

Term 1 45 days	Week 1: 27-29 January (3 days)	Week 2: 1-5 February (5 days)	Week 3: 8-12 February (5 days)	Week 4: 15-19 February (5 days)	Week 5: 22-26 February (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)	
CAPS											
Skills: Listening and speaking Reading and viewing	<ul> <li>Features and conventions of oral texts (public speaking techniques, structure and preparation process)</li> <li>Planning, researching, organising, practising and presenting</li> <li>Duration: 1 hour</li> </ul>		Listening for comprehension (Informative, evaluative, appreciative and interactive) Duration: 1 hour  Reading for comprehension: Strategies using written texts: See 3.2 (CAPS)  Literature study Duration: 4 hours		Unprepared speech:     Features and conventions (public speaking techniques, structure and preparation process)     Planning, researching, organising, practising and presenting     Duration: 1 hour      Reading for comprehension:     Vocabulary development and language use     Sentence structures     Literature study     Duration: 4 hours		Unprepared speech:     Features and conventions (public speaking techniques, structure and preparation process)     Planning, researching, organising, practising and presenting     Duration: 1 hour     Summary writing     Literature study     Duration: 4 hours		Mediation  Prepared Speech     Features and conventions     Planning, researching, organising, practising and presenting Duration: 1 hour  Review/ mediate Test 1: Language in context  Literature study: Review:		
Writing and presenting  Language structures and conventions (Integrated into all skills)	Discussion of baseline test  Introduction to genres:  • Key features of texts and parts of a book, including literary genres  • Literature study  • Novel  • Drama  • Poetry  Duration: 3 hours  Discuss the features of transactional texts  Discuss features of essay types:  • Narrative  • Descriptive		Transactional texts: Friendly/ formal letters (request/complaint/ application/ business) / formal and informal letters to the press/ curriculum vitae and covering letter only)/ agenda and minutes of meeting /obituary/ formal or informal report/ review/ newspaper article/ magazine article/ speech/ dialogue / interview/ email Focus on:  Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions  Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 4 hours		Duration: 4 hours  Transactional texts: Friendly/ formal letters (request/ complaint/ application/ business) / formal and informal letters to the press/ curriculum vitae and covering letter only)/ agenda and minutes of meeting /obituary/ formal or informal report/ review/ newspaper article/ magazine article/ speech/ dialogue / interview/ email Focus on:  Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions  Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 4 hours		Essay:1 x Reflective/ discursive / argumentative Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions  Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 4 hours		Novel Drama Poetry Work covered in Term 1 Duration: 3 hours  Essay types: Reflective/ discursive / argumentative/ Transactional texts studied Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 3 hours		
Requisite Pre- Knowledge	Writing skills, format and features of transactional texts Writing skills, format and features of essay types,		Listening/speaking skills Process writing Writing skills, format and feat			Listening/speaking skills Features and conventions of oral texts Process writing Writing skills, format and features of transactional texts		Listening/speaking skills Features and conventions of oral texts Summary writing Process writing Writing skills, format and features of essay types, paragraph writing		Listening/speaking skills Features and conventions of oral texts Summary writing skills Process writing Writing skills, format and features of essays and transactional texts	
Resources (other than textbook) to enhance learning	nan awareness ce		ond Chance: Study Guide: Writing Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language Second Chance: Study Guide: Critical Language		Additional resources for Literal Second Chance: Study Guide: Second Chance: Study Guide: Awareness	Writing	Additional resources for Liter Second Chance: Study Guid Second Chance: Study Guid Awareness	e: Writing	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language Awareness Test 1: Language in context		



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Infor Assess	Pre-reading activities for introduction to literature Focus on process writing for transactional texts Baseline test		Authentic listening activities, e.g., radio broadcast		Pre-reading activities for introduction to literature Previous examination papers 1: Language structures and conventions Focus on process writing for transactional texts		Previous examination papers 1: Summary writing / Visual text questions Focus on process writing for transactional texts		Focus on process writing for essays Focus on process writing for transactional texts Focus on language structures and conventions	
SB (For Assess		Oral: (15 marks)		] " '		Task 3: Oral: (15 marks) Unprepared speech		Task 4: Test 1: (35 marks) Language in context Comprehension Summary Language structures and conventions		



