

## Letter Names Progress Check

**Purpose:** To assess knowledge of letter names, both uppercase and lowercase.

**Materials:**

- Student copy of letter names progress check
- Teacher copy of letter names progress check
- Optional: stopwatch

**Procedure:**

1. Administer individually.
2. Cover all the letters except the practice items.
3. Say: "I am going to show you some letters of the alphabet, both uppercase and lowercase. I want you to tell me the name of each letter."
4. Present both practice items.
5. Say: "Let's try a practice one. The name of this letter is *t*. What is the name of the letter?" [Have student say the name.] The name of this letter is *o*. What is the name of the letter?" [Have student say the name.]
6. Uncover one row of letters at a time. Administer all of the uppercase and lowercase letters.
7. Say: "Tell me the name of each letter in this row." [Point from left to right]. "If you come to a letter you don't know, I will tell you its name. Do you have any questions?"
8. Point to the first letter and say: "Begin."
9. Follow along on your copy. If the student says the letter incorrectly, put a slash (/) through it.
10. If a student stops or struggles with a letter for 10 seconds, tell the student the letter and mark it as incorrect. Have the student continue with the next letter.

**Scoring**

- Record both uppercase and lowercase letters students know (e.g., use the Sample Letter-Sound Knowledge Checklist).

**Options**

- Have the student name as many letters as he/she can in one minute. If the student completes all the letters before one minute, record the time in seconds and write the time at the top of the page.
- Ask students to say the sound of the letter after saying its name. Circle the letter if the sound is incorrect. If a student says a long vowel sound for a vowel, ask: "Can you tell me another sound for this letter?"

Adapted from Texas Education Agency. (2001). *Texas primary reading inventory (TPRI): Teacher's guide*. Austin, TX: Author.

**Letter Names Progress Check  
Teacher Form**Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Time: \_\_\_\_\_**A M T S I F****D R O G L H****U C B N K V****E Z J P Y X****Q W****a m t s i f****d r o g l h****u c b n k v****e z j p y x****q w**

Letter Names Progress Check  
Student Form

Practice: **T**      **O**

**A**      **M**      **T**      **S**      **I**      **F**

**D**      **R**      **O**      **G**      **L**      **H**

**U**      **C**      **B**      **N**      **K**      **V**

**E**      **Z**      **J**      **P**      **Y**      **X**

**Q**      **W**

**a**      **m**      **t**      **s**      **i**      **f**

**d**      **r**      **o**      **g**      **l**      **h**

**u**      **c**      **b**      **n**      **k**      **v**

**e**      **z**      **j**      **p**      **y**      **x**

**q**      **w**