 3

Cycle 3

Autumn 1 – At Work E1

**Skilled areas - Speaking and Listening**

E1.1 Say the names of the letters of the alphabet

E1.2 Identify and extract the main information from short statements and explanations

E1.3 Follow single-step instructions, asking for them to be repeated if necessary

E1.4 Make requests and ask straightforward questions using appropriate terms and registers

E1.5 Respond to questions about specific information

**Skilled areas - Writing**

E1.11 W Punctuate simple sentences with a capital letter and a full stop

* Identify when to use capital letters and full stops
* Add capital letters and full stops to a short piece of text

E1.12 W Use a capital letter for the personal pronoun ‘I’ and the first letter of proper nouns

* Identify common nouns, proper nouns
* give simple definitions of each word class
* Use capital letters for proper nouns including ‘I’.

E1.13 W Use lower-case letters when there is no reason to use capital letters

E1.14 W Write the letters of the alphabet in sequence and in both upper and lower case

* use upper and lower case correctly
* sequence the alphabet correctly

E1.15 W Spell correctly words designated for Entry Level 1

E1.16 W Communicate information in words, phrases and simple sentences

* write simple sentences using capital letters and full stops

**Skilled areas – Reading**

E1.8 R Read correctly words designated for Entry Level 1

E1.9 R Read simple sentences containing one clause

* read simple sentences containing common Entry Level 1 words

E1.10 R Understand a short piece of text on a simple subject

* Read simple sentences
* Read simple text e.g. job advert, job profile
* identify the main information from the text
* say what a short piece of text is about

**Activity Ideas - Speaking & Listening**

Would you rather questions e.g. would you rather work indoors/outdoors

Role-play activities e.g. interviews, taking a telephone call (e.g. customer booking a table at a cafe), giving a reason for ‘being late’

Discuss positives of negatives of different jobs.

Discuss dream jobs, why?

Listen to and follow simple instructions e.g. using a photocopier.

Talk about work experience.

**Resources**

Texts, mini whiteboards, pens, laptops/i-pads.

**Activity Ideas – Writing**

Alphabet activities/games e.g. matching lower/upper case, ordering alphabet, gap filling.

Capital letters and full stops – introduce, amend simple sentences with errors.

Activities/games identifying common/proper nouns.

Complete a job application form.

Write a letter to apply for a job/volunteering.

Write about personal skills/qualities.

Write about your work experience placement including two things you like about it, two things you dislike about it and two things you need to take with you.

Put names into alphabetical order.

Write a list of things you need to take with you to work.

**Activity Ideas - Reading**

Read simple sentences e.g. ‘Tim wants a job’.

Read texts e.g. job advert, job profile, letter inviting for interview and locate information to answer questions e.g. when reading an interview letter can identify the day. When reading a job advert can identify the salary.

**Learning Outside the Classroom**

* Work experience
* Role-play interviews
* Tuck Shop

**Wider Reading**

Non-fiction texts e.g. job adverts, job profiles application forms



**Skilled areas - Writing**

E2.13 W Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks)

* identify why full stops and capital letters are used
* use full stops and capital letters

E2.15 SPG Use the first and second letters to sequence words in alphabetical order

* correctly sequence letters in the alphabet

E2.16 W Spell correctly words designated for Entry Level 2

E2.17 W Communicate information in words, phrases and simple sentences

E2.18 Complete a form asking for personal information (e.g. first name, surname,

address, postcode, age, date of birth)

E2.19 W Write in compound sentences, using common conjunctions (e.g. or, and, but) to connect clauses

* identify simple conjunctions
* select the correct conjunction
* use conjunctions in their writing

**Skilled areas – Speaking and Listening**

E2.1 SLC Identify and extract the main information and detail from short explanations

* listen to and follow instructions

E2.2 SLC Make requests and ask clear questions appropriately in different contexts

* ask questions
* use a polite tone when talking to others
* listen to others
* answer questions

E2.3 SLC Respond appropriately to straightforward questions

* answer simple verbal questions

Cycle 2

Autumn 1 – At Work E2



**Activity Ideas – Writing**

Sequence words (e.g. names) in alphabetical order using both the first and second letters of words. They could be given a list of words/names to rearrange in the correct order.

Introduce capital letters and full stops, proofreading exercises to correct the punctuation errors in sentences.

Introduce conjunctions. Gap-filling activities selecting correct conjunction.

