

An Introduction to UEB Math/Science for Pre-Kindergarten – 1st Grade Students and Strategies for Supporting Math Learning

Lesson 4: Formatting Materials for Students in the Early Grades



University of South Carolina Upstate, Fall 2023

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Lesson 4 Objectives

Participants will be able to:

1. Locate and use formatting resources
2. Format the following:
 - Centered headings
 - Braille page numbers
 - Directions
 - Problems
3. Make decisions on when to use manipulatives instead of simple tactile graphics

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Formatting Materials for Young Students

Predictable materials allow students to:

- Develop efficiency
- Focus on content
- Quickly scan the page with their hands and learn what is included in the document.

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Resources to Use in Formatting Materials for Young Students

- *Braille Formats: Principles of Print-to-Braille Transcription, 2016* referred to as "Braille Formats."
 - <http://brailleauthority.org/formats/formats2016.html>
- *BANA Guidelines for the Transcription of Early Educational Materials from Print to Braille*
 - <https://www.brailleauthority.org/early-learning-materials>
- Both of these resources are available from the Braille Authority of North America (BANA) and are available in print and braille. Although written for transcribers, TSVIs need to understand many of the concepts explained.

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Line Spacing

- Double-space materials for young learners.
- Exceptions, single space:
 - Puzzles
 - Spatially aligned problems
 - Tables
 - Titles of tactile graphics

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Print Worksheet Example

Title → Addition Practice
Worksheet 1

Directions → Add.

3	1	2	0
+ 2	+ 0	+ 2	+ 3
—	—	—	—

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Centered Headings

- Center the title of a worksheet.
- Place the title on the first line of the page, and leave two blank lines after the heading.
- Divide long headings across multiple lines.
- Follow print capitalization when brailleing headings.
- Changes in typeform that are just “pretty” are not needed in braille.

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How to Center a Heading

- Begin by counting the number of cells needed to transcribe the title in braille.
- Count:
 - Letters
 - Contractions
 - Spaces
 - Punctuation
 - Indicators (e.g., capital indicator)
- Subtract the number of cells needed for the title from the number of cells in a line (usually either 32 or 40).
- Divide the difference by 2 and then begin in this cell.

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Example of a Centered Heading (continued)

	Addition Practice			
	Worksheet 1			
Add.	3	1	2	0
	<u>+2</u>	<u>+0</u>	<u>+2</u>	<u>+3</u>

- The title is centered.
- Two blank lines follow the title.
- Notice only 1 blank line is needed after the directions.
- Print capitalization is followed.

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Activity 4A

Decide if each statement is true or false.

1. The title of a worksheet always begins in cell 5.
2. Long titles can be divided across two or even three lines when necessary.
3. Follow print capitalization when braille headings for a kindergarten student.
4. Most materials for students in first grade are triple-spaced.

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Activity 4A: Answer Key

1. False – The title of a worksheet is centered.
2. True – Long titles can be divided across two or even three lines when necessary.
3. True – Follow print capitalization when brailleing headings for a kindergarten student.
4. False – Most materials for students in first grade are double-spaced.

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Directions Preceding Unnumbered Problems

Addition Practice				
Worksheet 1				
Add.	3	1	2	0
	+ 2	+ 0	+ 2	+ 3

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- When directions precede unnumbered problems, directions begin in cell 3 with runover lines beginning in cell 1.
- Since the problems are spatially aligned, there is a blank line after the directions.

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Numbered Problem with Answer Choices

1. $7 + \underline{\quad} = 12$



a. 6

b. 7



c. 5

d. 9



- Begin problem in cell 1 with runover in cell 5.
- Answer choices begin in cell 3 with runover in cell 5.



