



Reading Courseware

Intended for middle and high school students

PLATO Essential Reading Skills

(Skill level 3-5)

Essential Reading Skills 1

Pronouns
Possessive pronouns
Contractions with "is" and "am"
Contractions with "will"
Contractions with "are"
Contractions with "not"
Contractions with "would"
Tenses of regular verbs
Tenses of irregular verbs
Comparisons
Compound words
Abbreviations
Cause and effect words
Negative prefixes
More prefixes
Prefixes of number
Homonyms
Homophones
Idioms
Similes
Synonyms
Antonyms

Essential Reading Skills 2

Being a word detective
Finding main ideas 1
Finding main ideas 2
What happens next?
Finding what you need
Drawing conclusions
Working with order
Finding causes and effects
Finding what's similar and what's different
Finding facts and opinions

PLATO Fundamental Reading Strategies

(Skill level 3-5)

Expanding Your Vocabulary

Using context clues
Using prefix clues
Using the dictionary

Using What You Know

Using what you know to read stories
Using what you know to read information
Using what you know to read more information

Separating Facts from Opinions

Separating facts from opinions
Separating more facts from opinions

Asking and Answering Questions

Asking and answering questions about stories

Asking and answering questions about information
Asking and answering questions about more information

Reading Between the Lines

Reading between the lines in stories
Reading between the lines in information
Reading between the lines in more information

Finding What's Important

Finding what's important in stories
Finding what's important in information
Finding what's important in more information

Summarizing What You Read

Summarizing stories
Summarizing information
Summarizing more information

Using Pictures to Help You Understand

Using pictures to help you understand information
Using pictures to help you understand more information

Picturing What You Read

Picturing what you read when you read stories
Picturing what you read when you read information

Tracking Your Understanding

Tracking your understanding of stories
Tracking your understanding of information
Tracking your understanding of more information

PLATO Intermediate Reading Strategies

(Skill level 7-9)

Enriching Your Vocabulary

Using context clues to find word meanings
Using prefix clues to find word meanings
Using the dictionary to find word meanings

Using Prior Knowledge when You Read

Using prior knowledge to read literature
Using prior knowledge to read expository text
Using prior knowledge to read more expository text

Discovering Facts and Opinions

Discovering facts and opinions
Discovering more facts and opinions

Using a Question/Answer Strategy

Using a Q & A strategy with literature
Using a Q & A strategy with expository text
Using a Q & A strategy with more expository text

Making Inferences

Making inferences about literature
Making inferences about expository text
Making inferences about more expository text

Locating What's Important

Locating what's important in literature
Locating what's important in expository text

Locating what's important in more expository text

Summarizing What's Important

Summarizing what's important in literature

Summarizing what's important in expository text

Summarizing what's important in more expository text

Using Graphics to Help You Understand

Using graphics to help you understand expository text

Using graphics to help you understand more expository text

Visualizing When You Read

Visualizing when you read literature

Visualizing when you read expository text

Monitoring Your Comprehension

Monitoring your comprehension of literature

Monitoring your comprehension of expository text

Monitoring your comprehension of more expository text

PLATO Advanced Reading Strategies

(Skill level 9-14)

For high school and adult learners

Students develop the reading comprehension and critical thinking skills they need to master state-mandated high school graduation tests and college entrance exams.

A Reading Strategy

Finding the resources

Asking questions

Finding answers

Preparing for review

Putting it together

Building Reading Skills

Building your vocabulary

Reading to remember

Doing your best on reading tests

Reading the Social Sciences

Building your social sciences vocabulary

Understanding the social sciences

A strategy for reading social sciences

Reading the social sciences, practice levels 9-14

Reading Literature

Building your literature vocabulary

Understanding literature

A strategy for reading literature

Reading literature, practice levels 9-14

Reading History

Building your history vocabulary

Understanding history

A strategy for reading history

Reading history, practice levels 9-14

Reading Science

Building your science vocabulary

Understanding science

A strategy for reading science

Reading science, practice levels 9-14

PLATO Vocabulary and Reading Comprehension

(Skill level 3-9)

Extensive and challenging comprehension practice is provided through stories, narrative text, information and expository text. The passages come in three lengths, cover a variety of topics, represent a range of genres, and offer meaningful practice.

Stories and Literature

Vocabulary and Reading Stories, Levels 3-9

Vocabulary and reading stories A-F

Information and Expository Text

Vocabulary and Reading Information, Levels 3-9

Vocabulary and reading stories A-F

PLATO Reading for Information

(Skill level 7-12)

Students learn the key reading comprehension and critical thinking skills needed to work with the written resources in a typical workplace. Examples are within an adult, work environment.

Reading Short Message

(Each course with an optional assessment test)

You have a message

Getting the details

What should I do?

How to read a message

Reading short messages challenge

Reading Business Letters

What's in a business letter

Why you received this letter

Digging for details

Taking action

Which meaning?

