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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 1  13/9/16 | Social awareness  Course criteria  Communication & integration  Initial Assessments | Group interviews  Social games  Course citeria  Complete Initial assessment & Learning styles questionaire | Q & A  Initial assessment results  Student Feedback  Discussion  Learning styles Questionaire | Laptops  Pens/paper  Handouts  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 2  20/9/16 | Read and understand a  range of  straightforward 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. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 3  27/9/16 | Read and understand a  range of  straightforward texts. | Read and understand texts in  Detail.  Worksheet on different types of text.  Handout on how to identify different types of text. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 4  4/10/16 | Read and understand a  range of  straightforward texts. | Handout and worksheet on utilising information contained in  Texts.  Discussion | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 5  11/10/16 | Read and understand a  range of  straightforward texts. | Identify suitable responses to  Texts.  Reading worksheet | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 6  18/10/16 | Read and understand a  range of  straightforward texts. | Reading mock exam | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 7  25/10/16 | Half term holidays | | | | |
| Week 8  1/11/16 | Write a range of texts  to communicate  information, ideas and  opinions, using formats  and styles suitable for  their purpose and  audience. | Write clearly and coherently,  including an appropriate level of  detail. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 9  8/11/16 | Write a range of texts  to communicate  information, ideas and  opinions, using formats  and styles suitable for  their purpose and  audience. | Present information in a logical sequence. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 10  15/11/16 | Write a range of texts  to communicate  information, ideas and  opinions, using formats  and styles suitable for  their purpose and  audience. | Use language, format and structure suitable for purpose and audience. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 11  22/11/16 | Write a range of texts  to communicate  information, ideas and  opinions, using formats  and styles suitable for  their purpose and  audience. | Use correct grammar, including correct and consistent use of tense. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 12  29/11/16 | Write a range of texts  to communicate  information, ideas and  opinions, using formats  and styles suitable for  their purpose and  audience. | Ensure written work includes generally accurate punctuation and spelling and that meaning is clear. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 13  6/12/16 | Write a range of texts  to communicate  information, ideas and  opinions, using formats  and styles suitable for  their purpose and  audience. | Writing mock exam  Tutorials | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 14, 15, 16, 17  13/12/16 – 3/1/16 | Christmas Holidays | | | | |
| Week 18  10/1/17 | Take full part in formal  and informal  discussions and  exchanges that include  unfamiliar subjects. | Make relevant and extended  contributions to discussions,  allowing for and responding to  others’ input | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 19  17/1/17 | Take full part in formal  and informal  discussions and  exchanges that include  unfamiliar subjects. | Prepare for and contribute to the  formal discussion of ideas and  opinions | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 20  24/1/17 | Take full part in formal  and informal  discussions and  exchanges that include  unfamiliar subjects. | Make different kinds of  contributions to discussions | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 21  31/1/17 | Take full part in formal  and informal  discussions and  exchanges that include  unfamiliar subjects. | Present information/points of view clearly and in appropriate  language | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 22  7/2/17 | Take full part in formal  and informal  discussions and  exchanges that include  unfamiliar subjects. | Work on personal presentations and discussions on laptop ready for mock exam next week. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 23  14/2/17 | Take full part in formal  and informal  discussions and  exchanges that include  unfamiliar subjects. | Informal and formal dicussions mock exam | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 24  21/2/17 | Half term holidays | | | | |
| Week 25  28/2/17 | Select, read,  understand and  compare texts and use  them to gather  information, ideas,  arguments and  opinions. | Select and use different types of  texts to obtain and utilise relevant  information; Read and summarise, succinctly, information/ideas from different sources. | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 26  7/3/17 | Select, read,  understand and  compare texts and use  them to gather  information, ideas,  arguments and  opinions. | Identify the purposes of texts and  comment on how meaning is  conveyed  Detect point of view, implicit meaning and/or bias  Analyse texts in relation to  audience needs and consider  suitable responses; | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 27  14/3/17 | Write a range of texts,  including extended  written documents,  communicating  information, ideas and  opinions effectively and  persuasively. | a) Present information/ideas  concisely, logically and  persuasively;  b) Present information on complex  subjects clearly and concisely;  c) Use a range of writing styles for  different purposes | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 28  21/3/17 | Write a range of texts,  including extended  written documents,  communicating  information, ideas and  opinions effectively and  persuasively. | d)Use a range of sentence  structures, including complex  sentences, and paragraphs to  organise written communication  effectively.  e) Punctuate written text using  commas, apostrophes and  inverted commas accurately;  f) Ensure written work is fit for  purpose and audience, with  accurate spelling and grammar  that support clear meaning in a  range of text types | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 29  28/3/17 | Make a range of  contributions to  discussions in a range  of contexts, including  those that are  unfamiliar, and make  effective presentations. | a) Consider complex information  and give a relevant, cogent  response in appropriate  language;  b) Present information and ideas  clearly and persuasively to  others;  c) Adapt contributions to suit  audience, purpose and situation;  d) Make significant contributions to  discussions, taking a range of  roles and helping to move  discussion forward; | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading 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 30  4/4/17 | Make a range of  contributions to  discussions in a range  of contexts, including  those that are  unfamiliar, and make  effective presentations.  Tutorials | Discussions mock exam | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 31 & 32  11/4/17 & 18/4/17 | Easter Holidays | | | | |
| Week 33- Week 37  25/4/17 –  23/5/17 | Exam revision and  Mock exams  http://www.ocr.org.uk/qualifications/by-type/functional-skills/support-materials/ |  | Worksheets  Handouts  Discussion  Q & A  Student Feedback | Laptops  Pens/paper  Handouts  Worksheets  Projector | Communication Computer Skills  Writing Skills  Reading Skills |
| Week 38  30/5/17 | Half term | | | | |
| Week 39 -Week 44 | 6/6/17 to 11/7/17 - Revision sessions and Exams | | | | |