

2023/24 NATIONAL ANNUAL TEACHING PLANS: ENGLISH SECOND ADDITIONAL LANGUAGE: GRADE 12 (TERM 1)

TERM 1	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS SKILLS	Listening and speaking Reading and viewing Language structures and conventions	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Writing and presenting Language structures and conventions	Reading and viewing Language structures and conventions
TOPICS/ CONCEPTS, SKILLS AND VALUES	Listening and speaking Introduction of learners to class Consolidation of Grade 11 work Literary text Baseline assessment The features of literary texts (ONE genre): Novel/ Drama/ Short story/ Poetry Peer assessment of baseline test Discussion of baseline test Language structures and conventions Language in context Baseline test Language in context Visual texts/newspaper or magazine articles Peer assessment of baseline test Discussion of baseline test	Reading and viewing Intensive reading of shorter texts for summary and note taking: Informative text, e.g., a descriptive passage Simple summary of important facts Introduce fact and opinion Extended independent reading/viewing Introduce extended reading project Language structures and conventions Statements, sentence structure (Subject - verb - object), adjectives Use of the simple present tense Vocabulary from texts dealt with	Listening and speaking Listening for information and comprehension: Teach features of listening for information and comprehension Listening comprehension task Writing and presenting Narrative and descriptive essay Include topics based on visual stimuli Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)	Reading and viewing Reading for comprehension: Vocabulary development and language use Literary text ONE genre): Novel/ Drama/ Short story/ Poetry Introduction to literature Focus on Features and discuss their use Read and discuss text Language structures and conventions Expressing emotions: Adverbs and adjectives (revision) Vocabulary: Forming adverbs, e.g., <i>quick – He ran quickly</i>) and adjectives, e.g., <i>amaze – The boy was amazed</i>) Degrees of comparison	Listening and speaking Formal speaking and presenting: Oral presentation of a short report Express an opinion on a topic discussed in class Writing and presenting Longer transactional text: Write a short report and a review (book, film or an experience) Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)	Reading and viewing Intensive reading of shorter written texts for comprehension at a word level Visual texts View and discuss various visual texts, e.g., a graph, diagram, photograph Teach the vocabulary of expressing an opinion and reporting Text showing opinion/attitude Identify and explain writer's opinion/attitude Explain own opinion/attitude This text can be related to the theme used for listening Language structures and conventions Punctuation conventions of direct and indirect speech Revise active and passive voice Conjunctions, interrogatives, vocabulary related to reading text Remedial grammar from learners' writing	Listening and speaking Informal speaking: Conversation: Features of literary text studied Writing and presenting Shorter transactional text: SMS and invitation card Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Reading and viewing Summary writing Write notes into full sentences Summarise a text provided in point form Text structures and language features (See 3.3 in CAPS)	Reading and viewing Reading for comprehension: Vocabulary development and language use Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Follow the development of a character in a short story/discussion on features of a poem Reading of literary text for appreciation and comprehension Language structures and conventions Punctuation Direct and indirect speech Nouns Pronouns Remedial grammar from learners' writing Vocabulary in context	Listening and speaking Listening for appreciation: Listen to various texts, e.g., song/ words of song Discuss OR Storytelling: Extended reading project Writing and presenting Shorter transactional text: Fill out a form and write advertisement Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)	Reading and viewing Revision Reading for comprehension Visual texts Writing and presenting Shorter transactional text: Fill out a form and write advertisement Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)	Reading and viewing Revision Reading for comprehension Visual texts Language structures and conventions Language in context Revision of language structures and conventions completed in Term 1
REQUISITE PRE-KNOWLEDGE	Listening and speaking skills Skills for reading and knowledge of features of literary texts Knowledge of language structures and conventions	Summarising skills Knowledge of language structures and conventions	Listening and speaking skills Knowledge of the descriptive essay	Reading for comprehension skills Skills for reading and analysing literary text Knowledge of language structures and conventions	Speaking and presenting skills Knowledge of report writing and writing a review	Reading skills Knowledge of reading and viewing of visual texts Knowledge of language structures and conventions	Listening and speaking skills Writing a short message and invitation card Summarising skills	Reading for comprehension skills Skills for reading and analysing literary text Knowledge of language structures and conventions	Listening and speaking skills Knowledge of writing a poster/ flyer	Knowledge of reading and viewing of visual texts Knowledge of language structures and conventions Skills for filling out forms	

