

## Functional Skills English - Entry Level 3

Week No	Topic	Core	Activities		FS skill standard	FS coverage and range	Resources
			Reinforcement	Extension			
1.	Completion of diagnostic activities	Writing and diagnostic assessments	Guidance and support as necessary	ICT practice and use of ICT based assessments	All relevant criteria	All relevant criteria	Computer and paper. Mini practice tests. Spelling and reading assessments. resources
2 & 3	<b>Recognising text types and their features</b>  Reading and discussion activities of various text types of personal interest.	Identify, read and discuss different articles which demonstrate the different features of each text type.	Gap fill activity spelling different text types  Matching activity - matching text types to their identifying features. Discussion activities	Introducing/ establishing dictionary skills.  Spelling test on words learnt in lesson.	<b>Speaking, listening &amp; communication E3</b>	Give own point of view and respond appropriately to others' point of view  Make relevant contributions, allowing for and responding to others' input	Dictionaries, assorted texts from various sources, gap fill and matching resources /games
					<b>Reading E3</b>	Obtain specific information through detailed reading Use organisational features to locate information	

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4.	<p><b>News alert</b></p> <p>Focus on specific articles within various newspapers. Understand and discuss features and techniques of popular/entertainment reading. Practice referencing skills.</p>	<p>Develop vocabulary</p> <p>Practice inference skills.</p> <p>Writing activities to practice producing different types of texts.</p> <p>Skimming and scanning techniques</p>	<p><b>Word level activities-</b> understand, learn and use specialist vocabulary in appropriate text.  <b>Sentence level activities-</b> verb/subject agreement, tenses.  <b>Word level activities -</b> vocabulary inference to find meaning.            Introduce writing frames to plan and draft writing</p>	<p>Compile ten sentences correctly using subject/verb agreement in a range of tenses ( use specialist vocab when necessary)</p> <p>Spelling test</p>	<p>Reading E3</p> <p>Writing E3</p>	<p>Understand the main points of texts</p> <p>Use organisational features to locate information</p> <p>Read and understand texts in different formats using strategies /techniques appropriate to the task</p> <p>Use basic grammar including appropriate verb-tense and subject-verb agreement</p> <p>Plan, draft and organise writing</p>	<p>Internet, newspapers and magazines.</p>



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7.	<b>Sentence level work</b> Practice structuring simple sentences using nouns and adjectives	Common and proper nouns. Adjectives of place, time and feeling. Negative and positive adjectives. Interesting adjectives.	Identifying types of grammar and discussing their functions within sentences.	Internet web sites- practice quizzes, games and worksheets.	Writing E3	Plan, draft and organise writing  Sequence writing logically and clearly  Use basic grammar including appropriate verb-tense and subject-verb agreement  Check work for accuracy, including spelling	Internet. Paper based exercises.
8.	<b>Sentence level and spelling pattern work</b> Build knowledge of word order and sentence construction patterns.	Recognising and forming word and spelling patterns. Change informative text into descriptive compare differences.	Group/pair work. Class discussion recycling work from previous lesson. Class challenge to create the most descriptive text.	Create pair/individual worksheets for class to decode.	Writing E3	Plan, draft and organise writing  Sequence writing logically and clearly  Use basic grammar including appropriate verb-tense and subject-verb agreement  Check work for accuracy, including spelling	Computer/ Internet. Assorted worksheets

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9.	<b>Sentence level work</b> Clearly distinguish subject and verb in sentences. Write sentences with correct subject /verb agreement. Learn/practice irregular verbs.	Work on a selection of short texts with simple sentences to help identify subject/verb and irregular verbs. Write simple sentences to demonstrate competency	Read and understand fact sheets and correctly complete worksheets.	Internet websites. Links to other activities and tests.  Subject/verb agreement test. Group assessment on irregular verbs.	Writing E3	Plan, draft and organise writing  Sequence writing logically and clearly  Use basic grammar including appropriate verb-tense and subject-verb agreement	Computer/ Internet Texts and worksheets to underpin knowledge.
10.	<b>Word level work - Homophones</b> Selection of confusing words and learn to use them appropriately in writing. Spell homophones correctly.	Paired reading - identifying and working with confusing words in text. Class correction of common wrongly used words.	Matching words to meaning. Homophones crosswords and activities.	Internet websites. Links to other activities and tests.	Writing E3          Reading E3	Check work for accuracy, including spelling    Read and understand texts in different formats using strategies/techniques appropriate to the task	Computer/ Internet Texts and worksheets to underpin knowledge.
11.	<b>Word level work- suffixes and prefixes</b> Identify common prefixes and suffixes and learn meanings. Identify and recognise common negative prefixes. Identify root words.	Work with short articles- identify prefix, suffix and root words. Matching prefixes and meanings activity. Using negative prefixes to change meaning of text.	Dictionary work  Finding meanings of prefixes- pair work  Finding the root word	Internet websites. Links to other activities and tests.	Writing E3	Sequence writing logically and clearly    Check work for accuracy, including spelling	Dictionaries worksheets internet

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12.	<b>Writing a Personal Statement</b> Review a selection of example personal statements. Identify and discuss text types, use of positive adjectives and connectives for sentence construction.	Recycle work on adjectives, homophones and sentence construction to compile individual personal statements. Group work on functions and examples of connectives in writing.	Sequencing and ordering activities. Compile connectives list to use in writing	Research personal statements on internet. Identify writing styles, vocabulary and connectives used.		Writing E3	Check work for accuracy, including spelling  Sequence writing logically and clearly  Use basic grammar including appropriate verb-tense and subject-verb agreement  Plan, draft and organise writing	Internet example CVs dictionaries
13.	Revise and consolidate work covered. Complete two formative tests.	Student-led revision. Assessment on spelling, tenses. Free writing to test individual development on sentence construction and use of vocabulary.	Revision of key areas covered- vocabulary, word and sentence level work.	Revision of vocabulary covered, tenses and verb/subject agreement.		All relevant criteria	All relevant criteria	Selection of material according to student demand- mock tests and revision strategies.

