

	Guidance	Grammar	Functions	Genre/literacy	Potential topics/contexts	Vocabulary
1	Induction	<ul style="list-style-type: none"> <li>• <b>Answer wh- questions</b></li> <li>• <b>Make statements</b></li> <li>• Modal verbs (should, shouldn't, must)</li> <li>• Recognise simple sentence structure</li> <li>• I like + -ing /don't like..</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Greet and respond; take leave</b></li> <li>• <b>Give, ask and listen for personal info</b></li> <li>• Listen for information</li> <li>• Express views – likes and dislikes /opinions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Read signs and symbols around the college</b></li> <li>• <b>Read days and times /Handbook - recognise high frequency words</b></li> <li>• Write personal info on a form</li> <li>• <b>Identify letters of alphabet phonetically</b></li> <li>• <b>Use upper and lower case</b></li> <li>• Handwriting on the line</li> </ul>	<ul style="list-style-type: none"> <li>• Personal info</li> <li>• Handbook:</li> <li>• Timetable</li> <li>• Days /dates</li> <li>• Class rules</li> <li>• Fire drill</li> <li>• Directions</li> <li>• Hobbies /free time + likes /dis-likes</li> <li>• Map of world - countries, continents</li> <li>• Equality/Diversity – where people come from</li> <li>• Diagnostic</li> </ul>	<ul style="list-style-type: none"> <li>Days</li> <li>Rules</li> <li>Instructions</li> <li>Directions</li> <li>Hobbies</li> <li>Countries</li> <li>Continents</li> </ul>
2	Induction	<ul style="list-style-type: none"> <li>• Use modals – can I ..</li> <li>• <b>Understand wh- questions</b></li> </ul>	<ul style="list-style-type: none"> <li>• Make requests + intonation</li> <li>• Listen and respond to requests</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Understand and identify key words</b></li> <li>• <b>Identify types of texts</b></li> <li>• <b>Write list of things to bring to college</b></li> <li>• <b>Alphabetical order</b></li> </ul>	<ul style="list-style-type: none"> <li>• Handbook</li> <li>• Diagnostic</li> <li>• Learning styles</li> <li>• Study skills – classroom instructions and objects, file organization, self-motivation /study, ask to borrow..</li> <li>• Places in UK</li> </ul>	<ul style="list-style-type: none"> <li>Classroom items</li> <li>Places in UK</li> </ul>
3	Induction	<ul style="list-style-type: none"> <li>• <b>Use present simple - Write sentences about self - diagnostic</b></li> </ul>	<ul style="list-style-type: none"> <li>• Give personal info</li> <li>• Understand directions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Vowels and consonants</b></li> <li>• <b>Find info in a text – wh</b></li> </ul>	<ul style="list-style-type: none"> <li>• Handbook</li> <li>• Diagnostic</li> <li>• Equality/Diversity</li> </ul>	<ul style="list-style-type: none"> <li>Equality and diversity vocab</li> <li>Library terms</li> </ul>

