and/or animation, click *Insert* and click *New Slide* (i.e., Steps 4 and 4a)

17. Click *Insert*, click *Picture*, and click *Clip Art*

18. Search for specific clip arts by typing in an appropriate *Search for* term (i.e., teacher) and click *Search*. Or, you can search by categories (e.g., academics).
19. Click the desired *Clip Art* and click *Insert* to add it to the current slide.

20. Adjust the *Clip Art* by clicking onto the picture and moving the pointer.

21. Repeat steps 16-20 to *Insert* addition *Clip Arts*. For example, a smiling star was added into a *New Slide* along with a praise statement.
Organizing Presentation

22. To organize or move Slides, click *View* and click *Slide Sorter*
23. Click the *Slide* to move and simultaneous drag the picture to the appropriate position. For example, the picture of the teacher (i.e., Slide 7) was moved to become the first slide in the presentation.

24. The Result of Step 23. The teacher clip art slide was move to become the first slide.
Recording Narration

25. To record a narration, click *Slide Show* and click *Record Narration*.

26. Adjust microphone level, if needed, then click *OK*
   a. After clicking *OK*, begin narrating the Nonverbal Reading Approach script (See steps 30-47) as it corresponds to each specific *Slide* beginning with the first slide
   b. Advance to the next slide by pressing the down arrow key on the keyboard
   c. Continue advancing slides and narration until all slides and NRA script are complete.
27. After advancing through all the slides and script, click *Save* to save the narration and slide timings for each slide.

28. Review the presentation, by clicking *Slide Show* and *View Show*, then *Save* file.
29. To redo the narration, click Don’t Save, and repeat steps 25-28.
Nonverbal reading Approach Script

30. Nonverbal Reading Approach script per slide.
   a. Teacher (T): “Hi (student name). Let’s look at some new words together.”
31. Click down arrow to advance to next slide.

32. T: Teacher says, “Look at this word.” Example: short
33. T: “Let’s sound it out together…short.”
34. Click down arrow to advance to next Slide.

short

35. T: While only showing the first letter(s) of the word, teacher says the first sound. Teacher says, “Say in your head this sound” or “think this sound.” (Note. if the word has a blend (e.g., st, th, sh, etc.), these are shown together and pronounced as one sound. Teacher says, “sh”. Student says “sh” in their head (silently).
36. Click down arrow to advance to next Slide.

sh

37. T: While the next letter(s) of the word is showing, repeat step 35 for each letter(s) or phoneme(s) for the entire word. Example: “or”
38. Click down arrow to advance to next Slide.

shor
39. T: Teacher says, “t”
40. Click down arrow to advance to next Slide.

short

41. T: Teacher says the word, slowly emphasizing each phoneme. Example: “Now, in your head, say it all together. Don’t stop between sounds. sh...or...t.”
42. Click down arrow to advance to next Slide.

short

43. T: Teacher repeats the word, but at a faster or an appropriate inflection. Teacher says, “Now, say it fast in your head...short.”
44. Click down arrow to advance to next Slide.

short

45. This slide is optional. The teacher added the clip art and stated a positive verbal statement. Teacher says, “Excellent job (student name).”
46. Teacher may do additional instructional here. Comparing the word to other learned words, pointing out certain sounds, showing a picture of the word to illustrate meaning, etc.
47. Click down arrow to advance to next Slide.

Excellent!