



Walton Hall Academy - Long Term Planning

SUBJECT	Functional English	CLASS	Set 2 – Post 16	ACADEMIC YEAR	2016–2017
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Students across the key stage will be ability set for English. All students will work towards accreditation in Functional English at their appropriate level. Work completed will involve teaching the core skills, with the opportunity to apply these to “real life” situations using materials from Functional Skillbuilders, BBC Skillswise and Skills for Life. Learning will be as purposeful as possible, developing knowledge, skills and understanding in English that will prepare them for the Functional Skills assessments and Adult life.

Functional English – Entry 2 (500/8757/5) Entry 3

AUTUMN	<p><u>Initial Assessments and target setting</u> PERSUASIVE TEXT – ADVERTISEMENTS</p> <p><u>Reading</u> Identify texts according to their features and layout Recognise the purpose of various texts e.g. letters, bills, advertisements and order forms.</p> <p><u>Writing</u> Writing for different purposes Adjectives – what are they and when to use them. Descriptive writing – use of adjectives (description of person/object to sell) Use of persuasive language – designing own adverts/posters Word Level – Homophones</p> <p>End of term review and self-assessment</p>	<p><u>Informative writing</u> <u>Reading</u> To identify organisational features of text. To use organisational features of text to locate information (skimming and scanning). To read and understand the main points of informative text.</p> <p><u>Writing</u> Informative – to write using appropriate language for the task. Tense – to write using appropriate verb-tense and subject-verb agreement. To plan, draft and organise writing</p> <p><u>Speaking and Listening</u> Using appropriate language depending on the audience To identify formal and informal language.</p> <p>End of term review and self-assessment</p>
	<p>SPRING</p> <p>LETTERS – COMPLAINT</p> <p><u>Reading</u> To know and understand alphabetical order and use this when using a dictionary effectively. Application to work situations. To use Yellow pages to find information</p> <p><u>Writing</u> Formal and informal writing – use language appropriate to audience Letter – layout, plan, draft and produce letters – sequencing writing logically and clearly. Emails – layout, plan, draft and produce range emails for different purposes.</p> <p><u>Speaking and Listening</u> Debate – to give own point of view and respond to the views of others. To make relevant contributions, allowing for and responding to others’ input Use persuasive language when speaking to a group</p> <p>End of term review and self-assessment</p>	<p>PERSONAL STATEMENT</p> <p><u>Speaking and Listening</u> Explanation skills Interview skills – responding to and using questioning.</p> <p><u>Reading</u> Comprehension –reading job specifications, job adverts etc. Read and understand words that are used on forms.</p> <p><u>Writing</u> To be able to fill in forms accurately, with correct spelling and use of punctuation. (Application Forms, Bank Account Forms, Driving License, Passport, Credit Cards, Gym Membership) Proper and Common Nouns Personal statements – Job Application letters</p> <p>End of term review and self-assessment</p>

SUMMER	<p><u>INSTRUCTIONS</u></p> <p><u>Speaking and Listening</u> Listening for specific information Listening to and following instructions. Giving instructions to various places around the school – understanding the need to be specific.</p> <p><u>Writing</u> Instructive writing – plan and organise writing sequencing it logically and clearly. Plan, draft and organise writing. Verbs and imperative verbs.</p> <p><u>Reading</u> Reading and following instructions and directions – understanding main points of text. Obtaining specific information through detailed reading</p> <p>End of term review and self-assessment</p>	<p><u>LOCAL LEISURE GROUPS + ACTIVITIES</u></p> <p><u>Speaking and listening</u> Sharing information with others – making relevant contributions. Using clear and appropriate language in formal and informal exchanges</p> <p><u>Reading</u> Internet research – using websites and their structure to find information. Develop skimming and scanning techniques to find key pieces of information.</p> <p><u>Writing</u> Prefixes and suffixes Presentation skills – using writing to present information about local leisure facilities and activities</p> <p>End of term review and self-assessment</p>
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