

# **Goldwyn Plus - Functional Skills English**

## **Subject Statement and Long Term Plan**



## **Functional Skills English – Statement of Intent**

*“If you are not willing to learn, no one can help you! If you are determined to learn, no one can stop you!”*

Functional Skills are practical skills in English and Maths that enable you to deal with practical problems and challenges. They allow individuals to work confidently, effectively and independently in everyday life. For example, they help us recognise good-value deals when making purchases, write an effective application letter, or use the Internet. Functional Skills are a key to success. They open doors to learning, to life and to work.

### **Functional Skills English lessons at Goldwyn Plus will aim to give students the opportunity to:**

- Develop your confidence.
- Learn to function independently in the workplace.
- Become more employable.
- Increase your enjoyment of written English as you learn to read and appreciate a range of different texts.
- Produce written work including estimates, invoices and reports effectively and to a high standard.
- Develop your confidence in speaking and listening.
- Achieve a qualification that is recognised and highly valued by employers.

### **Examinations:**

- NCFE Level 1 Functional Skills qualification in English
- NCFE Level 2 Functional Skills qualification in English

## Functional Skills English: Long Term Plan

Functional Skills are practical skills in English that enable you to deal with practical problems and challenges. They allow individuals to work confidently, effectively and independently in everyday life. For example, they help us recognise good-value deals when making purchases, write an effective application letter, or use the Internet. Functional Skills are a key to success. They open doors to learning, to life and to work.

Term	1	2	3	4	5	6
Entry Level 1	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>Read correctly words designated for Entry Level 1</li> <li>Read simple sentences containing one clause</li> <li>Understand a short piece of text on a simple subject</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Write the letters of the alphabet in sequence and in both upper and lower case</li> <li>Spell correctly words designated for Entry Level 1</li> </ul>	<p><b>Speaking, Listening and Communication</b></p> <p><b>EL1 presentation</b></p> <ul style="list-style-type: none"> <li>Say the names of the letters of the alphabet</li> <li>Identify and extract the main information from short statements and explanations</li> <li>Follow single-step instructions, asking for them to be repeated if necessary</li> <li>Make requests and ask straightforward questions using appropriate terms and registers</li> <li>Respond to questions about specific information</li> <li>Make clear statements about basic information and communicate feelings</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>Read correctly words designated for Entry Level 1</li> <li>Read simple sentences containing one clause</li> <li>Understand a short piece of text on a simple subject</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Punctuate simple sentences with a capital letter and a full stop</li> <li>Use a capital letter for the personal pronoun 'I' and the first letter of proper nouns</li> </ul>	<p><b>Speaking, Listening and Communication</b></p> <p><b>EL1 presentation</b></p> <ul style="list-style-type: none"> <li>Say the names of the letters of the alphabet</li> <li>Identify and extract the main information from short statements and explanations</li> <li>Follow single-step instructions, asking for them to be repeated if necessary</li> <li>Make requests and ask straightforward questions using appropriate terms and registers</li> <li>Respond to questions about specific information</li> <li>Make clear statements about basic information and communicate feelings</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>Read correctly words designated for Entry Level 1</li> <li>Read simple sentences containing one clause</li> <li>Understand a short piece of text on a simple subject</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use lower case letters when there is no reason to use capital letters</li> <li>Write the letters of the alphabet in sequence and in both upper and lower case</li> </ul>	<p><b>Writing</b></p> <p><b>Writing for purpose</b></p> <ul style="list-style-type: none"> <li>Punctuate simple sentences with a capital letter and a full stop</li> <li>Use a capital letter for the personal pronoun 'I' and the first letter of proper nouns</li> <li>Use lower case letters when there is no reason to use capital letters</li> <li>Write the letters of the alphabet in sequence and in both upper and lower case</li> <li>Spell correctly words designated for Entry Level 1</li> <li>Communicate information in words, phrases and simple sentences</li> </ul>