TERM 1		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING		Audio-visual player Magazines Newspapers Language study guides	Dictionary Magazines Newspapers Language study guides	Audio-visual player Magazines Newspapers Language study guides	Dictionary Magazines Newspapers Language study guides	Audio-visual player Magazines Newspapers Writing study material	Dictionary Magazines Newspapers Language study guides	Audio-visual player Magazines Newspapers Writing study material	Dictionary Magazines Newspapers Language study guides	Posters Flyers Newspapers Audio-visual player Writing study material	Application forms Magazines Newspapers	Dictionary Magazines Newspapers Language study guides
ASSESSMENT	INFORMAL ASSESSMENT: REMEDIATION	1. Introduce a classmate 2. Baseline assessment: Features of literary text 3. Baseline assessment: Language structures and conventions	1. Write a summary 2. Revision of language structures and conventions	1. Listening for comprehension exercise 2. Write a descriptive essay	1. Reading for comprehension exercise 2. Literary exercise 3. Revision of language structures and conventions	1. Write a report 2. Formal speaking and presenting	1. Reading exercise 2. Revision of visual texts: Language in context 3. Revision of language structures and conventions	1. Conversation 2. Filling out a form/advertisement/postcard/ invitation card 3. Write a summary	1. Reading for comprehension exercise 2. Literary exercise 3. Revision of language structures and conventions	1. Listening/ storytelling exercise 2. Design a poster/flyer	1. Revision of comprehension: Prose 2. Revision of comprehension: Visual texts 3. Revision of language structures and conventions completed in Term 1	
	SBA FORMAL ASSESSMENT					TASK 1 (25) Oral Listening comprehension (45 minutes)		TASK 2 (40) Writing Narrative/ descriptive essay/visual stimuli (1 hour)				TASK 3 (40) Literature test Contextual questions

2023/24 ANNUAL TEACHING PLANS: ENGLISH SECOND ADDITIONAL LANGUAGE: GRADE 12 (TERM 2)