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Example of a Numbered Problem with Answer Choices

4. My cousins made cupcakes. Maria made 6 cupcakes, and Jorge made 3. Which equation shows how many cupcakes they made altogether?

a. $6+3 = 8$

b. $3+8 = 11$

c. $6+3 = 10$

d. $6+3 = 9$

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Example of a Numbered Problem with Answer Choices (continued)

1. $2 + 3 = 5$ 2. $3 + 4 = 7$ 3. $4 + 5 = 9$ 4. $5 + 6 = 11$ 5. $6 + 7 = 13$
 6. $7 + 8 = 15$ 7. $8 + 9 = 17$ 8. $9 + 10 = 19$ 9. $10 + 11 = 21$
 10. $11 + 12 = 23$ 11. $12 + 13 = 25$ 12. $13 + 14 = 27$ 13. $14 + 15 = 29$
 14. $15 + 16 = 31$ 15. $16 + 17 = 33$ 16. $17 + 18 = 35$ 17. $18 + 19 = 37$
 18. $19 + 20 = 39$ 19. $20 + 21 = 41$ 20. $21 + 22 = 43$ 21. $22 + 23 = 45$
 22. $23 + 24 = 47$ 23. $24 + 25 = 49$ 24. $25 + 26 = 51$ 25. $26 + 27 = 53$
 26. $27 + 28 = 55$ 27. $28 + 29 = 57$ 28. $29 + 30 = 59$ 29. $30 + 31 = 61$
 30. $31 + 32 = 63$ 31. $32 + 33 = 65$ 32. $33 + 34 = 67$ 33. $34 + 35 = 69$
 34. $35 + 36 = 71$ 35. $36 + 37 = 73$ 36. $37 + 38 = 75$ 37. $38 + 39 = 77$
 38. $39 + 40 = 79$ 39. $40 + 41 = 81$ 40. $41 + 42 = 83$ 41. $42 + 43 = 85$
 42. $43 + 44 = 87$ 43. $44 + 45 = 89$ 44. $45 + 46 = 91$ 45. $46 + 47 = 93$
 46. $47 + 48 = 95$ 47. $48 + 49 = 97$ 48. $49 + 50 = 99$ 49. $50 + 51 = 101$
 50. $51 + 52 = 103$ 51. $52 + 53 = 105$ 52. $53 + 54 = 107$ 53. $54 + 55 = 109$
 54. $55 + 56 = 111$ 55. $56 + 57 = 113$ 56. $57 + 58 = 115$ 57. $58 + 59 = 117$
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 454. $455 + 456 = 911$ 455. $456 + 457 = 913$ 456. $457 + 458 = 915$ 457. $458 + 459 = 917$
 458. $459 + 460 = 919$ 459. $460 + 461 = 921$ 460. $461 + 462 = 923$ 461. $462 + 463 = 925$
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 466. $467 + 468 = 935$ 467. $468 + 469 = 937$ 468. $469 + 470 = 939$ 469. $470 + 471 = 941$
 470. $471 + 472 = 943$ 471. $472 + 473 = 945$ 472. $473 + 474 = 947$ 473. $474 + 475 = 949$
 474. $475 + 476 = 951$ 475. $476 + 477 = 953$ 476. $477 + 478 = 955$ 477. $478 + 479$

Numbered Spatial Problems Across a Line – Print Example

Addition and Subtraction Worksheet

Find the answers.