		and opinions on straightforward topics Understand and participate in simple discussions or exchanges with another person about a straightforward topic		and opinions on straightforward topics Understand and participate in simple discussions or exchanges with another person about a straightforward topic		
Entry Level 2	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>Read correctly words designated for Entry Level 2</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks)</li> <li>Form regular plurals</li> <li>Use the first and second letters to sequence words in alphabetical order</li> <li>Spell correctly words designated for Entry Level 2</li> </ul>	<p><b>Speaking, Listening and Communication</b></p> <p><b>EL2 presentation</b></p> <ul style="list-style-type: none"> <li>Identify and extract the main information and detail from short explanations</li> <li>Make requests and ask clear questions appropriately in different contexts</li> <li>Respond appropriately to straightforward questions</li> <li>Follow the gist of discussions</li> <li>Clearly express straightforward information and communicate feelings and opinions on a range of straightforward topics</li> </ul> <p>Make appropriate</p>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>Read correctly words designated for Entry Level 2</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks)</li> <li>Form regular plurals</li> <li>Use the first and second letters to sequence words in alphabetical order</li> <li>Spell correctly words designated for Entry Level 2</li> </ul>	<p><b>Reading</b></p> <p><b>Greater depth understanding</b></p> <ul style="list-style-type: none"> <li>Understand the main points in texts</li> <li>Understand organisational markers in short, straightforward texts</li> <li>Use effective strategies to find the meaning of words and check their spelling (e.g. a simple dictionary, spell-checker)</li> <li>Read and understand sentences with more than one clause</li> <li>Use illustrations, images and captions to locate information</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>Read correctly words designated for Entry Level 2</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks)</li> <li>Form regular plurals</li> <li>Use the first and second letters to sequence words in alphabetical order</li> <li>Spell correctly words designated for Entry Level 2</li> </ul>	<p><b>Writing</b></p> <p><b>Writing for purpose</b></p> <ul style="list-style-type: none"> <li>Communicate information using words and phrases appropriate to audience and purpose</li> <li>Complete a form asking for personal information (e.g. first name, surname, address, postcode, age, date of birth)</li> <li>Write in compound sentences, using common conjunctions (e.g. or, and, but) to connect clauses</li> </ul> <p>Use adjectives and simple linking words in the appropriate way</p>

		contributions to simple group discussions with others about a straightforward topic.				
Entry Level 3	<p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</li> <li>Spell words used most often in work, study and daily life, including specialist words.</li> </ul>	<p><b>Speaking, Listening and Communication</b></p> <p><b>EL3 presentation</b></p> <ul style="list-style-type: none"> <li>Identify relevant information and lines of argument in explanations or presentations.</li> <li>Make requests and ask relevant questions to obtain specific information in different contexts.</li> <li>Respond effectively to detailed questions.</li> <li>Communicate information, ideas and opinions clearly and accurately on a range of topics.</li> <li>Express opinions and arguments and support them with evidence.</li> <li>Follow and understand discussions and make contributions relevant to the situation and</li> </ul>	<p><b>Reading</b></p> <p><b>Different texts</b></p> <ul style="list-style-type: none"> <li>Identify and understand the main points, ideas and details in texts</li> <li>Compare information, ideas and opinions in different texts</li> <li>Identify meanings in texts and distinguish between fact and opinion</li> <li>Recognise that language and other textual features can be varied to suit different audiences and purposes</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and</li> </ul>	<p><b>Reading</b></p> <p><b>Greater depth understanding</b></p> <ul style="list-style-type: none"> <li>Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words</li> <li>Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts</li> <li>Infer from images meanings not explicit in the accompanying text</li> <li>Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal,</li> </ul>	<p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</li> <li>Spell words used most often in work, study and daily life, including specialist words</li> </ul>	<p><b>Writing</b></p> <p><b>Writing for purpose</b></p> <ul style="list-style-type: none"> <li>Communicate information, ideas and opinions clearly, coherently and accurately</li> <li>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</li> <li>Use format, structure and language appropriate for audience and purpose</li> <li>Write consistently and accurately in complex sentences, using paragraphs where appropriate</li> </ul>