TERM 2	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
CAPS SKILLS	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Listening and speaking Writing and presenting	Listening and speaking Writing and presenting Reading and viewing Language structures and conventions
TOPICS/ CONCEPTS, SKILLS AND VALUES	<p>Listening and speaking Speaking Informal speaking: Give instructions or directions, e.g., bus route guide in groups/ individually</p> <p>Writing and presenting Shorter transactional text: Write directions and instructions on, e.g., how to get to a particular point using a bus route guide</p> <p>Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structure and language features (See 3.3 in CAPS)</p>	<p>Reading and viewing Reading comprehension Intensive reading of shorter written texts for comprehension at sentence and paragraph level: Read examples of instructions or directions</p> <p>Literary text (ONE genre): Novel / Drama/ Short story/ Poetry Reading of literary text for appreciation and comprehension</p> <p>Language structures and conventions Imperative Conjunctions Pronouns Logical connectors that signal cause, e.g., <i>because, so, therefore</i> and time, e.g., <i>then, next, after</i> Prepositions (revision) Vocabulary in context Verbs (revision) Adjectives and nouns – (revision) Tenses (revision) Explain meaning of verbs, adjectives and nouns in use Remedial grammar from learners' writing integrated with reading and writing Vocabulary in context</p>	<p>Listening and speaking Speaking Formal speaking and presenting: Formal discussion Discuss the topic and participate in a formal discussion</p> <p>Writing and presenting Longer transactional text: Write a speech</p> <p>Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structure and language features (See 3.3 in CAPS)</p>	<p>Reading and viewing Reading Reading for comprehension Vocabulary development and language use, e.g., to identify and discuss the use of grammatical aspects such as tenses and adjectives</p> <p>Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Reading of literary text for appreciation and comprehension</p> <p>Language structures and conventions Revision of language structures and conventions Critical language awareness Prepositions Dictionary work Remedial grammar from learners' writing Vocabulary in context</p>	<p>Listening and speaking Listening Listening for information: Listening Comprehension 2: Listening for specific information, e.g., audio-advertisement or dialogue Informal speaking Conversation on features of visual texts</p> <p>Writing and presenting Shorter transactional text: Write an email and a friendly letter</p> <p>Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)</p>	<p>Reading and viewing Reading comprehension Reading for comprehension: Read and interpret the features of visual texts: Cartoons/ comic strips/ comic videos</p> <p>Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Reading of literary text for appreciation and comprehension</p> <p>Language structures and conventions Revision of language structures and conventions Critical language awareness Phrase and sentence structures and conventions Active and passive voice Remedial grammar from learners' writing Vocabulary in context</p>	<p>Listening and speaking Speaking Formal speaking and presenting: Role-play on the message in the literary text</p> <p>Writing and presenting Longer and shorter transactional texts: Use a literary text as a base for writing diary entries and a dialogue</p> <p>Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)</p>	<p>Reading and viewing Reading comprehension Reading for comprehension: Vocabulary development and language use</p> <p>Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Reading of literary text for appreciation and comprehension</p> <p>Language structures and conventions Revision of language structures and conventions Critical language awareness Identify and reinforce the different language structures and conventions. Vocabulary in context</p>	<p>Listening and speaking Reading Prepared reading aloud with purpose: Reading aloud with focus on fluency, pronunciation and tone</p> <p>Formal letter written by self/ peers or others</p> <p>Writing and presenting Longer transactional text: Write a formal letter of request/ application/ complaint/ invitation/ thanks/ congratulations</p> <p>Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)</p>	<p>Reading and viewing Reading Extended independent reading/ viewing: Reading for appreciation Read examples of formal letters</p> <p>Literary text Reading of literary text for appreciation and comprehension</p> <p>Language structures and conventions Revision of language structures and conventions Critical language awareness Correlation of subject and object to verb and adjectives in sentence structures Concord Word order Vocabulary in context</p>	<p>Paper 1: Language in context (80 marks) (2 hrs)</p> <p>Paper 2: Literature (40 marks) (1½ hrs)</p>

TERM 2		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
REQUISITE PRE-KNOWLEDGE		Listening and speaking skills Writing and presenting skills: Knowledge of directions or instructions	Reading and viewing skills Knowledge of language structures and conventions	Speaking and presenting skills Skills in writing of prepared speech	Reading and viewing skills Skills for reading and analysing literary text Knowledge of language structures and conventions	Listening and speaking skills Writing and presenting skills: Knowledge of an advertisement and email	Reading comprehension, e.g., visual texts Skills for reading and analysing literary text Knowledge of language structures and conventions	Knowledge of features of role play Skills in writing of diary entry	Reading comprehension Skills for reading and analysing literary text Knowledge of language structures and conventions	Knowledge and skills for reading aloud Skills in writing of formal letters	Skills for reading and analysing literary text Knowledge of language structures and conventions	Skills for reading and analysing literary text Knowledge of language structures and conventions
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING		Magazines Newspapers	Dictionary Magazines Newspapers	Magazines Newspapers	Dictionary Magazines Newspapers	Audio-visual player Magazines Newspapers	Dictionary Magazines Newspapers	Journal/ diary Magazines Newspapers	Dictionary Magazines Newspapers	Dictionary Magazines Newspapers Audio texts	Dictionary Magazines Newspapers	Previous DBE question papers
ASSESSMENT	INFORMAL ASSESSMENT: REMEDIATION	1. Give instructions or directions 2. Write directions or instructions	1. Reading exercise 2. Revision of language structures and conventions	1. Write a prepared speech 2. Presenting of prepared speech	1. Reading comprehension exercise 2. Literary exercise 3. Revision of language structures and conventions	1. Listening exercise 2. Write an advertisement/ email	1. Reading comprehension e.g., visual texts 2. Literary exercise 3. Revision of language structures and conventions	1. Role-play 2. Writing diary entries	1. Reading comprehension exercise 2. Literary exercise 3. Revision of language structures and conventions	1. Prepared reading aloud exercise 2. Write a formal letter	1. Reading exercise 2. Literary exercise 3. Revision of language structures and conventions	1. Revision of literature 2. Revision of language structures and conventions
	SBA FORMAL ASSESSMENT			TASK 4 (25) Oral Prepared speech (1-2 minutes per learner)		TASK 5 (25) Oral Conversation (10-30 minutes per group or class)						TASK 6 (120/80 marks) MID-YEAR EXAMINATIONS/ Controlled test

