






# 2021 National Recovery Annual Teaching Plan: English Home Language Grade 12 Term 1

Term 1 45 days	Week 1: 27-29 January (3 days)	Week 2: 1-5 Feb (5 days)	Week 3: 8-12 Feb (5 days)	Week 4: 15-19 Feb (5 days)	Week 5: 22-26 Feb (5 days)	Week 6: 1-5 March (5 days)	Week 7: 8-12 March (5 days)	Week 8: 15-19 March (5 days)	Week 9: 23-26 March (4 days)	Week 10: 29-31 March (3 days)
<b>CAPS</b>										
<b>Skills:</b> Listening and speaking  Reading and viewing  Writing and presenting  Language structures and conventions (Integrated into all skills)	<b>FIRST WEEK:</b> <b>Consolidation of Grade 11 skills and content</b> Peer assessment of baseline test Discussion of baseline test Introduction of learners to class Discuss the features of literary texts (texts not covered in Grade 11) Introduction to genres <b>Baseline test</b>  <b>Listening for comprehension</b> (Informative, evaluative, appreciative and interactive) Duration: 1 hour  <ul style="list-style-type: none"> <li>• <b>Key features of texts and parts of a book, including literary genres</b></li> <li>• <b>Literature study</b> Duration: 3 hours</li> </ul> <b>Transactional text:</b> Friendly/formal letters (request/complaint/ application/business) /formal and informal letters to the press/curriculum vitae and covering letter/ obituary/agenda and minutes of meeting/email  <b>Process writing:</b> Planning, drafting, revising, editing, proof-reading and presenting  <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 3 hours	<b>Discussions/conversation/report/ review:</b> <ul style="list-style-type: none"> <li>• Features and conventions</li> <li>• Planning, researching, organising, practising and presenting</li> </ul> Duration: 1 hour  <ul style="list-style-type: none"> <li>• <b>Reading for comprehension:</b> Strategies using written texts: See 3.2 (CAPS)</li> <li>• <b>Literature study</b> Duration: 4 hours</li> </ul> <b>Essay:</b> 1 x Reflective/narrative/ argumentative/ discursive/ descriptive <b>Focus on:</b> <b>Process writing:</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 4 hrs	<b>Listening for comprehension</b> (Informative, evaluative, appreciative and interactive) Duration: 1 hour  <ul style="list-style-type: none"> <li>• <b>Reading for comprehension:</b> <ul style="list-style-type: none"> <li>• Vocabulary development and language use</li> <li>• Sentence structures</li> </ul> </li> <li>• <b>Literature study</b> Duration: 4 hours</li> </ul> <b>Transactional texts:</b> Report/review/newspaper article/magazine article <b>Focus on:</b> <b>Process writing:</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 4 hours	<b>Unprepared speech</b> <ul style="list-style-type: none"> <li>• Features and conventions</li> <li>• (public speaking techniques, structure and preparation process)</li> <li>• Planning, researching, organising, practising and presenting</li> </ul> Duration: 1 hour  <ul style="list-style-type: none"> <li>• <b>Interpretation of visual texts</b> e.g. advertisements, cartoons, pictures</li> <li>• <b>Literature study</b> Duration: 4 hours</li> </ul> <b>Transactional Texts:</b> Formal letter of application and CV/ request/complaint/thanks/business (ordering/ marketing)/formal and informal letters to the press/ dialogue/reviews/reports (formal or informal) <b>Focus on:</b> <b>Process writing:</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 4 hours	<b>Mediation</b>  <b>Unprepared speech</b> <ul style="list-style-type: none"> <li>• Features and conventions</li> <li>• Planning, researching, organising, practising and presenting</li> </ul> Duration: 1 hour  <ul style="list-style-type: none"> <li>• <b>Summary writing</b></li> <li>• <b>Literature study</b> Duration: 3 hours</li> </ul> <b>Essay:</b> 1 x Reflective/ narrative/ argumentative / discursive/ descriptive essay <b>Focus on:</b> <b>Process writing:</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 3 hours					
<b>Requisite Pre-Knowledge</b>	Listening/speaking skills Process writing Writing skills, format and features of transactional texts	Features and conventions of oral texts Process writing Essay writing skills, format and features of essay types	Listening skills Process writing Writing skills, format and features of transactional texts	Features and conventions of oral texts Process writing Writing skills, format and features of transactional texts	Features and conventions of oral texts Process writing Writing skills, format and features of transactional texts	Features and conventions of oral texts Summary writing skills Process writing Essay writing skills, format and features of essay types				
<b>Resources (other than textbook) to enhance learning</b>	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness Grade 12 MTG Study Guide: Literature – Prescribed Poems Grade 12	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 MTG English Home Language Grade 12 Revision Guide	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 MTG English Home Language Grade 12 Revision Guide				
<b>Informal Assessment</b>	Pre-reading activities for introduction to literature Focus on process writing and features for transactional texts Baseline assessment	Pre-reading activities for introduction to literature Focus on process writing for essays	Authentic listening activities, e.g. radio broadcast	Past paper 1s: visual text questions 3 & 4 Focus on process writing for transactional texts	Focus on process writing for essays					