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				<b>question words</b> <ul style="list-style-type: none"> <li>Read common words</li> <li>Punctuation - proper and common nouns</li> <li>Spell common words – spelling techniques</li> </ul>	<ul style="list-style-type: none"> <li>Library induction</li> <li>Computer safety</li> <li>College trail</li> <li>Personal detail</li> <li>Months and festivals</li> </ul>	Computer words College rooms Months Festivals
4	Daily routine	<ul style="list-style-type: none"> <li>Use preps of time – in, on, at</li> <li>Present simple word order – subject – verb – object; subject – verb – prepositional phrase</li> <li>Use simple present tense- conjugate to be, to have, to do + regular verbs</li> <li>Use determiners – this /that, these /those</li> </ul>	<ul style="list-style-type: none"> <li>Ask wh – questions</li> <li>Likes /dislikes + infinitive like to + verb</li> <li>Make requests – Can I borrow /Can I go..</li> <li>Tell the time</li> </ul>	<ul style="list-style-type: none"> <li>Find dates and numbers in texts – opening times, diaries, calendars</li> <li>Find verbs in a sentence</li> <li>Use frequency terms</li> <li>Use punctuation for proper nouns, days ..</li> <li>Use pronouns</li> <li>Read about other people – biography</li> <li>Write about self - autobiography</li> <li>Spelling test every week – days + words from vocab</li> </ul>	<ul style="list-style-type: none"> <li>Daily routine</li> <li>Days of week</li> <li>Diaries /calendars</li> <li>Times of day</li> <li>Dates</li> <li>Activities</li> <li>Frequency</li> </ul>	Days of week Numbers 1-10 Activities
5	Tutorials		<ul style="list-style-type: none"> <li>Discuss future plans /why come to English classes</li> </ul>	<ul style="list-style-type: none"> <li>Write personal info on ILP</li> <li>Discuss targets with tutor</li> </ul>	<ul style="list-style-type: none"> <li>Tutorials /ILPs – discuss diagnostics and exams to take</li> </ul>	
6	Houses, homes and neighbourhoods	<ul style="list-style-type: none"> <li>Use adjectives after be and opposites + intensifier – very</li> <li>Word order in statements – subject-verb-adjective</li> <li>Articles – the /a</li> </ul>	<ul style="list-style-type: none"> <li>Describe your house /home and neighbourhood</li> <li>Talk about your possessions</li> <li>Describe problems at home</li> </ul>	<ul style="list-style-type: none"> <li>Use possessives – my /your/his/her</li> <li>Use regular /irregular plurals</li> <li>Use simple adverbs of place/time – here, there, now</li> </ul>	<ul style="list-style-type: none"> <li>Houses and rooms</li> <li>Possessions</li> <li>Problems at home</li> <li>Neighbourhood</li> <li>Moving home /new home</li> </ul>	Types of houses, rooms, furniture Adjectives Neighbourhood buildings, places

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		<ul style="list-style-type: none"> <li>• <b>Prepositions of place</b></li> <li>• <b>Have/has got</b></li> <li>• <b>Use negative forms – we don't ....</b></li> <li>• There is /are + noun phrase</li> </ul>		<ul style="list-style-type: none"> <li>• Read letter /email about a new flat – understand format of letter /email</li> <li>• <b>Spelling test every week - numbers 1-10</b></li> <li>• <b>Test - present tense sentences</b></li> </ul>		
7	Travel	<ul style="list-style-type: none"> <li>• <b>Use adjectives /opposites</b></li> <li>• <b>Use adverbs of time – slowly</b></li> <li>• <b>Prepositions – to, in, with</b></li> <li>• <b>Use adverbs of place – here, there</b></li> <li>• <b>Use present simple – to describe cities /towns</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Give info – how to get to college</b></li> <li>• <b>Give opinions and ask questions about travel – group discussion</b></li> <li>• Compare types of travel</li> <li>• Ask for /give directions</li> <li>• <b>Use polite language</b></li> <li>• <b>Ask for info /buy tickets</b></li> <li>• <b>Ask for clarification</b></li> <li>• <b>Express feelings</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Read timetables; signs; symbols;</b> texts about trips; <b>alphabetical order</b></li> <li>• <b>Read /write rhyming words – cvc, 2 consonants at end</b></li> <li>• Read biography /poem – Guy Fawkes</li> <li>• Read description /poem – Halloween</li> <li>• <b>Spelling tests every week – short vowel words a, e</b></li> </ul>	<ul style="list-style-type: none"> <li>• Directions</li> <li>• Travel in UK and other countries</li> <li>• Cities /towns</li> <li>• Use PCs – print pics of places</li> <li>• Festivals</li> <li>• Bonfire night/</li> <li>• Halloween</li> </ul>	Transport Adjectives Directions Travel
8	Holidays and free time	<ul style="list-style-type: none"> <li>• <b>Use past tense to describe a holiday</b></li> <li>• <b>Use sentence connectives – then, next</b></li> <li>• <b>Use adjectives after be</b></li> <li>• <b>Use correct word order in questions and statements</b></li> <li>• Use present continuous - write postcards</li> <li>• Use contracted form of auxiliary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Describe places</b></li> <li>• <b>Give opinions and ask questions</b> - group discussion; express feelings about free time; what do you watch on tv</li> <li>• Ask /answer qs about people doing activities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Understand wh questions</b></li> <li>• Read postcards for info /types of text</li> <li>• Use uncountable nouns – weather, traffic..</li> <li>• <b>Spell – ing words</b></li> <li>• Write sentences in present continuous</li> <li>• <b>Spelling tests every week – short vowel words i, o, u</b></li> </ul>	<ul style="list-style-type: none"> <li>• Holidays</li> <li>• Postcards</li> <li>• Free time</li> <li>• Hobbies</li> <li>• Use PCs</li> </ul>	Leisure places Activities

