

Highfields Scheme of Work Summary

COURSE/SUBJECT TITLE:	Functional Skills (English)	EXAM / AWARD BODIES: (IF APPROPRIATE)	OCR
KEY STAGE:	KS4		
MAIN TEACHERS:	ASA		

SUMMARY OF LEARNING ACTIVITY TYPES: (These should relate to Schemes of Work activities).

- | | | | |
|---------------|---------------------------------------|-------|------------------------|
| Very Frequent | - Approximately every week | Rare | - Less than occasional |
| Frequent | - Approximately 1 - 2 times per month | Never | - Never |
| Occasional | - Approximately 1 - 2 times per term | | |

	<u>Very Frequent</u>	<u>Frequent</u>	<u>Occasional</u>	<u>Rare</u>	<u>Never</u>		<u>Very Frequent</u>	<u>Frequent</u>	<u>Occasional</u>	<u>Rare</u>	<u>Never</u>
Teacher Talk		x				Art / Creative					x
Discussion / Q & A		x				'Hands-On' Practicals			x		
Problem-Solving		x				Physical Challenge					x
Research		x				Group-work			x		
Extended Reading		x				Role-play				x	
Extended Writing		x				Offsite Visits					x
ICT Presentations			x			Other (please state)					
Video			x								

SUMMARY OF SUB-TOPICS / UNITS OF STUDY

Sub-Topic / Unit of Study Title	Typical Length of Time (Term / Half-Term / Weeks / Months)
Take full part in formal and informal discussions and exchanges that include unfamiliar subjects.	Half-Term (Autumn 1)
Read and understand a range of straightforward texts. Identify the main points and ideas and how they are presented in a variety of texts. Read and understand texts in detail.	Half-Term (Autumn 2)
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. Present information in a logical sequence and use language, format and structure suitable for purpose and audience. Use correct grammar, including correct and consistent use of tense. Ensure written work includes accurate punctuation and spelling and that meaning is clear (in more than one type of text)	Half-Term (Spring 1)
Make a range of contributions to discussions in a range of contexts, including those that are unfamiliar and make effective presentations.	Half-Term (Spring 2)
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,	Half-Term (Summer 1)

information/ideas from different sources. Identify the purposes of texts and comment on how meaning is conveyed. Detect point of view, implicit meaning and/or bias and analyse texts in relation to audience needs and consider suitable responses (in three or more texts)

Write a range of texts, including extended written documents, communicating information, ideas and opinions effectively and persuasively. Present information/ideas concisely, logically and persuasively. Present information on complex subjects clearly and concisely. Use a range of writing styles for different purposes and use a range of sentence structures, including complex sentences, and paragraphs to organise written communication effectively. Punctuate written text using commas, apostrophes and inverted commas accurately. Ensure written work is fit for purpose and audience, with accurate spelling and grammar that support clear meaning in a range of text types.

Half-Term (Summer 2)