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)	
CAPS												
Skills: Listening and speaking	<ul> <li>Features and conventions of oral texts (public speaking techniques, structure and preparation process)</li> <li>Planning, researching, organising, practising and presenting</li> <li>Duration: 1 hour</li> </ul>	Unprepared reading aloud/prepared speech     Features and conventions     Planning, researching, organising, practising and presenting Duration: 1 hour		Unprepared reading aloud/prepared speech     Features and conventions     Planning, researching, organising, practising and presenting     Duration: 1 hour		Informal discussions/ conversation/ dialogue/ interview/speech:     • Features and conventions     • Applying conventions     Duration: 1 hour		Informal discussions/ conversation/ dialogue/ interview/speech:  • Features and conventions  • Applying conventions  Duration: 1 hour		Prepared speech Features and conventions Planning, researching, organising, practising and presenting Duration: 1 hour		
Reading and viewing	Informal baseline test of Term 1 work: Peer assessment of baseline test Discussion of baseline test  Review of Term 1 content/ skills Review poetry/ literary essay  Novel  Drama	Literature study     Duration: 3 hours  Essay: 1 x Argumentative/ reflective/ discursive     Focus on:     Process writing: Planning, drafting, revising,     editing, proof-reading and presenting     Language structures and conventions		Interpretation of visual texts     e.g., adverts, cartoons, pictures     Literature study     Unseen poetry     Duration: 4 hours  Transactional text: Friendly/ formal letters     (request/ complaint/ application/ business) /     formal and informal letters to the press/     curriculum vitae and covering letter only/     agenda and minutes of meeting /obituary/     formal or informal report/ review/ newspaper		Reading for comprehen     Interpretation of visual t e.g. adverts, cartoons, p     Literature study Poetry Essay (Seen poor Duration: 4 hours  Transactional text: Friendly	exts oictures em)	Reading for comprehens     Vocabulary development     Sentence structures     Literature study     Poetry Essay (Seen poed Duration: 4 hours  Transactional text: Friendly	and language usage m)	Review/remediation: Test 2: Literature  • Literature study: Review: • Novel • Drama • Poetry		
Writing and presenting	Poetry     Duration: 1.5 hours  Discuss the features of transactional texts covered in previous term.					complaint/ application/ busing informal letters to the press/covering letter only)/ agenda meeting /obituary/ formal or newspaper article/ magazing	ness) / formal and curriculum vitae and a and minutes of informal report/ review/	(request/ complaint/ applicat formal and informal letters to vitae and covering letter only minutes of meeting /obituary report/ review/ newspaper ar	ion/ business) / the press/ curriculum )/ agenda and / formal or informal ticle/ magazine	Work covered in Term 2 Duration: 3 hours  Essay types Transactional texts studied Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions  Register, style and voice  Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 3 hours		
Language structures and conventions (Integrated into all skills)	Discuss features of essay types:  Reflective Discursive Argumentative Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 1.5 hours	Word choice     Sentence construction     Paragraph writing     Punctuation and spellir Format and features of ci Duration: 3 hours	ng	article/ magazine article/ speech/ dialogue / interview/ email Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions  Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 4 hours		dialogue / interview/ email Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions  Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 4 hours		article/ speech/ dialogue / inf Focus on: Process writing: Planning, editing, proof-reading and pr Language structures and of Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chool Duration: 4 hours  Listening/speaking skills	drafting, revising, esenting conventions			
Requisite Pre- Knowledge	Listening/speaking skills Process writing Writing skills, format and features of transactional texts	Listening/speaking skills Summary writing Process writing Essay writing skills, forma types, paragraph writing	at and features of essay	Listening/speaking skill: Features of visual texts Process writing Writing skills, format an texts		Listening/speaking skills Features of visual texts Process writing Writing skills, format and fea	Features of visual texts		tures of transactional	Listening/speaking skills Process writing Writing skills, format and features of essays and transactional texts Writing skills, format and features of transactional texts		
Resources (other than textbook) to enhance learning	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness	Additional resources for Lit Second Chance: Study Gu Second Chance: Study Gu awareness Previous year examination Paper 1 for summary activ	uide: Writing side: Writical language sis papers	Second Chance: Study Second Chance: Study awareness	Previous year examinations papers		Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers Paper 2 / Paper 1		Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers Paper 1 for summary activity/language structures and conventions		or Literature study y Guide: Critical	
Informal Assessment	Activity on literature genre Pre-reading activities for literature covered in Term 1 Focus on process writing for transactional texts/ essays Baseline test	Activity on literature genre Process writing for the ess Activity on summary writing	ay writing tasks	Process writing for the Transactional writing tasks Activity on visual literacy/ unseen poem		Process writing for the transactional writing tasks Activity on visual literacy/ seen poem		Process writing for the Transactional writing tasks Activity on Language structures and conventions / Poetry essay		Correction of Test 2: L	iterature	



