

## Long Term Mapping Adult Literacy Further Education

		1 Year Cycle
Autumn	1	Speaking and Listening
	2	Reading and Writing – Text Focus
Spring	1	Reading and writing – Sentence Focus.
	2	Reading and writing – Word Focus.
Summer	1	Speaking and Listening
	2	Reading and Writing – Sentence Focus. Functional Skills practice papers



21



IN



WI



## Further Education Adult Numeracy MEDIUM TERM PLAN

Aspiration for Life	Differentiated, aspirational targets dependent on student needs.			Language for Life	Explicit teaching/ exposure to new and know vocabulary.		Learning for Life	Opportunities to develop cross curricular skills e.g.																
Functional Literacy Skills:	Speaking & Listening	Reading & writing – Text focus		Reading & writing – sentence focus		Reading & writing – word focus		Speaking & listening		Reading & writing – sentence focus Functional skills practice														
	<b>Autumn 1 - 7 weeks</b>		<b>Autumn 2 - 7 weeks</b>		<b>Spring 1 - 6 weeks</b>		<b>Spring 2 - 6 weeks</b>		<b>Summer 1 - 5 weeks</b>		<b>Summer 2 - 7 weeks</b>													
	To know how to listen and respond, communicate needs and engage in discussion in a functional way.		To read and understand short texts on familiar topics. To obtain information.		To read, construct and punctuate simple sentences.		To understand that written words carry meaning. .		To apply speaking and listening skills to real – life situations.		To apply knowledge of sentence structure to understand new information.													
	<b>SUGGESTED FUNCTIONAL ACTIVITIES</b> <i>(Choose from or use suitable alternative)</i>																							
	Talking about the purpose of activities   Descriptions of jobs   Following instructions   Appointments e.g. doctors Travel   Personal information   Making introductions		Predict what might happen in an article from its title   Recognise and understand signs in the environment   Reading different texts/sources e.g. recipes, letters, TV listings, maps, appointment, cinema times, rules, emails, shopping lists, diary   Follow set of instructions   Sequencing instructions   Using a news website to find information.		Sequence written instruction or directions   Highlight words that provide details about time   Recipes   Filling out an application   Reading instructions for a device e.g. Hoover   Guess the object/place/person   Cluedo – construct an alibi   Letter to a relative   Description of favourite place   Newspaper articles.		Finding capital letters in books / magazines   Personal information   Highlight their own name/street/town/city   Read and understand forms   Find words in dictionary. Prescriptions   Applying for jobs   Finding their name on a list   Find a service e.g. yellow pages   Days of the week		Completing jobs   Appointments   Following directions   Answering machine messages   Asking questions in shops / work   Interviews   Ordering food   Alexa   Describe It game		Sequence written instruction or directions   Highlight words that provide details about time   Recipes   Filling out an application   Reading instructions for a device e.g. Hoover   Guess the object/place/person   Cluedo – construct an alibi   Letter to a relative   Description of favourite place.													
	<b>SKILLS</b>																							
	Speak Listen Communicate understand		Apply Expand Respond Engage		Narrate Understand Compose		Comprehend Scan Skim		Plan Draft		Punctuate Present		Decode Blend Segment		Spell Recognise		Speak Listen Communicate understand		Apply Expand Respond Engage		Plan Draft		Punctuate Present	
	<b>VOCABULARY EXAMPLES</b> <i>(In addition to 'skills' terms listed above) See Vocabulary list for more.</i>																							
	Instructions   Information   Narratives   Question   Description   Statement   Discussion   Point of view   Request   Feedback		Purpose   Texts   Chronology   Source   Information   Title		Grammar   Punctuation   Capital Letters   Full stops   Adjectives   Nouns   Verbs   Adverbs		Upper case   Lower case   Phonics   High frequency   Phoneme   Grapheme   Alphabetical order   Sounds		Instructions   Information   Narratives   Question   Description   Statement   Discussion   Point of view   Request   Feedback		Grammar   Punctuation   Capital Letters   Full stops   Adjectives   Nouns   Verbs   Adverbs													
	<b>IMPLEMENTATION</b>																							
	<b>Week 1</b> Making introductions <b>Week 2</b> Personal information <b>Week 3-4</b> Job descriptions <b>Week 5-6</b> Following instructions. <b>Week 7:</b> Assessment		<b>Week 1-2</b> Different texts and their purpose / what they tell us. <b>Week 3-4</b> Reading and following recipes <b>Week 5-7</b> Diary entries.		<b>Week 1-2</b> Sequencing instructions <b>Week 3-4</b> Following directions to a place. <b>Week 5</b> Describing favourite place. <b>Week 6:</b> Assessment		<b>Week 1-2</b> Personal information <b>Week 3-4</b> Application forms <b>Week 5-6</b> Finding services and arranging appointments.		<b>Week 1-2</b> Job interviews <b>Week 3</b> Appointments <b>Week 4</b> Asking questions in the community. <b>Week 5:</b> Assessment		<b>Week 1-2</b> Filling out application forms. <b>Week 3-4</b> Writing letters to different people <b>Week 5-6</b> Following recipes <b>Week 7:</b> Reading instructions.													