$$\begin{array}{r} 1. \quad 6 \\ + 8 \\ \hline \end{array}$$

$$\begin{array}{r} 2. \quad 7 \\ - 3 \\ \hline \end{array}$$

$$\begin{array}{r} 3. \quad 9 \\ + 2 \\ \hline \end{array}$$

$$\begin{array}{r} 4. \quad 13 \\ - 4 \\ \hline \end{array}$$

$$\begin{array}{r} 5. \quad 14 \\ + 5 \\ \hline \end{array}$$

$$\begin{array}{r} 6. \quad 11 \\ - 7 \\ \hline \end{array}$$

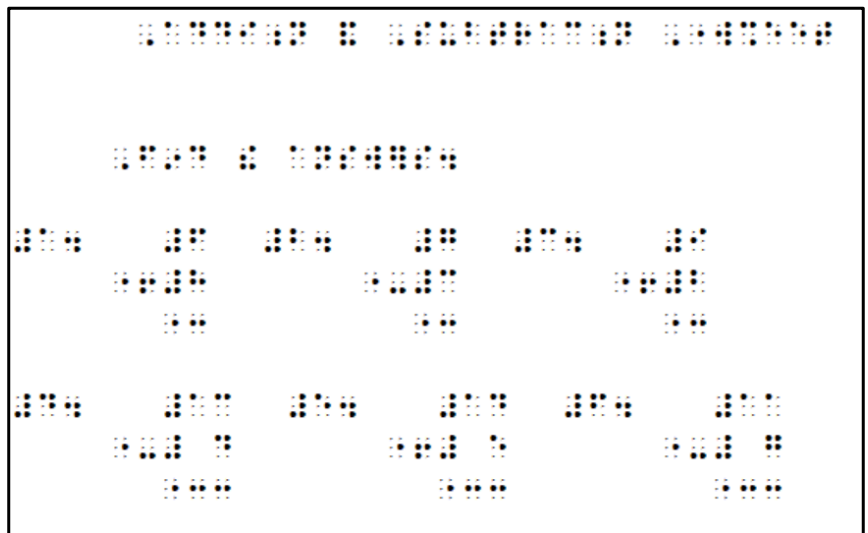
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Numbered Spatial Problems Across a Line – Layout 1

Addition and Subtraction Worksheet
Find the answers.

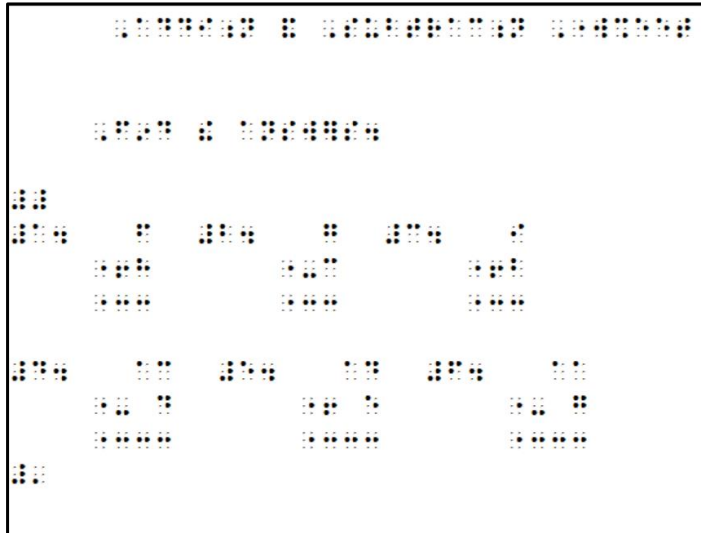
1. $\begin{array}{r} 6 \\ + 8 \\ \hline \end{array}$	2. $\begin{array}{r} 7 \\ - 3 \\ \hline \end{array}$	3. $\begin{array}{r} 9 \\ + 2 \\ \hline \end{array}$
4. $\begin{array}{r} 13 \\ - 4 \\ \hline \end{array}$	5. $\begin{array}{r} 14 \\ + 5 \\ \hline \end{array}$	6. $\begin{array}{r} 11 \\ - 7 \\ \hline \end{array}$



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Numbered Spatial Problems Across a Line – Alternate Numeric Passage Layout



Addition and Subtraction Worksheet		
Find the answers.		
1. $\begin{array}{r} 6 \\ +8 \\ \hline \end{array}$	2. $\begin{array}{r} 7 \\ -3 \\ \hline \end{array}$	3. $\begin{array}{r} 9 \\ +2 \\ \hline \end{array}$
4. $\begin{array}{r} 13 \\ -4 \\ \hline \end{array}$	5. $\begin{array}{r} 14 \\ +5 \\ \hline \end{array}$	6. $\begin{array}{r} 11 \\ -7 \\ \hline \end{array}$

The line above and below spatial calculation must either be blank, or must only contain the numeric passage indicator or terminator.

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Activity 4B

Transcribe the following worksheet using the layout of your choice.