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)
SBA (Formal Assessment)		Task 5 Writing: (50 marks) Argumentative/ reflective/	discursive	Task 6 Oral:(10 marks) Unprepared reading ald	oud/prepared speech)					Task 7 Test 2: (35 marks) Literature Poems: 1 Seen poem – literary 1 unseen poem – cont Novel/drama - context	extual questions (10)



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 August (5 days)	Week 5: 10-13 August (4 days)	Week 6: 16-20 August (5 days)	Week 7: 23-27 August 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)	
CAPS												
Skills: Listening and speaking  Reading and viewing	Meetings and meeting procedures: Conversation	Storytelling     Features and conventions     Planning, researching, organising, practising and presenting Duration: 1 hour  Reading for comprehension: Interpretation of visual texts  Literature study Literary essay		Features and conventions     Planning, researching, organising, practising and presenting     Duration: 1 hour      Reading for comprehension:     Vocabulary development and language usage     Sentence structures      Literature study     Unseen poem		Prepared speech:     Features and convention Planning, researching, presenting Duration: 1 hour      Reading for compreher     Vocabulary developmer	organising, practising and nsion:	Prepared speech     Features and conventior     Planning, researching, o presenting     Duration: 1 hour      Reading for comprehent     Vocabulary development     Sentence structures     Literature study     Seen poem - essay     Duration: 4 hours	rganising, practising and sion:	Mediation  Prepared speech     Features and conventions     Planning, researching, organising, practising presenting Duration: 1 hour  Review/remediation: Term 3: Literature: Assignment / project  Literature study: Review:		
Writing and presenting  Language structures and conventions (Integrated into all skills)	Review of Term 2 content/skills Review poetry/ literary essay  Novel  Drama  Poetry Duration: 1.5 hours  Discuss the features of transactional texts covered in previous term. Discuss features of essay types: Reflective Discursive Argumentative Focus on: Process writing: Planning, drafting, revising, editing, proofreading and presenting Language structures and conventions Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chosen text Duration: 1.5 hours  Listening/speaking skills	Essay: 1 x Argumentative Language structures and Register, style and voi Word choice Sentence construction Paragraph writing Punctuation and spelli Format and features of of Duration: 4 hours  Listening/speaking skills	d conventions ce ng	Transactional texts: Frier (request/ complaint/ applic formal and informal letters curriculum vitae and cover agenda and minutes of me formal or informal report/ rearticle/ magazine article/ sinterview/ email  Language structures and Word choice  Sentence construction  Paragraph writing  Punctuation and spellir Format and features of contraction: 3 hours  Listening/speaking skills	cation/ business) / s to the press/ ring letter only)/ eeting /obituary/ review/ newspaper speech/ dialogue / d conventions ce	Focus on: Process writing: Planning proof-reading and presenti Language structures and Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spellin	Duration: 4 hours  Essay: 1 x Argumentative/ reflective / discursive Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions  Register, style and voice  Word choice  Sentence construction  Paragraph writing  Punctuation and spelling Format and features of chosen text				Review:  Literary essay/ poetry essay  Novel  Drama  Poetry  Work covered in Term 3 Duration: 3 hours  Essay types: Argumentative / reflective / discursive Transactional texts studied Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions  Register, style and voice  Word choice  Sentence construction  Paragraph writing  Punctuation and spelling Format and features of chosen text Duration: 3 hours	
Requisite Pre- Knowledge	Process writing Writing skills, format and features of transactional texts	Features of visual texts Process writing Features and conventions Process writing- summary Essay writing skills, forma types, paragraph writing	Features of visual texts Process writing Features and conventions of oral texts Process writing- summary writing Essay writing skills, format and features of essay		Process writing Writing skills, format and features of transactional texts		Process writing Essay writing skills, format and features of essay types, paragraph writing		Listening/speaking skills Process writing Writing skills, format and features of transactional texts		Listening/speaking skills Process writing Writing skills, format and features of transactional texts and essays	
Resources (other than textbook) to enhance learning	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical Language awareness	Additional resources for Li Second Chance: Study Go Second Chance: Study Go awareness Previous year examination Paper 1 for summary activ Paper 1 for visual literacy	uide: Writing uide: Critical language ns papers vity	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers Paper 2 / Paper 1		Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers Paper 2 / Paper 1		Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers Paper 1 for language structures and conventions activity		Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness		