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14.	<p><b>Recycle reading, word and sentence construction</b> Reading, writing and following instructions.</p> <p>Revise verb/subject agreement, connectives and irregular verbs.</p>	<p>Review/revise writing instructions rules. Reassemble short passage in simple past tense. Identify and learn spelling of irregular past tense verbs.</p>	<p>Writing simple instructions activity.</p> <p>Reassembling and sequencing activity.</p>	<p>List/revise simple present tense form of irregular verbs.</p> <p>Using instructional language activity.</p>	<p>Writing E3</p> <p>Reading E3</p>	<p>Use basic grammar including appropriate verb-tense and subject-verb agreement</p> <p>Plan, draft and organise writing</p> <p>Sequence writing logically and clearly</p> <p>Use organisational features to locate information</p>	<p>Worksheets and materials.</p> <p>Internet web sites - following instructions.</p>
15.	<p><b>Writing a personal statement</b> Recycle positive and negative adjectives.</p> <p>Learn/recycle root words, prefixes and suffixes.</p> <p>Complete grammatically text in preparation for completing CV.</p>	<p>Completing a personal statement using extended vocabulary of positive adjectives.</p> <p>Expansion of root words using prefixes and suffixes.</p> <p>Functions of grammar and punctuation in sentences.</p> <p>Develop structure of sentences.</p>	<p>Identify positive adjectives used in various personal statements.</p> <p>Analyse the impact.</p> <p>Choose positive adjectives from class list and create personal statement.</p> <p>Analyse the impact punctuation makes to sentences.</p>	<p>Read and review sample personal statements.</p> <p>Revise and complete final draft of personal statement and learn new vocabulary from class list.</p>	<p>Writing E3</p>	<p>Use basic grammar including appropriate verb-tense and subject-verb agreement</p> <p>Plan, draft and organise writing</p> <p>Sequence writing logically and clearly</p> <p>Check work for accuracy, including spelling</p>	<p>Internet.</p> <p>Example personal statements and CVs.</p> <p>Dictionaries</p>

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16 - 17.	<p><b>Letter writing Skills</b></p> <p>Identify register of formal and informal letters.</p> <p>Analyse format, structure and style.</p> <p>Write formal and informal letters.</p>	<p>Format for informal letters.</p> <p>Informal register.</p> <p>Reply to letter from friend/relative.</p> <p>Format for formal letters.</p> <p>Reply to job advert.</p> <p>Formal registers.</p>	<p>Select appropriate opening sentences, salutations and complimentary closes for formal and informal style.</p> <p>Rules for formal letters.</p>	<p>Learn new letter writing vocabulary</p>	Writing E3	<p>Sequence writing logically and clearly</p> <p>Check work for accuracy, including spelling</p> <p>Plan, draft and organise writing</p>	<p>Letter writing quiz resource.</p> <p>Interactive board</p> <p>Letters for proof reading and correction.</p>
18.	<p><b>News reports</b></p> <p>Read and respond to short news articles.</p> <p>Write a short news report.</p>	<p>Respond to news report.</p> <p>Recall events.</p> <p>Jumbled paragraphs</p>	<p>Vocabulary expansion - past tense verbs regular and irregular.</p> <p>Identify/ write topic paragraphs.</p>	<p>Write catchy headlines. Read and respond to news quizzes</p> <p>Learn/revise irregular past tense verbs. Plan own news report</p>	<p>Writing E3</p> <p>Reading E3</p>	<p>Sequence writing logically and clearly</p> <p>Check work for accuracy, including spelling</p> <p>Plan, draft and organise writing</p> <p>Read and understand texts in different formats using strategies/ techniques appropriate to the task</p>	



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19.	Revise and consolidate work covered. Complete two formative tests.	Student-led revision/assessment.	Revision of all key areas covered-	Revision of vocabulary covered, tenses and verb/subject agreement.		All relevant criteria	All relevant criteria	Selection of material according to student demand- mock tests and revision strategies.
20 - 21.	<b>Planning for the future</b> Write a CV and letters of application for work.  Read, understand and respond to job adverts.  Write letters of enquiry - further courses	Next steps - careers advice and ideas for the future. Draft a CV with personal statement and routine letters of enquiry.	Revise formal for formal letters structures.  Rules for formal letter writing.  Sentence level - subject/verb agreement.	Search web for model CVs. Connexions website		<b>Writing E3</b>	Sequence writing logically and clearly  Check work for accuracy, including spelling  Plan, draft and organise writing	CV models Prospectuses sample job adverts and model letters letter writing quiz.
22 - 23.	<b>Planning for the future</b>  Practice, refine and develop interview skills and techniques.  Develop note taking skills.	Interview techniques.  Discuss and evaluate previous interview experiences. Role plays.  Interview situations with peers.	Watch and evaluate interview videos.  Take notes on good and bad points.  Role play job interview situation with peer with class observing and taking notes.	Write list from notes taken  Reviewing and developing interview techniques. Verbal and non verbal communication skills		<b>Speaking, listening and communication</b>	Give own point of view and respond appropriately to others' point of view  Use appropriate language in formal discussions/exchanges  Make relevant contributions, allowing for and responding to others' input	Internet, video