Write sentences using conjunctions e.g. It is hard work but we get a long break.

Complete a job application form.

Write a letter to apply for a job/volunteering.

Write a note about your work experience placement.

Write a job advert and/or personal specification for a dream job.

Write a personal statement including skills and qualities.

**Learning Outside the Classroom**

* Work experience
* Role-play interviews
* Tuck Shop

**Skilled areas - Reading**

E2.7 R Read correctly words designated for Entry Level 2

E2.8 R Understand the main points in texts

* discuss the main points in the text
* answer questions on a text

E2.10 Use effective strategies to find the meaning of words and check their

spelling (e.g. a simple dictionary, spell-checker)

E2.11 R Read and understand sentences with more than one clause

* identify simple conjunctions
* read compound sentences

**Activity Ideas – Reading**

Read texts e.g. job advert, job profile, letter inviting for interview and locate information to answer comprehension questions e.g. for a job advert can identify the email address to apply to.

Introduce simple conjunctions such as ‘or’, ‘and’, ‘but’. Read text including simple compound sentences. For example, a job advert might say ‘you can choose part-time or full-time’.

Use a dictionary to find the meaning of words e.g. salary, punctual

**Activity Ideas - Speaking & Listening**

Would you rather questions e.g. would you rather work indoors/outdoors

Role-play activities e.g. interviews, taking a telephone call (e.g. customer booking a table at a cafe), giving a reason for ‘being late’

Discuss positives of negatives of different jobs. Talk about work experience.

Discuss dream jobs, why?

Listen to and follow simple instructions e.g. using a photocopier.

Talk about work experience.

**Resources**

Texts, mini whiteboards, pens, laptops/i-pads.

**Wider Reading**

Non-fiction texts e.g. job adverts, job profiles application forms

**Skilled areas – Speaking and Listening**

E3.1 Identify and extract relevant information and detail in

straightforward explanations

E3.2 Make requests and ask concise questions using appropriate language in

different contexts

E3.3 Communicate information and opinions clearly on a range of topics

E3.4 Respond appropriately to questions on a range of straightforward topics

**Skilled areas - Writing**

E3.13 W Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas)

* identify why full stops, capital letters, question and exclamation marks and commas are used
* use full stops and capital letters
* use question marks and exclamation marks
* use commas correctly
* write sentences using the correct punctuation marks

E3.16 W Use the first, second and third place letters to sequence words in alphabetical order

E3.17 W Spell correctly words designated for Entry Level 3

E3.20 W Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points

* use bullet points to list key ideas
* write a set of straightforward instructions

E3.21 W Write in compound sentences and paragraphs where appropriate

* know how to write a compound sentence and when to use a paragraph

Cycle 2

Autumn 1 – At Work E3

**Activity Ideas - Speaking & Listening**

Would you rather questions e.g. would you rather work indoors/outdoors

Role-play activities e.g. interviews, taking a telephone call (e.g. customer booking a table at a cafe), giving a reason for ‘being late’

Discuss positives of negatives of different jobs.

Discuss dream jobs, why?

Talk about work experience.

**Resources**

Texts, mini whiteboards, pens, laptops/i-pads.

**Activity Ideas – Writing**

Introduce each of the punctuation marks and how/why they are used. As a group, learners could be asked to create a simple definition for each punctuation mark. Proofreading exercises correcting punctuation errors.

Sequence words (e.g. names) in alphabetical order using the first, second and third letters of words. They could be given a list of words/names to rearrange in the correct order.

Gap-filling exercise to join two clauses with a conjunction.

Introduce formal and non-formal texts, sort formal/non-formal words/phrases.

Write a letter to apply for a job/volunteering.

Write a note about your work experience placement.

Write a job advert and/or personal specification for a dream job.

Write a personal statement including skills and qualities.

**Learning Outside the Classroom**

* Work experience
* Role-play interviews
* Tuck Shop

**Skilled areas - Reading**

E3.8 Read correctly words designated for Entry Level 3 (see Annexe D)

E3.9 Identify, understand and extract the main points and ideas in and from texts

E3.10 Identify different purposes of straightforward texts

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)

**Activity Ideas - Reading**

Read texts e.g. job advert, job profile, letter inviting for interview and locate information to answer comprehension questions e.g. for a job advert can identify the email address to apply to.

Use a dictionary to find the meaning of words e.g. salary, punctual

**Wider Reading**

Non-fiction texts job adverts, application forms