A strategy for reading business letters

Reading business letters challenge

Writing Notes and Short Memos

Starting with your purpose

Requesting action

Giving enough detail

Writing notes and short memos challenge

Writing Directions

Getting started

Organizing actions into steps

Organizing steps into a path

Explaining the path

Writing directions challenge

Writing Business Letters

Considering the reader

Describing actions

Moving between topics

Writing business letters challenge

Writing Meeting Documents

Writing the agenda
Taking meeting notes
Writing the minutes
Writing meeting documents challenge

Writing Reports

Listing ideas
Organizing ideas
Writing up ideas
Writing reports challenge

Reading Reference and Technical Material

Using a table of contents
Using alphabetical order to find words
Using a glossary
Using an index
Which reference do you need?
Finding what you need in a book
Locating the details
Using two or more references
Reading symbols
Using a key or legend
A strategy for reading reference material
Reading references challenge

Reading Directions

Types of sequence
Following steps in a sequence
Using if-then-else statements
Using directions with maps and floor plans
Using directions with diagrams
Cause and effect in reading directions
More than one cause or effect
A strategy for reading directions
Reading directions challenge

Reading Forms

Finding the right form
Reading basic forms
Reading complex forms
Following directions on forms
Using two or more forms
A strategy for reading forms
Reading forms challenge

Reading Reports

Introduction to reports
Cause and effect in reports
Similarities and differences in reports
Planning your approach to reports
Reading reports that make claims
Paraphrasing
Summarizing a report
A strategy for reading reports
Reading reports challenge

PLATO Writing in the Workplace**(Skill level 7-12)**

This curriculum teaches a proven process aimed at developing workplace writing skills. Examples take place within an adult, work environment.

Writing Business Forms (with optional assessment test)

Transferring information
Proceeding through forms
Writing comments
Filling out business forms challenge

PLATO Communication Skills**(Skill level 9-14)**

For high school and adult learners
These courses teach the listening and speaking skills that are essential in effective interpersonal communication and team building, as well as how to listen to and give presentations.

Interpersonal Communication

The process of communication
The context of communication
Listening for comprehension
Listening for interpretation
Speaking for comprehension
Making and answering requests

Small Group Communication

Working on a team
Making teams succeed
Resolving team disagreements
Participating in a meeting
Preparing a meeting agenda
Leading a meeting

Presentations

A speaker's preparation
Attitude in delivery
A speaker's tools
Action in delivery
Information in presentations
Reasoning in presentations

PLATO Writing Series

(Skill level 3-14)

Besides providing instruction in grammar and mechanics, this comprehensive curriculum walks students through the writing process from idea development to organization to revision.

Grammar Series

(with optional assessment test)

Parts of Speech, Part 1

What is a verb?

Two kinds of verbs

Parts of verbs

Some strange verbs

Verbs and tenses

Verbs review

What is a noun?

Two kinds of nouns

More kinds of nouns

Nouns and verbs and number

Nouns review

What is a pronoun?

Personal pronouns

Personal pronouns with ownership

Other pronouns

Pronouns review

Nouns, pronouns and gender

Pronouns and number

Making nouns and pronouns agree in sentences

Making nouns and pronouns agree review

Parts of Speech, Part 2

Recognizing adjectives

More about adjectives

Identifying adverbs

More about adverbs

Adjectives and adverbs review

Learning about prepositions

Using articles

Prepositions and articles review

Grammar

Recognizing verbs

Identifying subjects

Types of nouns

How nouns are used

The pronoun: replacement for a noun

How pronouns are used

Regular verbs

Irregular verbs

Modifiers of meaning

Verbal phrases

Prepositional phrases

Confusing verbs 2

Subject and verb agreement

Pronoun and antecedent agreement

Correct pronoun use

Correct use of adjective and adverb comparatives

Mechanics Series

(with optional assessment test)

Capital Letters and Punctuation

Capital letters

Proper nouns and capitals

Titles and capital letters

Capital letters review

The basics of punctuation

Commas 1

Colons and semicolons

Quotation marks

Punctuation review

Mechanics

Spelling rules

More spelling rules

Forming plurals and possessives

Commonly misspelled words

Punctuation-end marks

Commas 2

Using colons, semi-colons, hyphens, dashes, and quotation marks

Capitalization

Structure and Tone

(with optional assessment test)

Building and Using Sentences

What is a sentence?

Parts of a sentence

More about sentences

Three kinds of sentences

Learning about sentences review

Identifying phrases

What is a clause?

More about phrases

Different kinds of clauses

One way to link ideas

Phrases and clauses review

A subject and its verb must agree

Subjects and irregular verbs

Making verbs and unusual nouns agree

Starting a sentence with "there" or "here"

Subject and verb agreement review

What is a sentence fragment?

Run-on sentences 1

More about sentences review

Word Usage

What is a plural?

Plurals with s and es

Unusual plurals

More than one review

What are negative words?

Confusing verbs 1

Synonyms and antonyms

Homophones: words that sound alike

Word confusion review

How to form possessives

Using possessives

Possessive pronouns and adjectives

Possessives review

Diction and Style

Confusing words

Inappropriate language

Word choice errors

Using figures of speech in writing

Effective writing

Sentence Structure

Sentence fragments

Dependent and independent clauses

Run-on sentences 2
Misplaced modifiers
Parallel structure within sentences
Awkward sentence structure

Logic and Organization

The topic sentence
Unnecessary sentences
Order of sentences in paragraphs
Transitional devices
Improving structure in paragraphs
Paragraph development and organization

Applications

Writing Letters

Writing personal and business letters
Addresses and return addresses
Making letters look right review
Letter of application
Filling out an application
Giving the employer correct information review
Using what you've learned—application

Essay Writing

The writing process
Working with the topic
From ideas to sentences
Revising and editing
Writing and evaluating essays