

## 2023/24 ANNUAL TEACHING PLANS: ENGLISH FIRST 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 & 11
<b>CAPS TOPICS</b>	<b>1. Listening and Speaking    2. Reading and Viewing    3. Writing and Presenting    4. Language structures and conventions</b>									
<b>CONCEPTS, SKILLS AND VALUES</b>	<b>Consolidation of Grade 11 work</b> Peer assessment of <b>baseline test</b> Discussion of baseline test <b>Introduction of learners</b> to class <b>Discuss the features</b> of literary texts, newspaper or magazine articles	1. Group discussion on features of texts Discuss purpose and structure Link to extended reading (Use of honorifics) 3. Write a letter to the press, review, notice to a newspaper <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting 4. Formal structures (no contractions, no slang or colloquial language)	1. Discuss meta-language related to newspapers, literary texts Formal speech: present the report orally 2. Skimming and scanning Intensive reading of literature, literary text: figurative language, structure, character, etc. Questions & answers <u>Study of literature:</u> Poetry, short stories, novel, drama 3. Long transactional text: Letter to the press <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting 4. Euphemism	1. Example role play to demonstrate question skills 2. Comprehension: revise vocabulary related to reading text Intensive reading of literature, literary text: figurative language, structure, character, etc. Questions & answers <u>Study of literature:</u> Poetry, short stories, novel, drama 3. Long transactional text: <b>SBA TASK 2</b> <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting 4. Write a list of questions to elicit information: Question forms: open and closed questions	1. Prepare learners for listening comprehension (Refer to SBA exemplar tasks) 2. Comprehension; revise vocabulary related to reading text Intensive reading of literature, literary text: figurative language, structure, character, etc. Questions & answers <u>Study of literature:</u> Poetry, short stories, novel, drama 3. Transactional text: Information report Autobiographical narrative: viewpoint, narrator and attitude <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting 4. Revision: Direct and indirect speech	1. Listening comprehension: <b>SBA TASK 1</b> 2. Reading, viewing a cartoon; answer questions set on cartoon Intensive reading of literature, literary text: figurative language, structure, character, etc. Questions & answers <u>Study of literature:</u> Poetry, short stories, novel, drama 3. Essay: Narrative essay <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting 4. Provide summary of notes on verb tenses and give an activity	1. Discuss themes and messages related to visual texts 2. Intensive reading of literature, literary text: figurative language, structure, character, etc. Questions & answers <u>Study of literature:</u> Poetry, short stories, novel, drama 3. Write an essay: Narrative, reflective, descriptive, argumentative discursive <b>SBA TASK 3</b> <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting 4. Provide notes on concord and give an activity Paragraph structure in discursive writing Logical connectors that signal course (e.g., because, so, therefor)	1. Formal group work discussion of issues related to the set work 2. Visual enrichment: literary text Vocabulary related to reading text Intensive reading of literature, literary text: figurative language, structure, character, etc. Questions & answers <u>Study of literature:</u> Poetry, short stories, novel, drama 3. Remedial exercises on essays 4. Prepositions and logical connectors Meta language of literature analyses appropriate to the text being studied.	1. Introducing a speaker 2. Intensive reading of multimodal texts for research Literary text 6: Intensive reading appropriate to the text. 3. Writing an email (address, subject or writing a webpage message) Pay attention to visual features (revision) 4. Vocabulary related to reading text Dictionary practise Jargon words, meta language revision	2. Reading aloud of a literary text 3. Short transactional text: Write an-SMS/Facebook/ Messenger <u>Focus on process writing:</u> Planning, drafting, revising, editing, proof reading and presenting 4. <u>Revision:</u> Question 5 of Paper 1 <b>SBA TASK 4</b> <u>Controlled Test 1:</u> Comprehension and Summary <b>OR</b> Comprehension and Language structures and conventions
<b>REQUISITE PRE-KNOWLEDGE</b>		Knowledge of media: advertising, magazines, newspapers	Interview skills Literature: figures of speech and characterisation	Knowledge of listening skills Report writing	Study of cartoons; vocabulary	Language: concord – agreement of subject and verb	Requirements for a poster	Knowledge of process writing; themes in the literature genre	Reading aloud skills; emails	Reading aloud skills; emails