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 August (5 days)	Week 5: 10-13 August (4 days)	Week 6: 16-20 August (5 days)	Week 7: 23-27 August 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)
Informal Assessment	Activity on literature genre Pre-reading activities for literature covered in Term 3 Focus on process writing for transactional texts/ essays. Baseline test	Activity on literature genre Process writing for the ess Activity on visual literacy /	say writing tasks	Ŭ	· ·		Activity on visual literacy/ seen poem		Process writing for the transactional writing tasks Activity on language structures and conventions/ poetry essay		
SBA (Formal Assessment)				Task 8 Literature: (35 marks) Assignment/Project				Task 9 Oral: (10 marks) Prepared speech			



Term 4 47 days	Week 1: 05-08 Oct (4 days)	Week 2: 11-15 Oct (5 days)	Week 3: 18-22 Oct (5 days)	Week 4: 25-29 Oct (5 days	Week 5: 1-5 Nov (5 days)	Week 6: 8-12 Nov (5 days)	Week 7: 15-19 Nov (5 days)	Week 8: 22-26 Nov (5 days)	Week 9: 29 Nov – 3 Dec (5 days)	Week 10: 6- 8 Dec (3 days)	
CAPS											
Skills: Listening and speaking  Reading and viewing  Writing and presenting  Language structures and conventions (Integrated into all skills)	Introducing a speaker/vote of thanks:     Features and conventions     Applying conventions     Duration: 1 hour  Reading for comprehension:     Strategies using written texts. See 3.2 (CAPS)     Literature study     Duration: 3 hours  Essay: 1 x Argumentative/ reflective/ discursive     Focus on:     Process writing: Planning, drafting, revising, editing, proof-reading and presenting     Language structures and conventions     Register, style and voice     Word choice     Sentence construction     Paragraph writing     Punctuation and spelling     Format and features of chosen text     Duration: 3 hours		Debate/Panel discussions: Features and conventions Planning, researching, organising, practising and presenting Duration: 1 hour  Reading for comprehension: Interpretation of visual texts Literature study Duration: 4 hours  Transactional text: Friendly/ formal letters (request/ complaint/ application/ business) / formal and informal letters to the press/ curriculum vitae and covering letter only)/ agenda and minutes of meeting /obituary/ formal or informal report/ review/ newspaper article/ magazine article/ speech/ dialogue / interview/ email Focus on: Process writing: Planning, drafting, revising, editing, proof-reading and presenting Language structures and conventions Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling		Prepare for examination Revision  Informal discussions/conversation: Features and conventions Duration: 1 hour  • Reading for comprehension: Comprehension Summary Language Structures and Conventions • Literature study Novel, drama & poetry Duration: 4 hours  Transactional text: Language structures and conventions • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling Format and features of chosen text Duration: 4 hours		Prepare for examination Revision  Informal discussions/conv conventions Duration: 1 hour  • Reading for comprehens Comprehension Summary Language Structures and Comprehension Structures and Co	conventions	Notes on or guidelines for final examinations: Task 10  End-of-year- examinations: (300 marks) Paper 1 – Language in context (70 marks) – 2 hrs Paper 2 – Literature (80 marks) – 2.5 hrs Paper 3 – Writing (100 marks) – 3 hrs Paper 4 – *Orals (50 marks)  * Oral for formal assessment: Learners should do one listening for comprehension (Task 1), one unprepared speech (Task 3), and either two prepared speeches OR one prepared speech and one unprepared reading aloud (Task 6 and Task 9).		
Requisite Pre- Knowledge	Essay writing skills, format and features of essay types,		Format and features of chosen text Duration: 4 hours  Listening/speaking skills 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		Listening/speaking skills Process writing Writing skills, format and features of transactional texts				
Resources (other than textbook) to enhance learning	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers		Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers		Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers		Second Chance: Study Guid Second Chance: Study Guid awareness	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers			
Informal Assessment	Focus on Paper 1: Answering the comprehension Summary writing Visual literacy		Focus on Paper 1: Advertisement / cartoon		Process writing for the transactional writing tasks Revision activities on literature genres		Process writing for the transactional writing tasks Revision activities on literature genres				
SBA (Formal Assessment)											