

Phase 5 Edexcel Functional Skills English Level 1 and 2						
Term/wk	Topics	genres	Resources	Learning Outcomes	Assessment Criteria L1	Assessment Criteria L2
Autumn 1	mental health and covid-19	Email/letter	https://www.skillsworkshop.org/resources/looking_after_your_mental_health_under_coronavirus_covid19	Read a range of straightforward texts on a range of topics and of varying lengths that instruct, describe, explain and persuade Write a straightforward texts such as narratives, instructions, explanations and reports of varying lengths	L1.9 Identify and understand the main points, ideas and details in texts	2.11 Identify the different situations when the main points are sufficient and when it is important to have specific details
	Black history month (Claudia Jones)	Reports/creative writing	https://www.skillsworkshop.org/index.php/resources/black_history_month_claudia_jones		L1.10 Compare information, ideas and opinions in different texts	L2.12 Compare information, ideas and opinions in different texts, including how they are conveyed
	Writing a CV	Filling our forms	https://www.skillsworkshop.org/resources/interactive_cv_template		L1.11 Identify meanings in texts and distinguish between fact and opinion	L2.13 Identify implicit and inferred meaning in texts
	Catering	restaurant critic review/formal writing	https://www.skillsworkshop.org/index.php/resources/restaurant_critic_using_adjectives		L1.12 Recognise that language and other textual features can be varied to suit different audiences and purposes	L2.14 Understand the relationship between textual features and devices, and how they can be used to shape meaning for different audiences and purposes
	Halloween	advert/articles	https://www.skillsworkshop.org/resources/history_of_halloween_differentiated_reading_comprehension		L1.13 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	L2.15 Use a range of reference materials and appropriate resources (e.g.
				L1.14 Understand organisational and		

			https://www.skillsworkshop.org/index.php/resources/halloween_complex_sentences https://www.skillsworkshop.org/resources/halloween_entry_level_functional_english_assessments		<p>structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts</p>	<p>glossaries, legends/keys) for different purposes, including to find the meanings of words in straightforward and complex sources</p>
Autumn 2	writing directions	descriptive writing	https://www.skillsworkshop.org/sites/skillsworkshop.org/files/resources/genlit/frame3.pdf		<p>L1.15 Infer from images meanings not explicit in the accompanying text</p>	<p>L2.16 Understand organisational features and use them to locate relevant information in a range of straightforward and complex sources</p>
	Poppy Day	letter/diary/character profile	https://www.skillsworkshop.org/resources/how_we_remember_armistice_centenary_tasks https://www.skillsworkshop.org/index.php/resources/character_profile		<p>L1.16 Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)</p>	<p>L2.17 Analyse texts, of different levels of complexity, recognising their use of vocabulary and identifying levels of formality and bias</p>
	Youth Clubs/ police Winter Solstice	persuasive letter writing email/ creative writing	https://www.skillsworkshop.org/resources/youth_clubs		<p>L1.17 Read and understand a range of specialist words in context</p>	<p>L2.18 Follow an argument, identifying different points of view and distinguishing fact from opinion</p>
	Office work	application forms/ diary writing/ writing notes	https://www.skillsworkshop.org/resources/working_in_an_office_functional_english_resource_pack		<p>L1.18 Use knowledge of punctuation to aid understanding of straightforward texts</p> <p>L1.19 Use a range of punctuation correctly (e.g. full stops, question marks, exclamation</p>	<p>L2.19 Identify different styles of writing and writer's voice</p>

					marks, commas, possessive apostrophes)	L2.20 Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks)
Travel and tourism-winter holiday	advert/creative writing	https://www.skillsworkshop.org/resource/winter-holiday-in-lapland-writing-assignment			L1.20 Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles)	L2.21 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)
Christmas	descriptive writing/invitation/planning an event	https://www.skillsworkshop.org/resource/ten-ages-of-christmas https://www.skillsworkshop.org/resource/planning-a-christmas-party			L1.21 Spell words used most often in work, study and daily life, including specialist words	L2.22 Spell words used in work, study and daily life, including a range of specialist words
					L1.22 Communicate information, ideas and opinions clearly, coherently and accurately	L2.23 Communicate information, ideas and opinions clearly, coherently and effectively
					L1.23 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	L2.24 Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the
					L1.24 Use format, structure and language appropriate for audience and purpose	
					L1.25 Write consistently and accurately in complex sentences, using	

					<p>paragraphs where appropriate</p>	<p>needs of purpose and audience</p> <p>L2.25 Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables)</p> <p>L2.26 Convey clear meaning and establish cohesion using organisational markers effectively</p> <p>L2.27 Use different language and register (e.g. persuasive techniques, supporting evidence, specialist words), suited to audience and purpose.</p> <p>L2.28 Construct complex sentences consistently and accurately, using paragraphs where appropriate</p>
Spring 1	Mental health and body image	Information texts	https://www.skillsworkshop.org/resources/body-image-and-mental-health	Read a range of straightforward texts on a range of topics and of varying lengths that instruct, describe, explain and persuade	L1.9 Identify and understand the main points, ideas and details in texts	2.11 Identify the different situations when the main points are sufficient and when it is important to have specific details