		<p>the subject.</p> <ul style="list-style-type: none"> <li>Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium.</li> <li>Respect the turn-taking rights of others during discussions, using appropriate language for interjection.</li> </ul>	<p>indefinite articles)</p> <ul style="list-style-type: none"> <li>Spell words used most often in work, study and daily life, including specialist words</li> </ul>	<p>instructional, descriptive, explanatory and persuasive)</p> <ul style="list-style-type: none"> <li>Read and understand a range of specialist words in context</li> </ul>		
Year 10 Level 1	<p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use knowledge of punctuation to aid understanding of straightforward texts</li> <li>Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</li> <li>Spell words used most often in work, study and daily</li> </ul>	<p><b>Speaking, Listening and Communication</b></p> <p><b>Level 1 presentation</b></p> <ul style="list-style-type: none"> <li>Identify relevant information and lines of argument in explanations or presentations</li> <li>Make requests and ask relevant questions to obtain specific information in different contexts</li> <li>Respond effectively to detailed questions</li> <li>Communicate information, ideas and opinions clearly and accurately on a range of topics</li> </ul>	<p><b>Reading</b></p> <p><b>Different texts</b></p> <ul style="list-style-type: none"> <li>Identify and understand the main points, ideas and details in texts</li> <li>Compare information, ideas and opinions in different texts</li> <li>Identify meanings in texts and distinguish between fact and opinion</li> <li>Recognise that language and other textual features can be varied to suit different audiences and purposes</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use knowledge of</li> </ul>	<p><b>Reading</b></p> <p><b>Greater depth understanding</b></p> <ul style="list-style-type: none"> <li>Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words</li> <li>Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts</li> </ul>	<p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use knowledge of punctuation to aid understanding of straightforward texts</li> <li>Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</li> <li>Spell words</li> </ul>	<p><b>Writing</b></p> <p><b>Writing for purpose</b></p> <ul style="list-style-type: none"> <li>Communicate information, ideas and opinions clearly, coherently and accurately</li> <li>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</li> <li>Use format, structure and language appropriate for audience and purpose Write consistently and accurately in complex sentences, using</li> </ul>

	life, including specialist words	<ul style="list-style-type: none"> <li>Express opinions and arguments and support them with evidence</li> <li>Follow and understand discussions and make contributions relevant to the situation and the subject</li> <li>Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium</li> <li>Respect the turn-taking rights of others during discussions, using appropriate language for interjection</li> </ul>	punctuation to aid understanding of straightforward texts <ul style="list-style-type: none"> <li>Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</li> <li>Spell words used most often in work, study and daily life, including specialist words</li> </ul>	<ul style="list-style-type: none"> <li>Infer from images meanings not explicit in the accompanying text</li> <li>Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)</li> <li>Read and understand a range of specialist words in context</li> </ul>	used most often in work, study and daily life, including specialist words	paragraphs where appropriate
Year 11 Level 1	<b>Writing</b>  <b>SPAG</b> <ul style="list-style-type: none"> <li>Use knowledge of punctuation to aid understanding of straightforward texts</li> <li>Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li> </ul>	<b>Speaking, Listening and Communication</b>  <b>Level 1 presentation</b> <ul style="list-style-type: none"> <li>Identify relevant information and lines of argument in explanations or presentations</li> <li>Make requests and ask relevant questions to obtain specific</li> </ul>	<b>Reading</b>  <b>Understanding texts</b> <ul style="list-style-type: none"> <li>Identify and understand the main points, ideas and details in texts</li> <li>Compare information, ideas and opinions in different texts</li> <li>Identify meanings in texts and distinguish between fact and opinion</li> </ul>	<b>Reading</b>  <b>Greater depth understanding</b> <ul style="list-style-type: none"> <li>Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words</li> </ul>	<b>Writing</b>  <b>Writing for purpose</b> <ul style="list-style-type: none"> <li>Communicate information, ideas and opinions clearly, coherently and accurately</li> <li>Write text of an appropriate level of detail and of appropriate length (including where this</li> </ul>	<b>Exams</b>

