

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	Listening and speaking Reading and viewing Reading and viewing Writing and presenting Language structures and conventions of oral texts (public speaking techniques, structure and preparation process) Planning, researching, organising, practising and presenting Duration: 1 hour FIRST WEEK: Baseline test Peer assessment of baseline test 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 Argumentative		Listening for comprehension (Informative, evaluative, appropriation: 1 hour		Unprepared speech: Features and conventions techniques, structure and Planning, researching, org presenting Duration: 1 hour	preparation process)	Unprepared speech: • Features and convention (public speaking techniq preparation process) • Planning, researching, or presenting Duration: 1 hour	ues, structure and	Mediation Prepared Speech Features and conventions Planning, researching, organising, practising presenting Duration: 1 hour		
Reading and viewing			 Reading for comprehension: Strategies using written texts: See 3.2 (CAPS) Literature study Duration: 4 hours 			on: and language use	 Summary writing Literature study Duration: 4 hours 		 Review/mediate: Test 1: Language in context Literature study: Review: Novel Drama 		
Writing and presenting			Transactional texts: Friendly complaint/ application/ busine letters to the press/ curriculur only)/ agenda and minutes of or informal report/ review/ new article/ speech/ dialogue / into	ess) / formal and informal n vitae and covering letter meeting /obituary/ formal wspaper article/ magazine	Transactional texts: Friendly complaint/ application/ busines letters to the press/ curriculum only)/ agenda and minutes of or informal report/ review/ new article/ speech/ dialogue / inter	ss) / formal and informal vitae and covering letter meeting /obituary/ formal spaper article/ magazine	Essay:1 x Narrative/ descrip Focus on: Process writing: Planning, proof-reading and presenting Language structures and of Register, style and voice	drafting, revising, editing, g conventions	Poetry Work covered in Term 1 Duration: 3 hours Essay types: Narrative/ descriptive / argumentative Transactional texts studied		
Language structures and conventions (Integrated into all skills)			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		Focus on: Process writing: Planning, dr proof-reading and presenting Language structures and co Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chost Duration: 4 hours	rafting, revising, editing, enventions sen text	Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chood Duration: 4 hours	g osen text	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	Listening/speaking skills Process writing 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 texts	ures of transactional	Features and conventions of or Process writing Writing skills, format and feature		Features and conventions of Process writing Summary writing skills Writing skills, format and fea paragraph writing		Listening/speaking skills Features and conventions of oral texts Summary writing skills Process writing Writing skills, format and features of essay and transactional texts		
Resources (other than textbook) to enhance learning	other than xtbook) to enhance		e: Study Guide: Writing Second Chance: Study Guide: Writing		Additional resources for Litera Second Chance: Study Guide Second Chance: Study Guide: awareness	: Writing	Additional resources for Liter Second Chance: Study Guid Second Chance: Study Guid awareness	le: 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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Informal Assessment	Pre-reading activities for introduction to literature Focus on process writing and features for essays and transactional texts Baseline assessment		Pre-reading activities for introduction to literature Focus on process writing for transactional texts		Authentic listening activities, e.g. radio broadcast Focus on process writing for transactional texts		Focus on summary writing / visual literacy activities: Paper 1 Focus on process writing for essays		Correction of Test 1: Language in context	
SBA (Formal Assessment)	Oral: (15 marks)		Task 2 Writing: (25 marks) Transactional writing	Writing: (25 marks)			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)	
Skills: Listening and speaking	Features and conventions of oral texts (public speaking techniques, structure and preparation process) 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		Unprepared reading aloud/prepared speech Features and conventions Planning, researching, organising, practising and presenting Duration: 1 hour		Informal discussions/ conversation Features and conventions Applying conventions Duration: 1 hour		Informal discussions/ conversation/ dialogue/ interview/speech: • Features and conventions • Planning, researching, organising, practising and presenting Duration: 1 hour		Mediation Prepared speech • Features and conv • Planning, research practising and present processes the present pre	ning, organising,	