<b>RESOURCES (OTHER THAN TEXT BOOK) TO ENHANCE LEARNING</b>	2020 final exam papers	Newspapers, magazines, short stories <a href="https://qrgo.page.link/KU9d">https://qrgo.page.link/KU9d</a>	Newspaper clips of letters to the press; newspaper obituary to teach euphemisms Study guide for writing essays and transactional texts	Comprehension from previous exam papers Study guide for writing essays and transactional texts	Listening comprehension exemplar; sample informational report Study guide for writing essays and transactional texts	See SBA exemplar tasks] Poetry Study guide for writing essays and transactional texts	Video clip of an autobiographical interview	Visual literacy (Cartoon study and advertising) <a href="https://qrgo.page.link/wVDy">https://qrgo.page.link/wVDy</a>	Advertisements and cartoons from past year paper MCMA Video 1 Act 1 <a href="https://qrgo.page.link/1aGT">https://qrgo.page.link/1aGT</a>	Advertisements and cartoons from past year paper MCMA Video 1 Act 1 <a href="https://qrgo.page.link/1aGT">https://qrgo.page.link/1aGT</a>

TERM 1	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10 & 11
<b>INFORMAL ASSESSMENT (REMEDIATION)</b>	Baseline test	Practice summary writing; write two summaries	Write two final summaries from previous exam papers	Practice reading comprehension	Practice listening comprehension	Cartoon study Narrative essay	Literature character analysis	Poster, mind map, past papers	Visual literacy; use past exam papers	Visual literacy; use past exam papers
<b>SBA (FORMAL ASSESSMENT)</b>				<b>SBA TASK 3 WRITING</b> Long transactional text (30)		<b>SBA TASK 1 ORAL</b> Listening comprehension (10)	<b>SBA TASK 2 WRITING</b> Essay (50) Narrative, descriptive, discursive, argumentative, reflective			<b>SBA TASK 4 CONTROLLED TEST 1 (40)</b> Comprehension and summary <b>OR</b> Comprehension and language structures and conventions

2023/24 ANNUAL TEACHING PLANS: ENGLISH FIRST 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 & 11
<b>CAPS TOPICS</b>	1. Listening and Speaking    2. Reading and Viewing    3. Writing and Presenting    4. Language structures and conventions									
<b>CONCEPTS, SKILLS AND VALUES</b>	1. Listen to a job interview or text about a job interview; take notes  Discuss the relative merits of interviewees and share ideas with class or group  <b>SBA TASK 5 and 6</b>  2. Reading of a multimodal text.  Discuss visual and literal elements that contribute to meaning  Intensive reading of advertisement  Meta-language related to advertisement  Intensive reading of literature literary text: figurative language, structure, character, etc.  Questions & answers  <u>Study of literature:</u>  Poetry, short stories, novel, drama  3. Long transactional text: Write a dialogue  <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting  4. Critical Language Awareness (CAPS p. 46-48)	1. Listen to a job interview or text about a job interview; take notes  Discuss the relative merits of interviewees and share ideas with class or group  <b>SBA TASK 5 and 6</b>  2. Intensive reading of literature literary text: figurative language, structure, character, etc.  Questions & answers  <u>Study of literature:</u>  Poetry, short stories, novel, drama  3. Revision: letter formats and stock phrases of opening and closing; format of letter writing  <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting  4. Active and passive voice  Remedial grammar from learners' writing  Vocabulary related to the reading text	1. Job interview role play <b>SBA TASK 5 and 6</b>  2. Intensive reading, of information text on interviews from magazine, internet, etc.  Intensive reading of literature literary text: figurative language, structure, character, etc.  Questions & answers  <u>Study of literature:</u>  Poetry, short stories, novel, drama  3. Long transactional text: Write a covering letter and a CV in response to an advertisement, e.g., for a job or bursary or university application  <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting  4. Revision: modal verbs; implications of different modal verbs in use	1. Job interview role play  2. Intensive reading of advertisement  Meta-language related to advertisement  <u>Study of literature, literary text:</u>  Poetry, short stories, novel, drama  Consolidation of plot, setting, themes and characters  Introduce SBA TASK 7  3. Long transactional text: Write a persuasive letter or paragraph recommending the film you have watched or write a film review  Focus on process writing: Planning, drafting, revising, editing, proofreading and presenting  4. Revision: Emotive writing; adjectives and adverbs  Remedial grammar from learners' writing	1. Job interview role play SBA TASK 5 and 6  2. Intensive reading: Practice reading Comprehension  Intensive reading of literature literary text: figurative language, structure, character, etc.  Questions & answers  <u>Study of literature:</u>  Poetry, short stories, novel, drama  3. Practice summary writing  <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting  4. Study language structures and conventions relevant to advertisements and cartoons	1. Job interview role play SBA TASK 5 and 6  2. Intensive reading of literature literary text: figurative language, structure, character, etc.  