

English Long Term Plans Functional Skills Sixth Form

	Entry 1	Entry 2	Entry 3	Level 1	Level 2
Autumn 1	<p>E1.1 Say the names of the letters of the alphabet</p> <p>E1.2 Identify and extract the main information from short statements and explanations</p> <p>Reading</p> <p>E1.8 Read correctly words designated for Entry Level 1 (see Appendix)</p> <p>Writing</p> <p>E1.11 Punctuate simple sentences with a capital letter and a full stop</p>	<p>E2.1 Identify and extract the main information and detail from short explanations</p> <p>Reading</p> <p>E2.7 Read correctly words designated for Entry Level 2 (see Appendix)</p> <p>Writing</p> <p>E2.13 Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks)</p>	<p>E3.1 Identify and extract relevant information and detail in straightforward explanations</p> <p>E3.2 Make requests and ask concise questions using appropriate language in different contexts</p> <p>Reading</p> <p>E3.8 Read correctly words designated for Entry Level 3 (see Appendix)</p> <p>Writing</p> <p>E3.13 Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas)</p> <p>E3.14 Form irregular plurals</p>	<p>Identify relevant information and lines of argument in explanations or presentations</p> <p>Make requests and ask relevant questions to obtain specific information in different contexts</p> <p>Reading</p> <p>Identify and understand the main points, ideas and details in texts</p> <p>Compare information, ideas and opinions in different texts</p> <p>Writing</p> <p>Use a range of punctuation correctly (eg full stops, question marks, exclamation marks, commas, possessive apostrophes)</p>	<p>Identify relevant information from extended explanations or presentations</p> <p>Follow narratives and lines of argument</p> <p>Reading</p> <p>Identify the different situations when the main points are sufficient and when it is important to have specific details</p> <p>Compare information, ideas and opinions in different texts, including how they are conveyed</p> <p>Writing</p> <p>Punctuate correctly using a wide range of punctuations markers (eg colons, commas, inverted commas, apostrophes and quotation marks)</p>

<p style="text-align: center;">Autumn 2</p>	<p>E1.3 Follow single-step instructions, asking for them to be repeated if necessary</p> <p>E1.4 Make requests and ask straightforward questions using appropriate terms and registers</p> <p>Reading</p> <p>E1.8 Read correctly words designated for Entry Level 1 (see Appendix)</p> <p>Writing</p> <p>E1.12 Use a capital letter for the personal pronoun 'I' and the first letter of proper nouns</p>	<p>E2.2 Make requests and ask clear questions appropriately in different contexts</p> <p>Reading</p> <p>E2.7 Read correctly words designated for Entry Level 2 (see Appendix)</p> <p>E2.8 Understand the main points in texts</p> <p>Writing</p> <p>E2.14 Form regular plurals</p>	<p>E3.3 Communicate information and opinions clearly on a range of topics</p> <p>E3.4 Respond appropriately to questions on a range of straightforward topics</p> <p>Reading</p> <p>E3.8 Read correctly words designated for Entry Level 3 (see Appendix)</p> <p>Writing</p> <p>E3.15 Use mostly correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinite articles)</p>	<p>Respond effectively to detailed questions</p> <p>Reading</p> <p>Identify meanings in texts and distinguish between fact and opinion</p> <p>Recognise that language and other textual features can be varied to suit different audiences and purposes</p> <p>Writing</p> <p>Use correct grammar (eg subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</p>	<p>Respond effectively to detailed or extended questions and feedback</p> <p>Reading</p> <p>Identify implicit and inferred meaning in texts</p> <p>Understand the relationship between textual features and devices and how they can be used to shape meaning for different audiences and purposes</p> <p>Writing</p> <p>Use correct grammar (eg subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (eg to express probability or desirability)</p>
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Spring 1	<p>E1.5 Respond to questions about specific information</p> <p>E1.6 Make clear statements about basic information and communicate feelings and opinions on straightforward topics</p> <p>Reading</p> <p>E1.9 Read simple sentences containing one clause</p> <p>Writing</p> <p>E1.13 Use lower-case letters when there is no reason to use capital letters</p>	<p>E2.3 Respond appropriately to straightforward questions</p> <p>Reading</p> <p>E2.9 Understand organisational markers in short, straightforward texts</p> <p>Writing</p> <p>E2.15 Use the first and second letters to sequence words in alphabetical order</p>	<p>E3.5 Follow and understand the main points of discussions</p> <p>Reading</p> <p>E3.9 Identify, understand and extract the main points and ideas in and from texts</p> <p>Writing</p> <p>E3.16 Use the first, second and third place letters to sequence words in alphabetical order</p> <p>E3.17 Spell correctly words designated for Entry Level 3 (see Appendix)</p>	<p>Communicate information, ideas and opinions clearly and accurately on a range of topics</p> <p>Reading</p> <p>Use reference materials and appropriate strategies (eg using knowledge of different work types) for a range of purposes, including to find the meaning of words</p> <p>Writing</p> <p>Spell words used most often in work, study and daily life, including specialist words</p>	<p>Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required</p> <p>Express opinions and arguments and support them with relevant and persuasive evidence</p> <p>Reading</p> <p>Use a range of reference materials and appropriate resources (eg glossaries, legends/keys) for different purposes, including to find the meanings of words in straightforward and complex sources</p> <p>Writing</p> <p>Spell words used in work, study and daily life, including a range of specialist words</p>
Long Term Plans Functional Skills Sixth Form					