Writing and presenting Language structures and conventions (Integrated into all skills)	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 Poetry Duration:1,5 hours Discuss the features of transactional texts covered in previous term. Discuss features of essay types: Narrative Descriptive 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	Summary writing Literature study Duration: 3 hours Essay: 1 x Narrative/descrocus on: Process writing: Planning editing, proof-reading and Language structures and Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spellir Format and features of contraction: 3 hours	g, drafting, revising, presenting d conventions ce	Interpretation of vise.g. adverts, cartoo Literature study Unseen poetry Duration: 4 hours Transactional text: Frice (request/ complaint/ approximal and informal letter curriculum vitae and coagenda and minutes of formal or informal reportanticle/ magazine article/ interview/ email Focus on: Process writing: Planded iting, proof-reading a Language structures are Register, style and word choice Sentence construct Paragraph writing Punctuation and sprormat and features of Duration: 4 hours	endly/ formal letters plication/ business) / ers to the press/ vering letter only)/ meeting /obituary/ rt/ review/ newspaper e/ speech/ dialogue / ning, drafting, revising, nd presenting and conventions voice tion	 Reading for comprehension: Interpretation of visual texts, e.g. adverts, cartoons, pictures Literature study Seen poem 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 Line and covering 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:		Review/remediation: Test: 2 Literature study: Review: Novel Drama Poetry Work covered in Term 2 Duration: 3 hours Essay types: Narrative/descriptive/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	text Duration: 1,5 hours Listening/speaking skills Process writing Writing skills, format and features of transactional texts and essays	Listening/speaking skills Summary writing Essay writing skills, formal types, paragraph writing	and features of essay	texts	d features of transactional	Listening/speaking skills Features of visual texts Process writing Writing skills, format and feat		Listening/speaking skills Process writing Writing skills, format and fea texts	tures of transactional	Listening/speaking skills Process writing Writing skills, format and features of essays and 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 Li Second Chance: Study Gu Second Chance: Study Gu awareness Previous year examination Paper 1 for summary activ	uide: Writing vide: Critical language as papers	Additional resources for Second Chance: Study Second Chance: Study awareness Previous year examinal Paper 2 / Paper 1	Guide: Writing Guide: Critical language	Second Chance: Study Guid Second Chance: Study Guid 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 1 for visual literacy activity		Additional resources for Literature study Second Chance: Study Guide: Critical language awareness Second Chance: Study Guide: Writing Test 2: Literature	
Informal Assessment	Activity on literature genre Pre-reading activities for literature covered in Term 1 Focus on process writing for transactional texts/ essays	Activity on literature genre Process writing for the ess Activity on summary writin	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 visual literacy/ 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) Narrative/descriptive/argur	mentative essay	Task 6 Oral:(10 marks) Unprepared reading al	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 CAPS	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)	
Skills: Listening and speaking Reading and viewing Writing and presenting Language structures and conventions (Integrated into all skills)	Meetings and meeting procedures: Conversation	Storytelling Features and convention Planning, researching, and presenting Duration: 1 hour Summary writing Literature study Literary essay Duration: 4 hours Essay: 1 x Narrative/dest Language structures and Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spellir Format and features of control of the contr	organising, practising criptive/ argumentative d conventions ce	Prepared speech Features and convention Planning, researching, and presenting Duration: 1 hour Reading for comprehe Textual Editing Literature study Literary Essay Duration: 3 hours Transactional texts: Frier (request/ complaint/ applice formal and informal letters curriculum vitae and cover agenda and minutes of me formal or informal report/ rearticle/ magazine article/ spinterview/ email Language structures and Register, style and voice Sentence construction Paragraph writing Punctuation and spellir Format and features of coding Duration: 3 hours	ension: andly/ formal letters cation/ business) / to the press/ ring letter only)/ ceting /obituary/ eview/ newspaper peech/ dialogue / d conventions ce	Prepared speech: Features and convention Planning, researching, practising and presenting Duration: 1 hour Reading for compreher Vocabulary developme Sentence structures Literature study Duration: 4 hours Essay: 1 x Narrative/descrifocus on: Process writing: Planning proof-reading and presenting Language structures and Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spellinformat and features of check Duration: 4 hours	organising, ng nsion: nt and language usage iptive/ argumentative , drafting, revising, editing, ng conventions e	Prepared speech Features and convention: Planning, researching, or presenting Duration: 1 hour Interpretation of visual Literature study Duration: 4 hours Transactional texts: Friendl (request/ complaint/ applicatiformal and informal letters to vitae and covering letter only minutes of meeting /obituary/ report/ review/ newspaper ar article/ speech/ dialogue / int Focus on: Process writing: Planning, editing, proof-reading and process writing: Planning, editing, proof-reading and voice Negister, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of chood control of the puration: 4 hours	ganising, practising and texts y/ formal letters on/ business) / the press/ curriculum)/ agenda and / formal or informal ticle/ magazine erview/ email drafting, revising, esenting	Mediation Prepared speech Features and conventi Planning, researching, presenting Duration: 1 hour Review/remediation: Ter assignment / project: Literature study: Review: Literary essay/ poetry: Novel Drama Poetry Work covered in Term 3 Duration: 3 hours Essay types Transactional texts stud Focus on: Process writing: Planning editing, proof-reading and Language structures and conventions Register, style and voice Sentence construction Paragraph writing Punctuation and spellin Format and features of Duration: 3 hours	organising, practising and m 3 Literature essay ied g, drafting, revising, presenting d ce	