Add or Subtract		
Solve.		
1. $\begin{array}{r} 5 \\ +7 \\ \hline \end{array}$	2. $\begin{array}{r} 6 \\ +2 \\ \hline \end{array}$	3. $\begin{array}{r} 8 \\ -1 \\ \hline \end{array}$
4. $\begin{array}{r} 12 \\ -3 \\ \hline \end{array}$	5. $\begin{array}{r} 13 \\ -4 \\ \hline \end{array}$	6. $\begin{array}{r} 10 \\ +6 \\ \hline \end{array}$

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Activity 4B: Answer Key Layout 1

Add or Subtract		
Solve.		
1. $\begin{array}{r} 5 \\ +7 \\ \hline \end{array}$	2. $\begin{array}{r} 6 \\ +2 \\ \hline \end{array}$	3. $\begin{array}{r} 8 \\ -1 \\ \hline \end{array}$
4. $\begin{array}{r} 12 \\ -3 \\ \hline \end{array}$	5. $\begin{array}{r} 13 \\ -4 \\ \hline \end{array}$	6. $\begin{array}{r} 10 \\ +6 \\ \hline \end{array}$

Activity 4B: Answer Key Layout 2

Add or Subtract		
Solve.		
1. $\begin{array}{r} 5 \\ +7 \\ \hline \end{array}$	2. $\begin{array}{r} 6 \\ +2 \\ \hline \end{array}$	3. $\begin{array}{r} 8 \\ -1 \\ \hline \end{array}$
4. $\begin{array}{r} 12 \\ -3 \\ \hline \end{array}$	5. $\begin{array}{r} 13 \\ -4 \\ \hline \end{array}$	6. $\begin{array}{r} 10 \\ +6 \\ \hline \end{array}$

Activity 4C

Transcribe the worksheet below:


Addition Fun

Fill in the missing number.

1. $1 + 5 = \underline{\quad}$
2. $1 + 7 = \underline{\quad}$
3. $2 + 4 = \underline{\quad}$

Write your answer. You may use your counting bears.

4. There are 3 girls and 4 boys in the bus. How many children are there altogether?



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Activity 4C: Answer Key


Addition Fun

Fill in the missing number.

1. $1 + 5 = \underline{6}$
2. $1 + 7 = \underline{8}$
3. $2 + 4 = \underline{6}$

Write your answer. You may use your counting bears.

4. There are 3 girls and 4 boys in the bus. How many children are there altogether?
 $3 + 4 = \underline{7}$



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Consistency Helps Students Navigate Braille Materials Easily and Quickly

- Be consistent in formatting materials, regardless of grade level.
- Depending on the needs of young students, teachers may elect to include a space before and after signs of operation in horizontal problems.
- Follow print formatting for spatial problems, including where signs of operation are placed. For example, if the plus sign is to the left of the second addend, braille the plus to the left of the second addend.

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Special Considerations

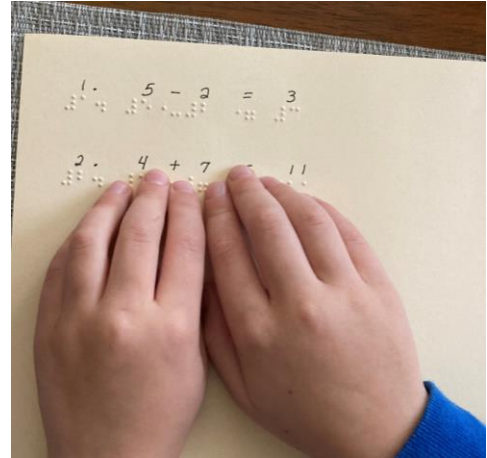
- When pre-kindergarten and kindergarten students are given pictures of objects to count, use manipulatives such as:
 - Counting bears
 - Base ten blocks
 - Digi-blocks
- Use simple tactile shapes (e.g. circles, squares) on worksheets.

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Interlining

- Interline braille material by writing above the braille.
- Interlining above the braille, allows the student's hands to be on the braille and the adult to see the print.



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