Learning to drive	leaflet	https://www.skillsworkshop.org/index.php/resources/learning_to_drive_functional_english_tasks		<p>L1.10 Compare information, ideas and opinions in different texts</p> <p>L1.11 Identify meanings in texts and distinguish between fact and opinion</p> <p>L1.12 Recognise that language and other textual features can be varied to suit different audiences and purposes</p> <p>L1.13 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</p> <p>L1.14 Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts</p> <p>L1.15 Infer from images meanings not explicit in the accompanying text</p>	<p>L2.12 Compare information, ideas and opinions in different texts, including how they are conveyed</p> <p>L2.13 Identify implicit and inferred meaning in texts</p> <p>L2.14 Understand the relationship between textual features and devices, and how they can be used to shape meaning for different audiences and purposes</p> <p>L2.15 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>L2.16 Understand organisational features and use them to locate relevant information in a range of</p>
Describing people	Descriptive writing Reading newspaper articles	https://www.skillsworkshop.org/sites/skillsworkshop.org/files/resources/sentence/e2e3describepeop.pdf https://www.skillsworkshop.org/index.php/resources/describing_people_a_writing_framework			
Police: Beating crime	advert/application form	https://www.skillsworkshop.org/index.php/resources/beating_crime_functional_skills_reading https://www.skillsworkshop.org/resources/job_application_words			
Good night's sleep	Information texts: Leaflets, articles	https://www.skillsworkshop.org/resources/sleep_screen_and_activity_time_for_children_reading_spelling_tasks https://www.skillsworkshop.org/sites/skillsworkshop.org/files/resources/e112screensleeptexts5.pdf			
Valentine's day	letter writing/poetry	https://www.skillsworkshop.org/index.php/resources/valentines_day_functional_english_tasks			
Media-film	Film review	https://www.skillsworkshop.org/index.php/resources/the_horror_film_vocabulary_game https://www.skillsworkshop.org/index.php/resources/writing_a_film_review			

Spring 2	Blogging	writing online	https://www.skillsworkshop.org/resource/s/lets_get_blogging	Write a straightforward texts such as narratives, instructions, explanations and reports of varying lengths	L1.16 Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive) L1.17 Read and understand a range of specialist words in context L1.18 Use knowledge of punctuation to aid understanding of straightforward texts L1.19 Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas, possessive apostrophes) L1.20 Use correct grammar (e.g. subject-verb agreement, consistent use of different tenses, definite and indefinite articles) L1.21 Spell words used most often in work, study and daily life, including specialist words	straightforward and complex sources L2.17 Analyse texts, of different levels of complexity, recognising their use of vocabulary and identifying levels of formality and bias L2.18 Follow an argument, identifying different points of view and distinguishing fact from opinion L2.19 Identify different styles of writing and writer's voice L2.20 Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks) L2.21 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)
	St Patrick's day	email	https://www.skillsworkshop.org/resource/s/st_patricks_day_functional_english_tasks			
	Hair and Beauty	offering advice	https://www.skillsworkshop.org/index.php/resources/hair_and_beauty_vocabulary_and_parts_of_speech https://www.skillsworkshop.org/resources/hair_beauty_giving_advice			
	It's not all bad	News articles	https://www.skillsworkshop.org/resources/its_not_all_bad			
	St George's day	invitation/persuasive writing	https://www.skillsworkshop.org/resources/st_georges_day_literacy_functional_english			
	Walter Tull (First black soldier in)	article	https://www.skillsworkshop.org/resources/walter_tull_the_uk's_first_black_army_officer			
	Estate Agents	Persuasive writing	https://www.skillsworkshop.org/index.php/resources/finding_a_new_home_functional_skills_reading_tasks			

					<p>L1.22 Communicate information, ideas and opinions clearly, coherently and accurately</p> <p>L1.23 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>L1.24 Use format, structure and language appropriate for audience and purpose</p> <p>L1.25 Write consistently and accurately in complex sentences, using paragraphs where appropriate</p>	<p>L2.22 Spell words used in work, study and daily life, including a range of specialist words</p> <p>L2.23 Communicate information, ideas and opinions clearly, coherently and effectively</p> <p>L2.24 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>L2.25 Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables)</p> <p>L2.26 Convey clear meaning and establish cohesion using organisational markers effectively</p> <p>L2.27 Use different language and register (e.g. persuasive techniques, supporting</p>
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Summer	Revision of Reading and Writing	Revision of different texts Past papers	Complete a range of past papers https://www.skillsworkshop.org/resources/11-functional-skills-english-revision-handout	Demonstrate a good level of independent skills for examinations	Learners will rehearse and refine reading and writing skills demonstrating confidence in the above criteria	Learners will rehearse and refine reading and writing skills demonstrating confidence in the above criteria