

This is an example of a menu of activities teachers can use in their classrooms along with the 21-day Small Group Plan. The teacher can write this menu on the chalkboard or the dry erase board or make a laminated poster board that can be erased and used daily. This example is only one way a teacher can post Must Do and May Do assignments. Just as teachers have different ways of posting homework assignments for students to copy so they won't forget their homework assignments, the displayed menu of activities will help students remember daily assignments are when the classroom teacher is working with a small group of students.

**MENU**

<b>READING AREA</b>	<b>WRITING AREA</b>
<p><b>MUST DO:</b></p> <ul style="list-style-type: none"> <li>• List differentiated (intensive, strategic, intensive) activities here</li> <li>• Color code by level</li> </ul> <p><b>MAY DO:</b></p> <ul style="list-style-type: none"> <li>• List activity/activities here.</li> </ul>	<p><b>MUST DO:</b></p> <ul style="list-style-type: none"> <li>• List differentiated (intensive, strategic, intensive) activities here</li> <li>• Color code by level</li> </ul> <p><b>MAY DO:</b></p> <ul style="list-style-type: none"> <li>• List activity/activities here.</li> </ul>
<b>LISTENING AREA</b>	<b>WORD WORK AREA</b>
<p><b>MUST DO:</b></p> <ul style="list-style-type: none"> <li>• List differentiated (intensive, strategic, intensive) activities here</li> <li>• Color code by level</li> </ul> <p><b>MAY DO:</b></p> <ul style="list-style-type: none"> <li>• List activity/activities here.</li> </ul>	<p><b>MUST DO:</b></p> <ul style="list-style-type: none"> <li>• List differentiated (intensive, strategic, intensive) activities here</li> <li>• Color code by level</li> </ul> <p><b>MAY DO:</b></p> <ul style="list-style-type: none"> <li>• List activity/activities here.</li> </ul>

**REMEMBER:**

- The number of activities listed in each area is determined by the teacher. Students may work in one or more areas during the reading/language arts block. It is determined by the teacher and based on ongoing assessment of students. The example above only shows one activity for each area. A teacher may decide to assign 2 Must Do activities for the Reading Area and 0 activities for the Listening Area. Remember, students do not have to go to every area every day; assignment is based on need.

- The classroom teacher may distinguish different types of learning areas in the classroom. It is recommended that teachers set up areas that focus on any of the five essential components: phonemic awareness, phonics, vocabulary, comprehension, fluency. For example, a teacher might set up a Vocabulary Area instead of the Writing Area suggested in the 21-Day Small Group Plan and in the menu above.

These are examples of rules teachers might want to include in their classrooms. The fewer rules the better. Some teachers only have a couple of rules for each area. Pick and choose from the list below and ask students for suggestions.

## **EXAMPLES of AREA RULES**

### **GENERAL AREA RULES**

1. Work quietly with each other during small group time.
2. Ask someone in your group for help.
3. **MUST DO** activities are completed before **MAY DO** activities.
4. Save questions for the teacher until the end of small group time.
5. No interruptions during small group time.
6. Leave all areas tidy.

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### **RULES for the READING AREA**

1. Take care of all reading materials.
2. Return books to the proper place.
3. Respect everyone reading in the group.
4. Help others decode words.
5. Do your **BEST** reading every day.
6. Build fluency every time you read.

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### **RULES for the LISTENING AREA**

1. Take care of the listening equipment.
2. Listening is a skill so listen, listen, listen.
3. Think about what you are listening to and why.
4. Complete your daily task on time.
5. Put materials back where they belong.

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### **RULES for the WRITING AREA**

1. Think about what you are writing.
2. Use your best handwriting.
3. Ask your partner for help in spelling.
4. Remember to use the word wall.
5. Take care of writing materials.