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SBA (Formal Assessment)	Task 1: Oral Listening for comprehension (15 marks)		Task 2: Writing (50 marks) Essay - Narrative/ descriptive/ discursive/ reflective/ argumentative essay			Task 3: Writing (25 marks) Transactional writing		Task 4: Oral Unprepared speech (15 marks)		Task 5: Test (35 marks) Language in context: Comprehension Summary Language structures and conventions	



# 2021 National Recovery Annual Teaching Plan: English Home Language Grade 12 Term 2

Term 2 51 days	Week 1: 13-16 April (4 days)	Week 2: 19-23 April (5 days)	Week 3: 28-30 April (3 days)	Week 4: 03-07 May (5 days)	Week 5: 10-14 May (5 days)	Week 6: 17-21 May (5 days)	Week 7: 24-28 May (5 days)	Week 8: 31 May-4 June (5 days)	Week 9: 07-11 June (5 days)	Week 10: 14-18 June (4 days)	Week 11: 21-25 June (5 days)
<b>CAPS</b>											
<b>Skills:</b> Listening and speaking  Reading and viewing  Writing and presenting  Language structures and conventions (Integrated into all skills)	<b>Dialogue/interview</b> <b>Format /features:</b> <ul style="list-style-type: none"> <li>Features and conventions</li> <li>Planning, researching, organising, practising and presenting</li> </ul> Duration: 1 hour  <ul style="list-style-type: none"> <li><b>Reading for comprehension:</b> Strategies using written texts: See 3.2 (CAPS)</li> <li><b>Literature study</b> Duration: 1,5 hours</li> </ul> <b>Transactional text:</b> Speech/ dialogue/ interview <b>Focus on:</b> <b>Process writing</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>Register, style and voice</li> <li>Word choice</li> <li>Sentence construction</li> <li>Paragraph writing</li> <li>Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 1,5 hours	<b>Debate/forum/group/panel discussion/ Introducing the speaker/ vote of thanks:</b> <ul style="list-style-type: none"> <li>Features and conventions</li> <li>Planning, researching, organising, practising and presenting</li> </ul> Duration: 1 hour  <ul style="list-style-type: none"> <li><b>Summary writing</b></li> <li><b>Literature study</b> Duration: 3 hours</li> </ul> <b>Essay:</b> 1 x Reflective/narrative/argumentative/ discursive/ descriptive <b>Focus on:</b> <b>Process writing</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>Register, style and voice</li> <li>Word choice</li> <li>Sentence construction</li> <li>Paragraph writing</li> <li>Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 3 hours	<b>Informal discussions/conversation:</b> <ul style="list-style-type: none"> <li>Features and conventions</li> <li>Applying conventions</li> </ul> Duration: 1 hour  <ul style="list-style-type: none"> <li><b>Interpretation of visual texts</b> e.g. adverts, cartoons, pictures</li> <li><b>Literature study</b> Duration: 4 hours</li> </ul> <b>Transactional text:</b> Friendly/formal letters request/complaint/ application/business/formal and informal letters to the press/curriculum vitae and covering letter/obituary/agenda and minutes of meeting/email <b>Focus on:</b> <b>Process writing</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>Register, style and voice</li> <li>Word choice</li> <li>Sentence construction</li> <li>Paragraph writing</li> <li>Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 4 hours	<b>Unprepared reading aloud/ Prepared speech</b> <ul style="list-style-type: none"> <li>Features and conventions</li> <li>Planning, researching, organising, practising and presenting</li> </ul> Duration: 1 hour  <ul style="list-style-type: none"> <li><b>Reading for Comprehension:</b> Vocabulary development and language use</li> <li><b>Sentence structures</b></li> <li><b>Literature study</b> Duration: 4 hours</li> </ul> <b>Transactional text:</b> Speech/dialogue/interview <b>Focus on:</b> <b>Process writing</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>Register, style and voice</li> <li>Word choice</li> <li>Sentence construction</li> <li>Paragraph writing</li> <li>Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 4 hours	<b>Informal discussions/conversation:</b> <ul style="list-style-type: none"> <li>Features and conventions</li> <li>Applying conventions</li> </ul> Duration: 1 hour  <ul style="list-style-type: none"> <li><b>Reading for comprehension:</b> Strategies using written texts. See 3.2 (CAPS)</li> <li><b>Literature study</b> Duration: 4 