KA-Consultants Ltd.
Do you have the drive to learn?
QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG12 · PRE-ENTRY

The Alphabet

Letter names, letter sounds and ABC order.

Supports Adult ESOL · Pre-entry

In this sheet you will

- say the 26 letters of the alphabet
- know letter names and five vowel sounds
- spell your name aloud

Next sheet: BG13 Capital and Small Letters

About this series

Free, practical English worksheets for adult learners, in class or at home. Practise speaking, listening, reading and writing through everyday situations.

Our philosophy

We help you understand, practise and grow in confidence.

Find more sheets for beginners

Scan the QR code, or go to **www.ka-consultants.com/quickfix** and choose Beginners.

Free for educational use. Teachers may print and share this worksheet unchanged with learners. Please keep the Keystone attribution and share the link to the original resource.

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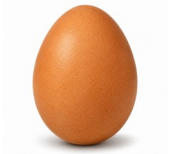
LEARN The alphabet: 26 letters

A a	B b	C c	D d	E e	F f	G g
H h	I i	J j	K k	L l	M m	N n
O o	P p	Q q	R r	S s	T t	U u
V v	W w	X x	Y y	Z z		

The vowels are green: a e i o u

Letters have names. Practise these short vowel sounds. **Name: A.**
Sound: a, as in apple.

				
a apple	e egg	i ink	o orange	u umbrella

LISTEN Listen to your teacher. Circle the letter.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG12.*

1	b	d	p
2	e	i	a
3	g	j	k
4	m	n	w

SAY IT Listen and repeat. Then ask your partner.



Grace What is your name, please?
Saima My name is **Saima Khan**.
Grace How do you spell **Saima**?
Saima **S – A – I – M – A**.
Grace Thank you.

Your turn. Ask three people. Write their names on paper. Change roles.
How do you spell your name?

READ Read about Saima.



Saima is at college.
Grace asks her name.
Saima spells it: S – A – I – M – A.
Grace writes it on a form.

1. **Where is Saima?**
   She is at _____.
2. **Who writes on the form? Circle.**
   Saima **Grace**
3. **How do you spell Saima? Write the letters.**

_____

PRACTISE 1. Write the missing letters.

a b c __ e

__ l m n __

u __ w x __ z

f __ h i __

p q __ s t

2. Look at the first letter. Put the words in ABC order. Write them.

Example: ink apple egg → apple egg ink

a. bus apple cat

_____

b. pen hat egg

_____

USE IT Spell your name. Your partner writes it.

My name: _____

My partner's name: _____

I CAN Tick Yes or Not yet.

I can say the letters of the alphabet.	Yes	Not yet
I can say letter names and five short vowel sounds.	Yes	Not yet
I can spell my name aloud.	Yes	Not yet