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		<ul style="list-style-type: none"> <li>Use uncountable nouns – weather, traffic..</li> </ul>				
9	Food and drink	<ul style="list-style-type: none"> <li>Plurals</li> <li>Countable /uncountable</li> <li>Use determiners of quantity – some /a lot of</li> <li>Use demonstratives – this/that/these/those</li> <li>Use present continuous – describe a shopping trip</li> </ul>	<ul style="list-style-type: none"> <li>Give opinions and ask questions - take part in group discussion – food /cooking</li> <li>Ask for prices /quantities</li> <li>Make offers of food</li> </ul>	<ul style="list-style-type: none"> <li><b>Write shopping lists eg. for a recipe</b></li> <li>Write a note /postcard about a shopping trip</li> <li>Read recipes</li> <li><b>Spelling tests every week – long vowel words – a, ee sounds</b></li> <li>Test - present continuous sentences</li> </ul>	<ul style="list-style-type: none"> <li>Food</li> <li>Buying food</li> <li>Eating in cafes</li> <li>Weights and measures</li> <li>Recipes – nouns and verbs</li> <li>Equality/Diversity – traditional foods</li> <li>Colours</li> <li>Use PCs</li> </ul>	Food Drink Quantities Adjectives
10	Family and friends	<ul style="list-style-type: none"> <li>Use present continuous of regular verbs</li> <li>Use contracted forms of subject and auxiliary – they're</li> <li>Word order in statements – subject – verb - adverb</li> <li>Is /has with description</li> <li>Use modals – can + infinitive (abilities)</li> <li>Use personal pronouns</li> <li>Use possessives – my /your/his/her</li> <li>Use preps and prep phrases of place – on the left .. (family photo)</li> </ul>	<ul style="list-style-type: none"> <li>Describe people + actions</li> <li>Make invitations and offers</li> <li>Accept /decline invitations /offers - would + like</li> <li><b>Answer questions – yes /no; wh questions</b></li> <li>Group discussion – people – give info as part of a simple explanation</li> </ul>	<ul style="list-style-type: none"> <li>Read texts about people</li> <li><b>Recognize types of texts – greeting cards, invitations..</b></li> <li><b>Spelling tests every week – long vowel words – i, o long sounds</b></li> </ul>	<ul style="list-style-type: none"> <li>Friends and family vocab</li> <li>People + actions</li> <li>Abilities</li> <li>Equality/Diversity – types of families</li> <li>Parties and celebrations</li> <li>Greetings cards</li> </ul>	Family words Adjectives Celebrations
11	Employability Revision –			<ul style="list-style-type: none"> <li><b>Spelling test every week – long vowel words – long u sounds</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Employability</b></li> <li><b>OCR - Speaking exam revision</b></li> </ul>	Jobs vocab

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	Trinity			<ul style="list-style-type: none"> <li>• <b>Test – Reading texts</b></li> </ul>	<ul style="list-style-type: none"> <li>• Trinity – revision of term - vocab /grammar</li> </ul>	
12	Speaking exam – OCR  Trinity – revision			<ul style="list-style-type: none"> <li>• <b>Spelling test revise short and long vowel sounds</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>OCR – Speaking exam all week</b></li> <li>• Trinity – revision of term - vocab /grammar</li> </ul>	
13	Festivals, seasons, months	<ul style="list-style-type: none"> <li>• <b>Preps of time – in, on, at</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discuss favourite time of year /festival /season</li> </ul>	<ul style="list-style-type: none"> <li>• Read Christmas /winter poems</li> <li>• <b>Read rhyming words</b></li> <li>• <b>Spell months + capitals</b></li> <li>• <b>Spelling test revise days and numbers</b></li> </ul>	<ul style="list-style-type: none"> <li>• Festivals /seasons</li> <li>• Months</li> </ul>	Festivals, seasons, months
<b>Christmas Holidays</b>						
14	Shopping	<ul style="list-style-type: none"> <li>• Use present cont – Trinity Writing Task 2</li> </ul>	<ul style="list-style-type: none"> <li>• Make requests</li> <li>• Express thanks</li> <li>• Ask about prices</li> <li>• Group discussion – clothes, shopping</li> <li>• Express preference /views</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Read opening times</b></li> <li>• <b>Read signs in dept store</b></li> <li>• <b>Read symbols on clothes /items</b></li> <li>• <b>Spelling test - months</b></li> </ul>	<ul style="list-style-type: none"> <li>• Shopping</li> <li>• Department stores</li> <li>• Clothes - size, colour, washing instructions</li> <li>• OCR – revise vowels and cons; upper /lower case</li> </ul>	Shops Clothes Signs Colours
15	Reading exam preparation			<ul style="list-style-type: none"> <li>• <b>OCR – questions: Opposites – up /down.. Rhyming words Upper /lower case Vowels /consonants Alphabetical order Punctuation OCR format</b></li> <li>• Trinity questions: Read paragraphs for</li> </ul>	<ul style="list-style-type: none"> <li>• OCR – reading exam work</li> <li>• Trinity exam – reading work</li> </ul>	