	Entry 1	Entry 2	Entry 3	Level 1	Level 2
Spring 2	<p>E1.7 Understand and participate in simple discussions or exchanges with another person about a straightforward topic</p> <p>Reading</p> <p>E1.9 Read simple sentences containing one clause</p> <p>Writing</p> <p>E1.14 Write the letters of the alphabet in sequence and in both upper and lower case</p>	<p>E2.4 Follow the gist of discussions</p> <p>Reading</p> <p>E2.10 Use effective strategies to find the meaning of words and check their spelling (e.g. a simple dictionary, spell-checker)</p> <p>Writing</p> <p>E2.16 Spell correctly words designated for Entry Level 2 (see Appendix)</p>	<p>E3.6 Make relevant contributions to group discussions about straightforward topics</p> <p>Reading</p> <p>E3.10 Identify different purposes of straightforward texts</p> <p>Writing</p> <p>E3.18 Communicate information, ideas and opinions clearly and in a logical sequence (e.g. chronologically, by task)</p>	<p>Express opinions and arguments and support them with evidence</p> <p>Reading</p> <p>Understand organisational and structural features and use them to locate relevant information (eg index, menus, subheadings, paragraphs) in a range of straightforward texts</p> <p>Writing</p> <p>Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience</p>	<p>Use language that is effective, accurate and appropriate to context and situation</p> <p>Reading</p> <p>Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources</p> <p>Writing</p> <p>Communicate information, ideas and opinions clearly, coherently and effectively</p> <p>Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience</p>

<p>Summer 1</p>	<p>Consolidation</p> <p>Reading</p> <p>E1.10 Understand a short piece of text on a simple subject</p> <p>Writing</p> <p>E1.15 Spell correctly words designated for Entry Level 1 (see Appendix)</p>	<p>E2.5 Clearly express straightforward information and communicate feelings and opinions on a range of straightforward topics</p> <p>Reading</p> <p>E2.11 Read and understand sentences with more than one clause</p> <p>Writing</p> <p>E2.17 Communicate information using words and phrases appropriate to audience and purpose</p> <p>E2.18 Complete a form asking for personal information (e.g. first name, surname, address, postcode, age, date of birth)</p>	<p>E3.7 Listen to and respond appropriately to other points of view, respecting conventions of turn-taking</p> <p>Reading</p> <p>E3.11 Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge of different word types)</p> <p>Writing</p> <p>E3.19 Write text of an appropriate level of detail and of appropriate length (including where this is specified)</p> <p>E3.20 Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points</p>	<p>Follow and understand discussions and make contributions relevant to the situation and the subject</p> <p>Reading</p> <p>Infer from images meanings not explicit in the accompanying text</p> <p>Recognise vocabulary typically associated with specific types and purposes of texts (eg formal, informal, instructional, descriptive, explanatory, and persuasive)</p> <p>Writing</p> <p>Use format, structure and language appropriate for audience and purpose</p>	<p>Make relevant and constructive contributions to move discussion forward</p> <p>Reading</p> <p>Analyse texts of different levels of complexity, recognising their use of vocabulary and identifying levels of formality and bias</p> <p>Writing</p> <p>Organise writing for different purposes using appropriate format and structure (eg standard templates, paragraphs, bullet points and tables)</p> <p>Convey clear meaning and establish cohesion using organisational markers effectively</p>
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<p>Summer 2</p>	<p>Consolidation</p> <p>Reading</p> <p>Consolidation</p> <p>Writing</p> <p>E1.16 Communicate information in words, phrases and simple sentences</p>	<p>E2.6 Make appropriate contributions to simple group discussions with others about a straightforward topic</p> <p>Reading</p> <p>E2.12 Use illustrations, images and captions to locate information</p> <p>Writing</p> <p>E2.19 Write in compound sentences, using common conjunctions (e.g. or, and, but) to connect clauses</p> <p>E2.20 Use adjectives and simple linking words in the appropriate way</p>	<p>Consolidation</p> <p>Reading</p> <p>E3.12 Understand organisational features and use them to locate relevant information (e.g. contents, index, menus, tabs and links)</p> <p>Writing</p> <p>E3.21 Write in compound sentences and paragraphs where appropriate</p> <p>E3.22 Use language appropriate for purpose and audience</p>	<p>Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium</p> <p>Reading</p> <p>Read and understand a range of specialist words in context</p> <p>Use knowledge of punctuation to aid understanding of straightforward texts</p> <p>Writing</p> <p>Write consistently and accurately in complex sentences, using paragraphs where appropriate</p>	<p>Adapt contributions to discussions to suit audience, purpose and medium</p> <p>Interject and redirect discussion using appropriate language and register.</p> <p>Reading</p> <p>Follow an argument, identifying different points of view and distinguishing fact from opinion</p> <p>Follow an argument, identifying different points of view and distinguishing fact from opinion</p> <p>Writing</p> <p>Use different language and register (eg persuasive techniques, supporting evidence, specialist words) suited to audience and purpose</p> <p>Construct complex sentence consistently and accurately, using paragraphs where appropriate</p>
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