	<ul style="list-style-type: none"> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</li> <li>Spell words used most often in work, study and daily life, including specialist words</li> </ul>	<p>information in different contexts</p> <ul style="list-style-type: none"> <li>Respond effectively to detailed questions</li> <li>Communicate information, ideas and opinions clearly and accurately on a range of topics</li> <li>Express opinions and arguments and support them with evidence</li> <li>Follow and understand discussions and make contributions relevant to the situation and the subject</li> <li>Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium</li> <li>Respect the turn-taking rights of others during discussions, using appropriate language for interjection</li> </ul>	<ul style="list-style-type: none"> <li>Recognise that language and other textual features can be varied to suit different audiences and purposes</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Use knowledge of punctuation to aid understanding of straightforward texts</li> <li>Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)</li> <li>Spell words used most often in work, study and daily life, including specialist words</li> </ul>	<ul style="list-style-type: none"> <li>Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts</li> <li>Infer from images meanings not explicit in the accompanying text</li> <li>Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)</li> <li>Read and understand a range of specialist words in context</li> </ul>	<p>is specified) to meet the needs of purpose and audience</p> <ul style="list-style-type: none"> <li>Use format, structure and language appropriate for audience and purpose</li> </ul> <p>Write consistently and accurately in complex sentences, using paragraphs where appropriate</p>	
Year 11 Level 2	<b>Writing</b> <b>SPAG</b>	<b>Speaking, Listening and Communication</b>	<b>Reading</b> <b>Understanding texts</b>	<b>Reading</b> <b>Greater_depth</b>	<b>Writing</b> <b>Writing_for_purpose</b>	<b>Exams</b>

	<ul style="list-style-type: none"> <li>Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability)</li> <li>Spell words used in work, study and daily life, including a range of specialist words</li> </ul>	<p><b>Level 2 presentation</b></p> <ul style="list-style-type: none"> <li>Identify relevant information from extended explanations or presentations</li> <li>Follow narratives and lines of argument</li> <li>Respond effectively to detailed or extended questions and feedback</li> <li>Make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts</li> <li>Communicate information, ideas and opinions clearly and effectively, providing further detail and development if required</li> <li>Express opinions and arguments and support them with relevant and persuasive evidence</li> <li>Use language that is effective, accurate and appropriate to context and situation</li> </ul>	<ul style="list-style-type: none"> <li>Identify the different situations when the main points are sufficient and when it is important to have specific details</li> <li>Compare information, ideas and opinions in different texts, including how they are conveyed</li> <li>Identify implicit and inferred meaning in texts</li> <li>Understand the relationship between textual features and devices, and how they can be used to shape meaning for different audiences and purposes</li> </ul> <p><b>Writing</b></p> <p><b>SPAG</b></p> <ul style="list-style-type: none"> <li>Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks)</li> <li>Use correct grammar (e.g. subject-verb agreement, consistent use of a range</li> </ul>	<p><b>understanding</b></p> <ul style="list-style-type: none"> <li>Use a range of reference materials and appropriate resources (e.g. glossaries, legends/keys) for different purposes, including to find the meanings of words in straightforward and complex sources</li> <li>Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources</li> <li>Analyse texts, of different levels of complexity, recognising their use of vocabulary and identifying levels of formality and bias</li> </ul> <p>Follow an argument, identifying different points of view and distinguishing facts from opinions.</p>	<ul style="list-style-type: none"> <li>Identify different styles of writing and writer's voice</li> <li>Communicate information, ideas and opinions clearly, coherently and effectively</li> <li>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</li> <li>Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables)</li> <li>Convey clear meaning and establish cohesion using organisational markers effectively</li> <li>Use different language and register (e.g. persuasive techniques, supporting evidence, specialist words), suited to audience</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Make relevant and constructive contributions to move discussion forward</li> <li>• Adapt contributions to discussions to suit audience, purpose and medium</li> <li>• Interject and redirect discussion using appropriate language and register</li> </ul>	<p>of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability)</p> <ul style="list-style-type: none"> <li>• Spell words used in work, study and daily life, including a range of specialist words</li> </ul>		<p>and purpose.</p> <ul style="list-style-type: none"> <li>• Construct complex sentences consistently and accurately, using paragraphs where appropriate</li> </ul>	
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