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				info Understand format of texts Recognise types of texts Read signs, notices, timetables.. <ul style="list-style-type: none"> <li>• Spelling test - more vowel sounds – ar, er sounds</li> <li>• Test – signs and symbols</li> </ul>		
16	Work and study	<ul style="list-style-type: none"> <li>• <b>Use present simple - describe places: work and college</b></li> <li>• Use present continuous: what are you doing...</li> <li>• <b>Use punctuation in sentences and forms</b></li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion – jobs – give description and express preference</li> </ul>	<ul style="list-style-type: none"> <li>• Describe a day at work</li> <li>• Describe your work-place or college</li> <li>• Write apology letter</li> <li>• Fill in form – personal info</li> <li>• <b>Spelling test - more vowel sounds – or, o</b></li> </ul>	<ul style="list-style-type: none"> <li>• Places of work and study</li> <li>• Describe jobs, housework and college work</li> <li>• Apology</li> </ul>	Jobs College
17	Education	<ul style="list-style-type: none"> <li>• Use modals – can /can't – to say what you are good at..</li> </ul>	<ul style="list-style-type: none"> <li>• Group discussion - give opinions of school subjects / uniform / teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Read a timetable – school lessons</li> <li>• Read texts – about schools</li> <li>• <b>Spelling test - more vowel sounds – ow, oi</b></li> <li>• <b>Test – write about work or college</b></li> </ul>	<ul style="list-style-type: none"> <li>• Education – school clothes subjects, school day, types of schools, exams, jobs in schools</li> <li>• Equality/Diversity – different educational back-grounds</li> </ul>	School subjects Types of schools Uniform vocab
18	Mock Exams and revision			<ul style="list-style-type: none"> <li>• <b>OCR writing – spell words beginning/ending with</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mock Exams - Speaking, reading, writing mocks</li> </ul>	

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				<p><b>more than one consonant</b></p> <ul style="list-style-type: none"> <li>Revise vocab and grammar</li> </ul>		
19	Health	<ul style="list-style-type: none"> <li>Understand word order in instructions – imperatives /negative imperatives</li> <li>Use regular /irregular plurals – teeth, feet..</li> </ul>	<ul style="list-style-type: none"> <li><b>Answer wh questions – personal info</b></li> <li>Describe health and symptoms</li> <li>Make apology</li> <li>Group discussion - health</li> </ul>	<ul style="list-style-type: none"> <li>Fill in form – personal info</li> <li><b>Understand types of texts – opening times, appointment cards, health warnings, instructions on medicines</b></li> <li><b>Find dates and numbers in texts</b></li> <li>Write apology letter to tutor</li> <li><b>Spelling test - more vowel sounds – ear, air</b></li> </ul>	<ul style="list-style-type: none"> <li>Health – appointments, symptoms,</li> <li>Parts of body</li> <li>instructions</li> <li>talking to doctor</li> <li>jobs in health service</li> <li>hospitals</li> <li>Equality/Diversity - disabilities</li> </ul>	Parts of body Symptoms Diseases
20	Sport, exercise and games	<ul style="list-style-type: none"> <li>Use present continuous questions and answers</li> <li>Use contracted auxiliary</li> </ul>	<ul style="list-style-type: none"> <li>Group discussion – sport – express agreement /dis</li> <li>Ask questions about people doing activities and sports; answer questions using present continuous – test students on this</li> </ul>	<ul style="list-style-type: none"> <li>Read sports centre timetables /notices /rules</li> <li><b>Spelling test - more vowel sounds – au</b></li> <li><b>Test – reading /writing papers</b></li> </ul>	<ul style="list-style-type: none"> <li>Sport /exercise</li> <li>Games</li> </ul>	Sports Games Exercises Places to exercise
21	Exam revision			<ul style="list-style-type: none"> <li><b>Spelling test - more vowel sounds – odd vowel sounds eg. busy, mother</b></li> </ul>	<ul style="list-style-type: none"> <li>Exam revision</li> </ul>	
22	Speaking exam			<ul style="list-style-type: none"> <li><b>Spelling test - -ing rules</b></li> </ul>	<ul style="list-style-type: none"> <li>Speaking exam</li> <li>Reading exam</li> </ul>	