2023/24 ANNUAL TEACHING PLANS: ENGLISH SECOND ADDITIONAL LANGUAGE: GRADE 12 (TERM 3)

TERM 3		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9-11
CAPS SKILLS		Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	Listening and speaking Writing and presenting	Reading and viewing Language structures and conventions	TASK 8 (120 marks) TRIAL EXAMINATIONS Paper 1: Language in context (80 marks) (2 hours) Paper 2: Literature (40 marks) (1½ hours)
TOPICS/ CONCEPTS, SKILLS AND VALUES		Listening and speaking Reading Prepared reading aloud with purpose, e.g., a selected text Conversation Writing and presenting Longer transactional texts: All texts Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)	Reading and viewing Reading comprehension Reading for comprehension: Vocabulary development and language use Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Reading of literary text for appreciation and comprehension Language structures and conventions Revision of language structures and conventions Critical language awareness Reinforce the imperative Language structure: Topic sentence and supporting details Verb tenses Concord Vocabulary in context	Listening and speaking Speaking Informal speaking: Conversation related to literary text/s Writing and presenting Revise narrative and descriptive essay Include topics based on visual stimuli Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting	Reading and viewing Reading comprehension Reading for comprehension: Vocabulary development and language use Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Reading of literary text for appreciation and comprehension Language structures and conventions Revision of language structures and conventions Critical language awareness Tone, voice, effect Modal verbs Vocabulary in context	Listening and speaking Listening Listening for appreciation: Listen to radio drama/recorded speech/role-play/reading a play Informal speaking Discussion in groups, e.g., expressing an opinion on the audio text Writing and presenting Shorter transactional texts: All texts Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)	Reading and viewing Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Reading of literary text for appreciation and comprehension Extended independent reading/ viewing Enrichment text, e.g., fantasy/dream Language structures and conventions Revision of language structures and conventions Critical language awareness Nouns: Singular and plural forms Interrogative forms Negatives Remedial grammar from learners' writing Vocabulary related to reading text	Listening and speaking Revision Exam practise: Visual literacy (advertisements, cartoons and comic strips) Writing and presenting Revision of a friendly letter, formal letter and an email Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS) Remedial grammar from learners' writing and performance in mid-year examinations	Revision Exam practise Reading and viewing Intensive reading of shorter written texts for comprehension at sentence and paragraph level Use previous examination papers to revise formal text study and intensive reading strategies in preparation for the external examination Language structures and conventions Revision of language structures and conventions Critical language awareness Use previous examination papers to revise language in preparation for the external examination	
REQUISITE PRE-KNOWLEDGE		Reading skills Writing and presenting skills	Reading and viewing skills Skills for reading and analysing literary text Knowledge of language structures and conventions	Listening and speaking skills Writing and presenting skills	Reading and viewing skills Skills for reading and analysing literary text Knowledge of language structures and conventions	Listening and presenting skills Skills for writing an invitation card	Skills for reading and analysing literary text Reading and viewing skills Knowledge of language structures and conventions	Listening and presenting skills Skills for writing transactional texts	Reading comprehension Knowledge of language structures and conventions	
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING		Audio texts Magazines Newspapers Writing study guides	Dictionary Magazines Newspapers Language study guides	Audio texts Magazines Newspapers Writing study guides	Dictionary Magazines Newspapers Language study guides	Audio texts Magazines Newspapers Writing study guides	Dictionary Magazines Newspapers Language study guides	Audio texts Magazines Newspapers Writing study guides	Dictionary Magazines Newspapers Language study guides	Exam technique booklet <i>Tips for Success</i> Past year papers
ASSESSMENT	INFORMAL ASSESSMENT: REMEDIATION	1. Reading aloud 2. Write a review	1. Reading for comprehension text 2. Literary exercise 3. Revision of language structures and conventions	1. Conversation 2. Write a formal letter	1. Reading for comprehension text 2. Literary exercise 3. Revision of language structures and conventions	1. Listening exercise 2. Informal speaking 3. Write an invitation card	1. Literary exercise 2. Reading exercise 3. Revision of language structures and conventions	1. Conversation 2. Revision of transactional texts	1. Reading exercise 2. Revision of language structures and conventions	Revision: Previous question papers
	SBA FORMAL ASSESSMENT			TASK 7 (25) Oral-: Prepared reading aloud (1-2 minutes per learner)						TASK 8 (200) TRIAL EXAMINATION