Use previous exam papers to revise formal text study  <u>Study of literature:</u>  Poetry, short stories, novel, drama  3. Short transactional text: Write directions, instructions and an email  <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting  4. Use previous exam papers to revise language; Question 5 in P1	1. Formal researched speech on an aspect of visual media (e.g., film genres, history, production methods, etc.)  Roleplay formal speeches: introducing a speaker and offering a vote of thanks  <b>SBA TASK 5 and 6</b>  2. Intensive reading: A dialogue, drama which contains language varieties (e.g., slang, dialect, words from other languages, e.g., <i>Eish, I fell into the donga!</i> , etc.)  Intensive reading of literature literary text: figurative language, structure, character, etc.  Questions and answers  <u>Study of literature:</u>  Poetry, short stories, novel, drama  3. Write an argument: list of points for and against a proposal/ motion.  <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting  4. Revise logical connectors and conjunctions Generalisation and stereotyping	Formal researched speech on an aspect of visual media (e.g., film genres, history, production methods, etc.)  Roleplay formal speeches: introducing a speaker and offering a vote of thanks  <b>SBA TASK 5 and 6</b>  2. Intensive reading: A dialogue, drama: pay attention to dialogue and stage conventions. If the chosen set work is a drama, focus on stage directions, asides, costume, make up, etc. appropriate to the set work.  <u>Study of literature:</u>  Poetry, short stories, novel, drama  3. Write an argumentative essay  Focus on process writing: Planning, drafting, revising, editing, proofreading and presenting  4. Remedial grammar from learners' writing  Vocabulary related to the reading text	Examination	<b>REVISION</b> Examination
<b>REQUISITE PRE-KNOWLEDGE</b>	Knowledge of advertisements and cartoons  Knowledge of the format and text characteristics of a dialogue	Format of letter writing	Requirements of responding to CV and covering letter	Knowledge of advertisements  Knowledge of the format and text characteristics of a review	Knowledge of advertisements and cartoons	Knowledge of the format and text characteristics of directions, instructions and emails	Knowledge of the structure of the argumentative paragraph		Knowledge of the format and text characteristics of directions, instructions and emails	Consolidation, revision of Term 2 work

TERM 2	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10 & 11
<b>RESOURCES (OTHER THAN TEXT BOOK) TO ENHANCE LEARNING</b>	Advertisements and cartoons Short stories Study guide for writing essays and transactional texts <a href="https://qrqo.page.link/KU9d">https://qrqo.page.link/KU9d</a>	Previous exam papers	Exemplar covering letter and CV Study guide for writing essays and transactional texts	Previous exam papers Study guide for writing essays and transactional texts MCMA Video 2 Act 2 <a href="https://qrqo.page.link/14H">https://qrqo.page.link/14H</a> ↓	Previous exam papers	Previous exam papers (Language structures and conventions; editing, tenses) Study guide for writing essays and transactional texts <a href="https://qrqo.page.link/3YPC">https://qrqo.page.link/3YPC</a>	Example of an argumentative paragraph Study guide for writing essays and transactional texts	Exam technique booklet Tips for Success Past year papers	Previous exam papers Study guide for writing essays and transactional texts	Previous exam papers
<b>INFORMAL ASSESSMENT (REMEDIATION)</b>	Dialogue and activity on advertisements and cartoons; use past year papers	Literature exam questions on the text Activities on grammar: active and passive voice	CV and covering letter Language activity: questions on informational texts.	Persuasive letter Remedial grammar exercise	Exam Practice: cartoon and advert Practice reading comprehension	Complete previous question papers.	An argumentative paragraph	Questions on literature text Grammar activity Process writing	Directions Literature exam questions on the text	Literature exam questions on the text
<b>SBA (FORMAL ASSESSMENT)</b>	Start with <b>SBA TASK 5</b> and <b>SBA TASK 6</b> <b>SBA TASK 5</b> <b>ORAL</b> Prepared speech (20) <b>SBA TASK 6</b> <b>ORAL</b> <u>ONE of the following:</u> Prepared reading aloud, unprepared speech, informal speaking in group (20)	<b>SBA TASK 5</b> and <b>SBA TASK 6</b> continue	<b>SBA TASK 5</b> and <b>SBA TASK 6</b> continue	<b>SBA TASK 7 LITERATURE</b> Assignment (35)	<b>SBA TASK 5</b> and <b>SBA TASK 6</b> continue	<b>SBA TASK 5</b> and <b>SBA TASK 6</b> continue	<b>SBA TASK 5</b> and <b>SBA TASK 6</b> continue	<b>SBA TASK 5</b> and <b>SBA TASK 6</b> finalised		

## 2023/24 ANNUAL TEACHING PLANS: ENGLISH FIRST 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	WEEK 10 & 11	
<b>CAPS TOPICS</b>		<b>1. Listening and Speaking</b>		<b>2. Reading and Viewing</b>		<b>3. Writing and Presenting</b>		<b>4. Language structures and conventions</b>		<b>REVISION</b>	<b>TRIAL EXAMINATION</b>