hours</li> </ul> <b>Transactional texts:</b> Report/review/newspaper article/magazine article <b>Focus on:</b> <b>Process writing</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>Register, style and voice</li> <li>Word choice</li> <li>Sentence construction</li> <li>Paragraph writing</li> <li>Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 4 hours	<b>Revision/remediation of skills and content of Term 2</b>  <b>Unprepared reading aloud/ Prepared speech</b> Duration: 1 hour  <b>Literature:</b> <ul style="list-style-type: none"> <li>Novel</li> <li>Drama</li> <li>Poetry</li> </ul> Duration: 3 hours  <b>Writing</b> <ul style="list-style-type: none"> <li>Essays</li> <li>Transactional texts</li> </ul> <b>Focus on:</b> <b>Process writing</b> Planning, drafting, revising, editing, proof-reading and presenting <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>Register, style and voice</li> <li>Word choice</li> <li>Sentence construction</li> <li>Paragraph writing</li> <li>Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 3 hours					
<b>Requisite Pre-Knowledge</b>	Speaking skills Process writing Writing skills, format and features of transactional texts, Knowledge of register and style	Features and conventions of oral texts Features and conventions of oral texts Process writing- summary writing Essay writing skills, format and features of essay types, paragraph writing	Features and conventions of oral texts Interpretation of visual texts Process writing Writing skills, format and features of transactional texts	Listening/speaking skills Process writing Writing skills, format and features of transactional texts	Features and conventions of oral texts Process writing Writing skills, format and features of transactional texts- review/report/magazine article	Features and conventions of oral texts Process writing Writing skills, format and features of transactional texts-and essays					
<b>Resources (other than textbook) to enhance learning</b>	Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness Grade 12 MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers  Paper 2 – The Lit Essay and contextual questions <a href="https://qrqo.page.link/u4EKt">https://qrqo.page.link/u4EKt</a> 	Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness Grade 12 MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers  2 Poems – Remember and Somewhere I Have Never Travelled. <a href="https://qrqo.page.link/FvdmZ">https://qrqo.page.link/FvdmZ</a> 	Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers  Visual Literacy and Editing <a href="https://qrqo.page.link/rzTJQ">https://qrqo.page.link/rzTJQ</a> 	Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers  Poetry – Answering Techniques <a href="https://qrqo.page.link/vNJne">https://qrqo.page.link/vNJne</a> 	Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers  2 Poems – Vultures and The Day After the War <a href="https://qrqo.page.link/WUdtG">https://qrqo.page.link/WUdtG</a> 	Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers					
<b>Informal Assessment</b>	Process writing for the Literary Essay	Revision of Paper 1: Question 5 (past papers) Analysis of poems – To be presented as an oral activity	Past paper 1s: visual text questions 3 & 4. Focus on process writing for transactional texts	Focus on Paper 1: Answering the comprehension Summary writing	Focus on Paper 1: Answering the comprehension Summary writing	Focus on Papers 1 - 4: Features and conventions of oral texts Process writing Writing skills, format and features of transactional texts-and essays					

<b>Term 2</b> <b>51 days</b>	<b>Week 1:</b> <b>13-16 April</b> <b>(4 days)</b>	<b>Week 2:</b> <b>19-23 April</b> <b>(5 days)</b>	<b>Week 3:</b> <b>28-30 April</b> <b>(3 days)</b>	<b>Week 4:</b> <b>03–07 May</b> <b>(5 days)</b>	<b>Week 5:</b> <b>10-14 May</b> <b>(5 days)</b>	<b>Week 6:</b> <b>17-21 May</b> <b>(5 days)</b>	<b>Week 7:</b> <b>24-28 May</b> <b>(5 days)</b>	<b>Week 8:</b> <b>31 May–4 June</b> <b>(5 days)</b>	<b>Week 9:</b> <b>07–11 June</b> <b>(5 days)</b>	<b>Week 10:</b> <b>14–18 June</b> <b>(4 days)</b>	<b>Week 11:</b> <b>21–25 June</b> <b>(5 days)</b>
<b>SBA</b> <b>(Formal</b> <b>Assessment)</b>	Task 6 Literature: (35 marks) Literature Assignment (35) OR Contextual questions (10) and Literary essay (25)					Task 7 Oral: Unprepared reading aloud/ Prepared speech (10)					

