



Valley College

Long Term Mapping Functional Literacy Valley College



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		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

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Valley College Functional Literacy MEDIUM TERM PLAN

Aspiration for Life	Differentiated, aspirational targets dependent on learner needs.	Language for Life	Explicit teaching/ exposure to new and known vocabulary.	Learning for Life	Opportunities to develop cross curricular skills e.g.	
To facilitate and offer opportunities for our learners to develop the basic skills of communication, functional reading and writing so that they can become independent as they move forward into adult life. We aim to equip our learners with skills to promote independence within all areas of Adult Literacy.	Speaking & Listening	Reading & writing – Text focus	Reading & writing – sentence focus	Reading & writing – word focus	Speaking & listening	Reading & writing – sentence focus Functional skills practice
	Autumn 1 - 7 weeks	Autumn 2 - 7 weeks	Spring 1 - 6 weeks	Spring 2 - 6 weeks	Summer 1 - 5 weeks	Summer 2 - 7 weeks
	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.
	SUGGESTED FUNCTIONAL ACTIVITIES <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 lots of different texts e.g. recipes, letters, TV listings. Follow set of instructions. Sequencing instructions. Using a news website to find information. Maps Recipes Rules Hospital / dental appointments. Holiday brochures. Cinema listings. Shopping list. Emails Diary entry	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.	

		SKILLS											
		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
		VOCABULARY EXAMPLES (In addition to 'skills' terms listed above) See Vocabulary list for more.											
		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						
		IMPLEMENTATION											
	INTENT	Week 1 Making introductions Week 2 Personal information Week 3-4 Job descriptions Week 5-6 Following instructions. Week 7: Assessment	Week 1-2 Different texts and their purpose / what they tell us. Week 3-4 Reading and following recipes Week 5-7 Diary entries.	Week 1-2 Sequencing instructions Week 3-4 Following directions to a place. Week 5 Describing favourite place. Week 6: Assessment	Week 1-2 Personal information Week 3-4 Application forms Week 5-6 Finding services and arranging appointments.	Week 1-2 Job interviews Week 3 Appointments Week 4 Asking questions in the community. Week 5: Assessment	Week 1-2 Filling out application forms. Week 3-4 Writing letters to different people Week 5-6 Following recipes Week 7: Reading instructions.						

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