Requisite Pre- Knowledge	Listening/speaking skills Process writing Writing skills, format and features of transactional texts	Process writing- summary	ss writing res and conventions of oral texts ss writing- summary writing writing skills, format and features of essay		Listening/speaking skills Features of visual texts Process writing Writing skills, format and features of transactional texts		Listening/speaking skills 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	
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 uide: Writical language us papers	Additional resources for Lit Second Chance: Study Gu Second Chance: Study Gu awareness Previous year examination Paper 2 / Paper 1	uide: Writing uide: Critical language	Additional resources for Lite Second Chance: Study Gui Second Chance: Study Gui awareness Previous year examinations Paper 2 / Paper 1	ide: Writing ide: Critical language	Additional resources for Literature study Second Chance: Study Guide: Writing Second Chance: Study Guide: Critical language awareness Previous year examinations papers Paper 1 for visual texts activity		Additional resources for Literature study Second Chance: Study Guide: Critical language awareness Second Chance: Study Guide: Writing		



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.	Activity on literature genre Process writing for the ess Activity on summary writin	eess writing for the essay writing tasks		ocess writing for the transactional writing tasks ctivity on visual literacy/ unseen poem Process writing for essay wri		3				
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) Requisite Pre-Knowledge Resources (other than textbook) to enhance learning	Introducing a speaker/vote Features and conventions Applying conventions Duration: 1 hour Reading for comprehens Strategies using written text Literature study Duration: 3 hours Essay: 1 x Narrative/descrip Focus on: Process writing: Planning, of proof-reading and presenting Language structures and of the end	sion: s. See 3.2 (CAPS) tive/ argumentative drafting, revising, editing, onventions seen text ature study le: Writing e: Critical language	Debate/Panel discussions: Features and conventions Planning, researching, orgoresenting Duration: 1 hour Reading for comprehens Interpretation of visual texts Literature study Duration: 4 hours Transactional text: Friendly, complaint/ application/ busine letters to the press/ curriculur only)/ agenda and minutes of or informal report/ review/ nerarticle/ speech/ dialogue / interpretation and presenting Language structures and c Register, style and voice Word choice Sentence construction Paragraph writing Punctuation and spelling Format and features of cho Duration: 4 hours Listening/speaking skills Interpretation of visual texts Process writing Writing skills, format and feat Additional resources for Liter. Second Chance: Study Guid second Chance: Study Guid awareness Previous year examinations presentings	ion: / formal letters (request/ess) / formal and informal n vitae and covering letter meeting /obituary/ formal wspaper article/ magazine erview/ email drafting, revising, editing, onventions sen text ures of transactional texts ature study le: Writing le: Critical language	Prepare for examination Revision Informal discussions/convector conventions Duration: 1 hour • Reading for comprehens Comprehension Summary Language Structures and Comprehension Summary Language Structures and Comprehension: 4 hours Transactional text: Language structures and comprehensions for literation and spelling for hours and features of chomprehensions with the properties of the properti	ion: conventions onventions sen text ures of transactional texts ature study e: Writing e: Critical language	Prepare for examination Revision Informal discussions/convector conventions Duration: 1 hour • Reading for comprehens Comprehension Summary Language Structures and Co • Literature study Novel, drama & poetry Duration: 4 hours Transactional text: Language structures and co • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling Format and features of cho Duration: 4 hours Listening/speaking skills Process writing Writing skills, format and feat Additional resources for Liter: Second Chance: Study Guid Second Chance: Study Guid awareness Previous year examinations presented to the convenience of the convenience	ion: conventions onventions sen text ures of transactional texts ature study e: Writing e: Critical language	Notes on or guidelines for fitask 10 End-of-year- examinations: Paper 1 – Language in conterpaper 2 – Literature (80 mar Paper 3 – Writing (100 mark: Paper 4 – *Orals (50 marks) * Oral for formal assessment one listening for comprehensic unprepared speech (Task 3), speeches OR one prepared speeches OR one prepared speeches OR one prepared reading aloud (Task 3), speeches OR one prepared spee	(300 marks) ext (70 marks) – 2 hrs ks) – 2.5 hrs s) – 3 hrs t: Learners should do on (Task 1), one and either two prepared peech and one
Informal Assessment	Visual literacy		Focus on Paper 1: Advertise	ement / 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)										