# 2021 National Recovery Annual Teaching Plan: English Home Language Grade 12 Term 3

Term 3 52 days	Week 1: 13-16 July (4 days)	Week 2: 19-23 July (5 days)	Week 3: 26-30 July (5 days)	Week 4: 02-06 Aug (5 days)	Week 5: 10-13 Aug (4 days)	Week 6: 16-20 Aug (5 days)	Week 7: 23-27 Aug 5 (days)	Week 8: 30 Aug-03 Sep (5 days)	Week 9: 6-10 Sep (5 days)	Week 10: 13-17 Sep (5 days)	Week 11: 20-23 Sep (4 days)	
<b>CAPS</b>												
<b>Skills:</b> Listening and speaking  Reading and viewing  Writing and presenting  Language structures and conventions (Integrated into all skills)	Unprepared reading aloud/ Prepared speech <ul style="list-style-type: none"> <li>• Features and conventions</li> <li>• Planning, researching, organising, practising and presenting</li> </ul> Duration: 1 hour		Oral moderation Duration: 1 hour		Oral moderation Duration: 1 hour		Task 9 Trial Examination			Revision/ Mediation/Consolidation of Trial Examination Papers		
	<ul style="list-style-type: none"> <li>• Reading for comprehension: Interpretation of visual texts</li> <li>• Literature study</li> </ul> Duration: 3 hours		<ul style="list-style-type: none"> <li>• Reading for comprehension: Vocabulary development and language use</li> <li>• Sentence structures</li> <li>• Literature study</li> </ul> Duration: 4 hours		<ul style="list-style-type: none"> <li>• Summary writing</li> <li>• Literature study</li> </ul> Duration: 3 hours		Trial examinations (250 marks) Paper 1 – Language in context (70 marks) - 2 hrs Paper 2 – Literature (80 marks) – 2,5 hrs Paper 3 – Writing (Can be written in August / September) (100 marks) – 3 hrs  Link to past year question papers: <a href="https://qrqo.page.link/2Eq33">https://qrqo.page.link/2Eq33</a>					
	Transactional text: Speech/dialogue/interview <b>Focus on:</b> Process writing Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> Format and features of chosen text Duration: 3 hours		Transactional text: Friendly/formal letters (request/complaint/application/business)/formal and informal letters to the press/curriculum vitae and covering letter/obituary/agenda and minutes of meeting/report/review/newspaper article/magazine article/email <b>Focus on:</b> Process writing Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> Format and features of chosen text Duration: 4 hours		Transactional texts: Report/review/newspaper article/magazine article <b>Focus on:</b> Process writing Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> Format and features of chosen text Duration: 3 hours							
<b>Requisite pre-knowledge</b>	Speaking skills Interpretation of visual texts Process writing Writing skills, format and features of transactional texts		Features and conventions of oral texts Process writing Writing skills, format and features of transactional texts		Features and conventions of oral texts Process writing Report writing skills, format and features							
<b>Resources (Not textbook) to enhance learning</b>	Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers  Poetry – Tips for survival/ pitfalls to avoid. <a href="https://qrqo.page.link/dozni">https://qrqo.page.link/dozni</a> 		Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers  Life of Pi <a href="https://qrqo.page.link/2Vxb5">https://qrqo.page.link/2Vxb5</a>   2 Poems – Vultures and The Day After the War <a href="https://qrqo.page.link/WUdtG">https://qrqo.page.link/WUdtG</a>		Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness MTG Study Guide: Literature – Prescribed Poems Grade 12 Additional study material for literature. Past year examinations papers  Life of Pi <a href="https://qrqo.page.link/2Vxb5">https://qrqo.page.link/2Vxb5</a>   Poetry – Answering Techniques <a href="https://qrqo.page.link/vNJne">https://qrqo.page.link/vNJne</a>							

						
<b>Informal assessment; remediation</b>	Focus on Paper 1: Answering question 3 (advertisement) and 4 (cartoon)	Focus on Paper 1: Answering question 3 (advertisement) and 4 (cartoon)				
<b>SBA (Formal Assessment)</b>	Task 8 Oral: Unprepared reading aloud/ Prepared speech (10 marks)					