2023/24 ANNUAL TEACHING PLANS: ENGLISH SECOND ADDITIONAL LANGUAGE: GRADE 11 (TERM 4)

TERM 4		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5-10
CAPS SKILLS		Reading and viewing Language structures and conventions	Listening and speaking (2 hours) Writing and presenting (2 hours)	Reading and viewing Language structures and conventions	Reading and viewing Language structures and conventions	End-of-year examinations (300 marks) Paper 1: Language in context (80 marks) (2 hours) Paper 2: Literature (40 marks) (1½ hours) Paper 3: Writing (80 marks) (2½ hours) Paper 4: Orals (100 marks)
TOPICS / CONCEPTS, SKILLS AND VALUES		Reading and viewing Revision and consolidation Reading comprehension Intensive reading of shorter written texts for comprehension Use previous examination papers to revise formal text study and intensive reading strategies in preparation for the external examination Language structures and conventions Revision and consolidation Revision of language structures and conventions Critical language awareness Use previous examination papers to revise language in preparation for the external examination	Listening and speaking Revision and consolidation Speaking Informal speaking: Informal class and group discussion used in examination preparation Writing and presenting Revision and consolidation Use previous examination papers to revise writing formats and summary in preparation for the external examination Focus on Process writing: Planning, drafting, revising, editing, proofreading and presenting Text structures and language features (See 3.3 in CAPS)	Reading and viewing Revision and consolidation Reading comprehension Intensive reading of shorter written texts and visual texts for comprehension Use previous examination papers to revise formal text study and intensive reading strategies in preparation for the external examination Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Revision and consolidation Use previous examination papers to revise formal text study and intensive reading strategies in preparation for the external examination Language structures and conventions Revision of language structures and conventions Critical language awareness Use previous examination papers to revise language in preparation for the external examination	Reading and viewing Literary text (ONE genre): Novel/ Drama/ Short story/ Poetry Revision and consolidation Use previous examination papers to revise formal text study and intensive reading strategies in preparation for the external examination Language structures and conventions Revision and consolidation Revision of language structures and conventions Critical language awareness Use previous examination papers to revise language in preparation for the external examination	
REQUISITE PRE-KNOWLEDGE		Reading for comprehension skills Knowledge of language structures and conventions	Listening and speaking skills Knowledge of different writing formats and writing skills	Skills for reading and analysing literary text Knowledge of language structures and conventions	Reading for comprehension skills Intensive reading of shorter written texts for comprehension Use previous examination papers to revise formal text study and intensive reading strategies in preparation for the external examination	
RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING		Previous examination papers	Previous examination papers	Previous examination papers	Previous examination papers	
ASSESSMENT	INFORMAL ASSESSMENT: REMEDIATION	1. Reading for comprehension text 2. Revision of language structures and conventions	1. Revision of a summary 2. Revision of formats of writing	1. Revision of comprehension 2. Revision of literature 3. Revision of language structures and conventions	1. Reading for comprehension text 2. Revision of language structures and conventions	
	SBA FORMAL ASSESSMENT	Final examination	Final examination	Final examination	Final examination	