

English Functional Skills	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Reading	The purpose of texts. How are ideas presented? Identifying different types of texts.	Presentational devices and features. Language techniques.	Finding specific information from texts. Reading for meaning. Skimming and scanning techniques.	Reading between the lines. Inference and deduction skills.	Identifying tone and style.	Using more than one text. Comparing and contrasting.
Writing	Identifying different purpose and audience. Planning skills.	Leaflets, flyers, adverts and factsheets.	Writing letters and emails. Using paragraphs.	Writing articles. Punctuating sentences to enhance meaning.	Writing to persuade and argue. AFOREST mnemonic.	Writing to express opinion. Responding to controversial statements.
Speaking, listening and communication	Informal group discussion.	Formal group discussion.	Individual formal presentations.	Informal group discussion.	Formal group discussion.	Individual presentation – be persuasive!