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	Reading exam					
23	Writing exam				<ul style="list-style-type: none"> <li>Writing exam</li> </ul>	
Easter Holidays						
24	Holidays	<ul style="list-style-type: none"> <li>Use past tense – describe hols</li> <li>Ask past tense qs</li> <li>Use adjectives</li> <li>Use comparisons - compare places</li> </ul>	<ul style="list-style-type: none"> <li>Ask and answer questions about Easter holidays</li> </ul>	<ul style="list-style-type: none"> <li>Write about a holiday</li> <li>Write a comparison of two places</li> </ul>	<ul style="list-style-type: none"> <li>Holidays</li> </ul>	Places to go on hol
25	People	<ul style="list-style-type: none"> <li>Use present tense to describe people</li> <li>Use correct word order for adjectives - appearance and character</li> <li>Revise pronouns</li> <li>Compare people and places</li> <li>Revise wh questions</li> </ul>	<ul style="list-style-type: none"> <li>Ask and answer qs about people</li> </ul>	<ul style="list-style-type: none"> <li>Write about people</li> <li>Test – write descriptions</li> </ul>	<ul style="list-style-type: none"> <li>People</li> <li>Activities</li> <li>Equality/Diversity – different types of people</li> </ul>	Adjectives for appearance, character
26	Jobs	<ul style="list-style-type: none"> <li>Revise present tense</li> <li>Compare jobs</li> <li>Use modal verbs – would /can</li> </ul>	<ul style="list-style-type: none"> <li>Use common words – jobs vocab</li> <li>Talk about your own jobs</li> <li>Express opinions /preferences /future hopes</li> </ul>	<ul style="list-style-type: none"> <li>Read about people and their jobs /duties /tasks – biography</li> <li>Read H&amp;S signs at work</li> </ul>	<ul style="list-style-type: none"> <li>Jobs – jobs vocab, places, clothing, duties</li> <li>Voluntary work – use PCs to find vol jobs</li> </ul>	Jobs Places to work Uniforms Duties
27	Applying for jobs	<ul style="list-style-type: none"> <li>Write present tense sentences on CV</li> </ul>	<ul style="list-style-type: none"> <li>Use correct tone - formal (for interviews)</li> </ul>	<ul style="list-style-type: none"> <li>Read texts – job adverts</li> <li>Read shortened words</li> <li>Fill in application form - correct punctuation and spelling</li> <li>Write CV / timeline</li> </ul>	<ul style="list-style-type: none"> <li>Job adverts</li> <li>Use PCs</li> <li>Application forms</li> <li>CV</li> <li>Job interviews</li> </ul>	



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				<ul style="list-style-type: none"> <li>• Test – write about jobs in present simple and continuous</li> </ul>		
28	People's lives	<ul style="list-style-type: none"> <li>• Use present tense</li> <li>• Use past tense</li> </ul>	<ul style="list-style-type: none"> <li>• Talk about, discuss people</li> <li>• Ask and answer questions about people</li> </ul>	<ul style="list-style-type: none"> <li>• Read texts (biographies)</li> <li>• Write biography</li> </ul>	<ul style="list-style-type: none"> <li>• People's lives – present and past</li> <li>• Equality/Diversity – different types of people / biography of Nelson Mandela</li> </ul>	
29	Progression tests				<ul style="list-style-type: none"> <li>• Progression tests</li> </ul>	
30	Tutorials				<ul style="list-style-type: none"> <li>• Tutorials</li> </ul>	
31	Revision				<ul style="list-style-type: none"> <li>• Revision for retakes</li> </ul>	
32	Revision				<ul style="list-style-type: none"> <li>• Revision for retakes</li> </ul>	
33	Revision				<ul style="list-style-type: none"> <li>• Revision for retakes</li> </ul>	
34	Revision				<ul style="list-style-type: none"> <li>• Revision for retakes</li> </ul>	