



Curriculum Map Functional Skills - English



Subject Content Overview EL1	Objectives
<p>Speaking, Listening and Communicating Scope of study Text: this should include simple narratives, information and instructions, short statements, explanations, discussions, questions, and exchanges.</p>	<p>Say the names of the letters of the alphabet. Identify and extract the main information from short statements and explanations. Follow single-step instructions, asking for them to be repeated if necessary. Make requests and ask straightforward questions using appropriate terms and registers. Respond to questions about specific information. Make clear statements about basic information and communicate feelings and opinions on straightforward topics. Understand and participate in simple discussions or exchanges with another person about a straightforward topic.</p>
<p>Reading Scope of study Text: this should include short, simple texts that inform, describe and narrate.</p>	<p>Read correctly words designated for Entry Level 1 (see Entry Level 1 Spelling Mat included in the pack). Read simple sentences containing one clause. Understand a short piece of text on a simple subject.</p>
<p>Writing Scope of study Text: this should include short simple texts such as messages and notes.</p>	<p>Spelling, Punctuation and Grammar: Punctuate simple sentences with a capital letter and a full stop. Use a capital letter for the personal pronoun 'I' and the first letter of proper nouns. Use lower-case letters when there is no reason to use capital letters. Write the letters of the alphabet in sequence and in both upper and lower case. Spell correctly words designated for Entry Level 1 (see Entry Level 1 Spelling Mat included in the pack). Writing Composition: Communicate information in words, phrases, and simple sentences.</p>
Subject Content Overview EL2	Objectives
<p>Speaking, Listening and Communicating Scope of study</p>	<p>Identify and extract the main information and detail from short explanations. Make requests and ask clear questions appropriately in different contexts. Respond appropriately to straightforward questions. Follow the gist of discussions.</p>



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<p>Text: this should include short narratives and explanations and instructions, discussions and straightforward information and instructions.</p>	<p>Clearly express straightforward information and communicate feelings and opinions on a range of straightforward topics. Make appropriate contributions to simple group discussions with others about a straightforward topic.</p>
<p>Reading Scope of study Text: this should include short, straightforward texts that instruct, inform, describe and narrate.</p>	<p>Read correctly words designated for Entry Level 2 (see Entry Level 2 Spelling Mat included in the pack). Understand the main points in texts. Understand organisational markers in short, straightforward texts. Use effective strategies to find the meaning of words and check their spelling (e.g. a simple dictionary, spellchecker). Read and understand sentences with more than one clause. Use illustrations, images, and captions to locate information.</p>
<p>Writing Scope of study Text: this should include short, straightforward texts such as letters, e-mails and simple narratives.</p>	<p>Spelling, Punctuation and Grammar: Use basic punctuation correctly (e.g. full stops, capital letters, question, and exclamation marks). Form regular plurals. Use the first and second letters to sequence words in alphabetical order. Spell correctly words designated for Entry Level 2 (see Entry Level 2 Spelling Mat included in the pack) Writing Composition: Communicate information using words and phrases appropriate to audience and purpose. Complete a form asking for personal information. (e.g. first name, surname, address, postcode, age, date of birth). Write in compound sentences, using common conjunctions. (e.g. or, and, but) to connect clauses. Use adjectives and simple linking words in the appropriate way.</p>
<p>Subject Content Overview EL3</p>	<p>Objectives</p>
<p>Speaking, Listening and Communicating Scope of study</p>	<p>Identify and extract relevant information and detail in straightforward explanations. Make requests and ask concise questions using appropriate language in different contexts. Communicate information and opinions clearly on a range of topics.</p>



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<p>Text: this should include straightforward narratives, accounts, explanations, discussions instructions, information and descriptions.</p>	<p>Respond appropriately to questions on a range of straightforward topics. Follow and understand the main points of discussions. Make relevant contributions to group discussions about straightforward topics. Listen to and respond appropriately to other points of view, respecting conventions of turn-taking.</p>
<p>Reading Scope of study Text: this should include straightforward texts that instruct, describe, narrate and explain.</p>	<p>Read correctly words designated for Entry Level 3 (see Entry Level 3 Spelling Mat included in the pack) Identify, understand, and extract the main points and ideas in and from texts. Identify different purposes of straightforward texts. Use effective strategies to find the meaning of words (e.g. a dictionary, working out meaning from context; using knowledge of different word types). Understand organisational features and use them to locate relevant information (e.g. contents, index, menus, tabs, and links).</p>
<p>Writing Scope of study Text: this should include straightforward texts such as narratives, instructions, explanations and reports.</p>	<p>Spelling, Punctuation and Grammar: Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas) Form irregular plurals. Use mostly correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinite articles). Use the first, second and third place letters to sequence words in alphabetical order. Spell correctly words designated for Entry Level 3 (see Entry Level 3 Spelling Mat included in the pack). Writing Composition: Communicate information, ideas, and opinions clearly and in a logical sequence (e.g. chronologically, by task). Write text of an appropriate level of detail and of appropriate length (including where this is specified). Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points. Write in compound sentences and paragraphs where appropriate. Use language appropriate for purpose and audience.</p>



