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| Course Title: Functional Skills in English | Qualification no: 3748-01  | Start date: 13/09/2016 | End date: 15/07/2017 |
| Location: Elmwood School Vocational Centre | Tutor: Hayley Boden |

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| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 113/9/16 | Social awarenessCourse criteriaCommunication & integration Initial Assessments | Group interviewsSocial gamesCourse citeriaComplete Initial assessment & Learning styles questionaire | Q & AInitial assessment resultsStudent FeedbackDiscussionLearning styles Questionaire  | LaptopsPens/paperHandoutsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 220/9/16 | Read and understand arange ofstraightforward texts. | Identify the main points and ideas and how they are presented in a variety of texts. Purpose of texts, the main categories.Colloquialisms handout. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 327/9/16 | Read and understand arange ofstraightforward texts. | Read and understand texts inDetail.Worksheet on different types of text.Handout on how to identify different types of text. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 44/10/16 | Read and understand arange ofstraightforward texts. | Handout and worksheet on utilising information contained inTexts.Discussion | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 511/10/16 | Read and understand arange ofstraightforward texts. | Identify suitable responses toTexts.Reading worksheet  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 6 18/10/16 | Read and understand arange ofstraightforward texts. | Reading mock exam  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 725/10/16 | Half term holidays |
| Week 81/11/16 | Write a range of textsto communicateinformation, ideas andopinions, using formatsand styles suitable fortheir purpose andaudience. | Write clearly and coherently,including an appropriate level ofdetail. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 98/11/16 | Write a range of textsto communicateinformation, ideas andopinions, using formatsand styles suitable fortheir purpose andaudience. | Present information in a logical sequence. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 1015/11/16 | Write a range of textsto communicateinformation, ideas andopinions, using formatsand styles suitable fortheir purpose andaudience. | Use language, format and structure suitable for purpose and audience. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 1122/11/16 | Write a range of textsto communicateinformation, ideas andopinions, using formatsand styles suitable fortheir purpose andaudience. | Use correct grammar, including correct and consistent use of tense. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 1229/11/16 | Write a range of textsto communicateinformation, ideas andopinions, using formatsand styles suitable fortheir purpose andaudience. | Ensure written work includes generally accurate punctuation and spelling and that meaning is clear. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 136/12/16 | Write a range of textsto communicateinformation, ideas andopinions, using formatsand styles suitable fortheir purpose andaudience. | Writing mock examTutorials | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsWriting SkillsReading Skills |
| Week 14, 15, 16, 1713/12/16 – 3/1/16 | Christmas Holidays |
| Week 1810/1/17 | Take full part in formaland informaldiscussions andexchanges that includeunfamiliar subjects. | Make relevant and extendedcontributions to discussions,allowing for and responding toothers’ input | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsWriting SkillsReading Skills |
| Week 1917/1/17 | Take full part in formaland informaldiscussions andexchanges that includeunfamiliar subjects. | Prepare for and contribute to theformal discussion of ideas andopinions | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 2024/1/17 | Take full part in formaland informaldiscussions andexchanges that includeunfamiliar subjects. | Make different kinds ofcontributions to discussions | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 2131/1/17 | Take full part in formaland informaldiscussions andexchanges that includeunfamiliar subjects. | Present information/points of view clearly and in appropriatelanguage | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 227/2/17 | Take full part in formaland informaldiscussions andexchanges that includeunfamiliar subjects. | Work on personal presentations and discussions on laptop ready for mock exam next week. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 2314/2/17 | Take full part in formaland informaldiscussions andexchanges that includeunfamiliar subjects. | Informal and formal dicussions mock exam | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsWriting SkillsReading Skills |
| Week 2421/2/17 | Half term holidays |
| Week 2528/2/17 | Select, read,understand andcompare texts and usethem to gatherinformation, ideas,arguments andopinions. | Select and use different types oftexts to obtain and utilise relevantinformation; Read and summarise, succinctly, information/ideas from different sources. | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsWriting SkillsReading Skills |
| Week 267/3/17 | Select, read,understand andcompare texts and usethem to gatherinformation, ideas,arguments andopinions. | Identify the purposes of texts andcomment on how meaning isconveyedDetect point of view, implicit meaning and/or biasAnalyse texts in relation toaudience needs and considersuitable responses; | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 2714/3/17 | Write a range of texts,including extendedwritten documents,communicatinginformation, ideas andopinions effectively andpersuasively.  | a) Present information/ideasconcisely, logically andpersuasively;b) Present information on complexsubjects clearly and concisely;c) Use a range of writing styles fordifferent purposes | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector  | Communication Computer SkillsWriting SkillsReading Skills |
| Week 2821/3/17 | Write a range of texts,including extendedwritten documents,communicatinginformation, ideas andopinions effectively andpersuasively.  | d)Use a range of sentencestructures, including complexsentences, and paragraphs toorganise written communicationeffectively.e) Punctuate written text usingcommas, apostrophes andinverted commas accurately;f) Ensure written work is fit forpurpose and audience, withaccurate spelling and grammarthat support clear meaning in arange of text types | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 2928/3/17 | Make a range ofcontributions todiscussions in a rangeof contexts, includingthose that areunfamiliar, and makeeffective presentations. | a) Consider complex informationand give a relevant, cogentresponse in appropriatelanguage;b) Present information and ideasclearly and persuasively toothers;c) Adapt contributions to suitaudience, purpose and situation;d) Make significant contributions todiscussions, taking a range ofroles and helping to movediscussion forward; | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week no./date | Learning Outcomes | Teaching & Learning Activities | Assessment activities (How will you check learning throughout the session?) | Resources | E%20and%20D%20logoPlanned opportunities to develop E & D English/Maths/work skills |
| Week 304/4/17 | Make a range ofcontributions todiscussions in a rangeof contexts, includingthose that areunfamiliar, and makeeffective presentations.Tutorials | Discussions mock exam | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 31 & 3211/4/17 & 18/4/17 | Easter Holidays |
| Week 33- Week 3725/4/17 –23/5/17 | Exam revision andMock examshttp://www.ocr.org.uk/qualifications/by-type/functional-skills/support-materials/ |  | WorksheetsHandoutsDiscussionQ & AStudent Feedback  | LaptopsPens/paperHandoutsWorksheetsProjector | Communication Computer SkillsWriting SkillsReading Skills |
| Week 3830/5/17 | Half term |
| Week 39 -Week 44 | 6/6/17 to 11/7/17 - Revision sessions and Exams |