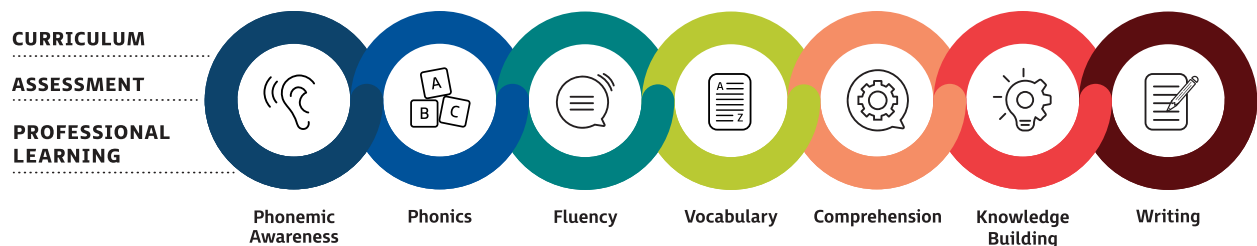




# A Comprehensive Approach to Literacy: Checklist for K-12 Educators

Evaluating the comprehensiveness of your literacy program helps ensure that all students receive effective instruction in reading and writing.

Use this checklist to audit your existing literacy program for the essential components to develop proficient readers and writers. You may identify strengths, uncover potential gaps, and determine where instruction may be over-indexed.



## Phonemic Awareness

| Does my current solution help me...                                      | Yes | Needs Support |
|--------------------------------------------------------------------------|-----|---------------|
| Provide opportunities for sound blending, segmentation, and substitution |     |               |
| Include rhyming and syllabication exercises                              |     |               |
| Use manipulatives (like letter tiles) to reinforce phoneme recognition   |     |               |
| Monitor student progress in recognizing and manipulating sounds          |     |               |



## Phonics

| Does my current solution help me...                        | Yes | Needs Support |
|------------------------------------------------------------|-----|---------------|
| Deliver explicit instruction on letter-sound relationships |     |               |
| Introduce word families and spelling patterns              |     |               |
| Use decodable texts aligned with students' phonics levels  |     |               |
| Practice blending and segmenting regularly                 |     |               |



## Fluency

| Does my current solution help me...               | Yes | Needs Support |
|---------------------------------------------------|-----|---------------|
| Schedule repeated readings of familiar texts      |     |               |
| Support oral reading review and feedback sessions |     |               |
| Use choral and echo reading to build expression   |     |               |
| Track fluency improvements over time              |     |               |



## Vocabulary

| Does my current solution help me...                                      | Yes | Needs Support |
|--------------------------------------------------------------------------|-----|---------------|
| Teach word meanings using contextual clues                               |     |               |
| Incorporate morphological analysis (prefixes, roots, suffixes)           |     |               |
| Provide explicit instruction on academic and content-specific vocabulary |     |               |
| Encourage wide reading across genres and subjects                        |     |               |



## Comprehension

| Does my current solution help me...               | Yes | Needs Support |
|---------------------------------------------------|-----|---------------|
| Model think-aloud strategies during reading       |     |               |
| Use graphic organizers to support understanding   |     |               |
| Facilitate text-based discussions and questioning |     |               |
| Scaffold comprehension with feedback and modeling |     |               |



## Knowledge Building

| Does my current solution help me...                               | Yes | Needs Support |
|-------------------------------------------------------------------|-----|---------------|
| Design thematic units that integrate literacy with other subjects |     |               |
| Promote wide reading on focused topics                            |     |               |
| Use multimedia resources to support content learning              |     |               |
| Connect new information to students' prior knowledge              |     |               |



## Writing

| Does my current solution help me...                            | Yes | Needs Support |
|----------------------------------------------------------------|-----|---------------|
| Assign writing tasks in response to reading                    |     |               |
| Teach sentence construction and varied sentence types          |     |               |
| Include revision and editing in the writing process            |     |               |
| Explore multiple genres (narrative, persuasive, informational) |     |               |

## Assessment

| Does my current solution help me...                     | Yes | Needs Support |
|---------------------------------------------------------|-----|---------------|
| Implement formative assessments (quizzes, observations) |     |               |
| Use diagnostic tools to identify learning gaps          |     |               |
| Encourage student self-assessment and goal setting      |     |               |
| Adjust instruction based on assessment data             |     |               |

## Professional Learning

| Am I able to...?                                               | Yes | Needs Support |
|----------------------------------------------------------------|-----|---------------|
| Participate in collaborative learning communities              |     |               |
| Attend workshops and seminars on literacy instruction          |     |               |
| Engage in coaching or mentoring opportunities                  |     |               |
| Observe peer classrooms and reflect on practices               |     |               |
| Pursue self-directed learning (research, courses, conferences) |     |               |

**Find research-based literacy resources to support all  
your students at [Heinemann.com/literacy](https://www.heinemann.com/literacy).**