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Subject Content Overview L1	Objectives
<p>Speaking, Listening and Communicating Scope of study Text: this should include narratives, explanations, discussions, instructions, information, descriptions and presentations all of varying lengths.</p>	<p>Identify relevant information and lines of argument in explanations or presentations. Make requests and ask relevant questions to obtain specific information in different contexts. Respond effectively to detailed questions. Communicate information, ideas, and opinions clearly and accurately on a range of topics. Express opinions and arguments and support them with evidence. Follow and understand discussions and make contributions relevant to the situation and the subject. Use appropriate phrases, registers and adapt contributions to take account of audience, purpose and medium. Respect the turn-taking rights of others during discussions, using appropriate language for interjection.</p>
<p>Reading Scope of study Text: this should include a range of straightforward texts on a range of topics and of varying lengths that instruct, describe, explain and persuade.</p>	<p>Identify and understand the main points, ideas, and details in texts. Compare information, ideas, and opinions in different texts. Identify meanings in texts and distinguish between fact and opinion. Recognise that language and other textual features can be varied to suit different audiences and purposes. 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. Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts. Infer from images meanings not explicit in the accompanying text. Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory, and persuasive). Read and understand a range of specialist words in context. Use knowledge of punctuation to aid understanding of straightforward texts.</p>
<p>Writing Scope of study</p>	<p>Spelling, Punctuation and Grammar: Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes).</p>



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<p>Text: this should include straightforward texts such as narratives, instructions, explanations and reports of varying lengths.</p>	<p>Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles). Spell words used most often in work, study and daily life, including specialist words. Writing Composition: Communicate information, ideas, and opinions clearly, coherently, and accurately. 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. Use format, structure, and language appropriate for audience and purpose. Write consistently and accurately in complex sentences, using paragraphs where appropriate.</p>
<p><i>Subject Content Overview L2</i></p>	<p><i>Objectives</i></p>
<p>Speaking, Listening and Communicating Scope of study Text: this should include extended narratives and information (information may be on technical, concrete or abstract topics), discussions, detailed explanations and presentations, all of varying lengths.</p>	<p>Identify relevant information from extended explanations or presentations. Follow narratives and lines of argument. Respond effectively to detailed or extended questions and feedback. Make requests and ask detailed and pertinent questions to obtain specific information in a range of contexts. Communicate information, ideas, and opinions clearly and effectively, providing further detail and development if required. Express opinions and arguments and support them with relevant and persuasive evidence. Use language that is effective, accurate and appropriate to context and situation. Make relevant and constructive contributions to move discussion forward. Adapt contributions to discussions to suit audience, purpose and medium. Interject and redirect discussion using appropriate language and register.</p>
<p>Reading Scope of study Text: this should include a range of straightforward and complex texts on a range of topics and of varying lengths that instruct, describe, explain and persuade.</p>	<p>Identify the different situations when the main points are sufficient and when it is important to have specific details. Compare information, ideas, and opinions in different texts, including how they are conveyed. Identify implicit and inferred meaning in texts. Understand the relationship between textual features and devices, and how they can be used to shape meaning for different audiences and purposes.</p>



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	<p>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.</p> <p>Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources.</p> <p>Analyse texts, of different levels of complexity, recognising their use of vocabulary and identifying levels of formality and bias.</p> <p>Follow an argument, identifying different points of view and distinguishing fact from opinion.</p> <p>Identify different styles of writing and writer's voice.</p>
<p>Writing Scope of study Text: this should include straightforward and complex texts such as articles, narratives, explanations and reports of varying lengths.</p>	<p>Spelling, Punctuation and Grammar: Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes, and quotation marks).</p> <p>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).</p> <p>Spell words used in work, study, and daily life, including a range of specialist words.</p> <p>Writing Composition: 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>Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables).</p> <p>Convey clear meaning and establish cohesion using organisational markers effectively.</p> <p>Use different language and register (e.g. persuasive techniques, supporting evidence, specialist words), suited to audience and purpose.</p> <p>Construct complex sentences consistently and accurately, using paragraphs where appropriate.</p>