

L1 Functional Skills English: Lesson Plan	
<p>Topic of lesson: Starting work and reading skills</p>	<p>Lesson Aims (teacher's intention):</p> <ul style="list-style-type: none"> • To read, understand and raise awareness of FS reading criteria • To apply appropriate reading and analysis skills when searching for jobs • To brainstorm/highlight differences between 'skills' and 'qualities' • To read and respond to text appropriately
<p>Materials and equipment required: FS standards, whiteboard, paper, computer, newspapers, spelling resource cards,</p>	<p>Learning Outcomes: At the end of the lesson, the students should be able to:</p> <ul style="list-style-type: none"> • Compile lists of different job roles in specific industries based on information read • Read and analyse the different skills and qualities needed for each role • Produce text that contains accurate spelling of technical and commonly used words • To draft a job application based on info read
<p>Strategies for differentiation: Group work, individual work, observation/feedback to students</p>	<p>Assessment methods (how learning outcomes will be assessed): Tutor observation accurate production of student work</p>

Lesson Outline				
Duration	Subject matter/content	Teacher Activity	Learner Activity	Resources
5 mins	Welcome Aims and content Overview of lesson	Explains aims and gives overview of lesson	Listen and ask questions as necessary	whiteboard
5 mins	Skills and qualities brainstorm	Lead activity on understanding differences between skills, and qualities <ul style="list-style-type: none"> - Get students to each list one personal skill and quality 	Listen, ask questions Give one personal skill Give one personal quality	Whiteboard
15 mins	Teacher-led analysis and discussion of FS reading criteria	Display FS reading criteria Facilitate whole group discussion on content, understanding and meeting criteria and reading skills Displays key points on board for future referral Lead Q&A activity - directed questions to individuals on ways to meet criteria (differentiation)	Participate in discussion giving input as required	Internet, FS reading criteria, whiteboard

20 mins	Researching work skills and qualities	<p>Provide various job adverts consisting of a range of text types, complexity of language and punctuation, etc</p> <p>Explain activity to students:</p> <ul style="list-style-type: none"> - To read and analyse adverts of personal interest - To list skills and qualities required for jobs (according to information read) - Extension activity - to categorise jobs according to skills, qualifications, job types, etc <p>(can be completed individually or in pairs according to abilities and requirements)</p> <p>Teacher observation and facilitation</p>	<p>Complete task as required</p> <p>Ask questions as necessary</p> <p>To check work and amend as necessary</p>	Paper, miscellaneous job adverts, computer, internet
15 mins	Drafting job application		<p>Choose job advert to respond to</p> <p>Complete appropriate application, observing skills and qualities required</p> <p>Observe accurate spelling and punctuation</p>	Job adverts, computers

10 mins	Feedback	Facilitate (peer) feedback to students on accuracy of work	Revisit work and revise as necessary	Whiteboard
15 mins	Spelling activity of words from lesson Consolidation of job roles	Facilitate activity	Complete activity Proofread and correct job advert draft as necessary	Spelling cards
5 mins	Review of aims and close	Facilitate review	Learners to give their feedback about all work completed	