<b>CONCEPTS, SKILLS AND VALUES</b>	<p>2. Read for summary. Discursive text which balances argument and/or discussion for and against</p> <p>Intensive reading of literature literary text: figurative language, structure, character, etc.</p> <p>Questions &amp; answers</p> <p><u>Study of literature:</u> Poetry, short stories, novel, drama</p> <p>3. Short transactional text: Write diary entries, flyers, posters, advertisements, directions and instructions</p> <p><u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting</p> <p>4. Revise language aspects; Question 5 in P1</p>	<p>2. Intensive reading for critical language awareness, e.g., political speech, biased reporting</p> <p>Intensive reading of literature literary text: figurative language, structure, character, etc.</p> <p>Questions &amp; answers</p> <p><u>Study of literature:</u> Poetry, short stories, novel, drama</p> <p>3. Write an argument: for and against a proposal/motion</p> <p>Create a table of the argument in the reading text</p> <p>Write a formal letter justifying/ excusing/ apologising for behaviour</p> <p><u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting</p> <p>4. Use of pronouns and names, e.g., demonstrators, agitators, activists, to "position" a character</p>	<p>2. Practice reading comprehension from previous exam paper</p> <p>Intensive reading of literature literary text: figurative language, structure, character, etc.</p> <p>Questions &amp; answers</p> <p><u>Study of literature:</u> Poetry, short stories, novel, drama</p> <p>3. Write an essay. <u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting</p> <p>4. Formal style elements: longer sentences, no contractions, etc.</p> <p>Remedial grammar from earners' writing</p> <p>Vocabulary in context</p>	<p>2. Intensive reading for critical language awareness of letters to the press, e.g. purpose and audience, facts and opinion, etc. Use literature text</p> <p>Intensive reading of literature literary text: figurative language, structure, character, etc.</p> <p>Questions &amp; answers</p> <p><u>Study of literature:</u> Poetry, short stories, novel, drama</p> <p>3. Long transactional text: Write a letter to the press in response to reading text. Be aware of own position and attitude</p> <p>4. Critical language awareness: Denotation and connotation Assumptions Implied meaning</p>	<p>2. Discussion of issues related to set work study</p> <p>Intensive reading of literature literary text: figurative language, structure, character, etc.</p> <p>Questions &amp; answers</p> <p><u>Study of literature:</u> Poetry, short stories, novel, drama</p> <p>3. Write an essay: Any one of the 5 types. Focus on text structures and language features</p> <p><u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting</p> <p>4. Formal style elements: longer sentences, no contractions, etc.</p> <p>Remedial grammar from learners' writing</p> <p>Vocabulary related to the reading text</p>	<p>2. Intensive reading of literature literary text: figurative language, structure, character, etc.</p> <p>Questions &amp; answers</p> <p><u>Study of literature:</u> Poetry, short stories, novel, drama</p> <p>3. Short transactional text: Design a poster or CD cover. Focus on text structures and language features</p> <p><u>Focus on process writing:</u> Planning, drafting, revising, editing, proofreading and presenting</p> <p>4. Style elements related to written work</p> <p>Vocabulary related to the reading text</p>	<p>2. Use previous exam papers to REVISE literature (P2)</p> <p>3. PRACTISE writing skills (P3): interpretation of topics, catching introductions to essays, developing topic and good endings to essays; text structures; formats of transactional texts</p> <p>4. Use previous exam papers to REVISE language structures and conventions (P1)</p>	<p><b>TRIAL EXAMINATION: (250 marks)</b></p> <p>Paper 1: Language in context (80) – 2 hours</p> <p>Paper 2: Literature (70) – 2,5 hours</p> <p>Paper 3: Writing (100) – 2,5 hours *</p> <p>* Paper 3 can be written earlier in August</p> <p><b>TRIAL EXAMINATION</b></p>			
<b>REQUISITE PRE-KNOWLEDGE</b>	Knowledge of the format and text characteristics of short transactional texts	Format of a formal letter	Knowledge of style elements in writing	Knowledge of aspects of CLA	<b>Revision</b>	Knowledge of the format and text characteristics of short transactional texts		<b>TRIAL EXAMINATION</b>			
<b>RESOURCES (OTHER THAN TEXT BOOK) TO ENHANCE LEARNING</b>	Library books; reading material, previous exam papers	Political speech transcript	Previous exam papers	Examples of letters to the press	<b>Revision</b>		Exam technique booklet Tips for success Previous exam papers				

TERM 3	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10 & 11
<b>INFORMAL ASSESSMENT (REMIATION)</b>	Questions on literature text Language activity	Write a formal letter of apology	Practice reading comprehension Written directions Grammar exercise	Comprehension question on letters to the press Grammar exercise	Revision questions and answers on literature texts	Revision questions and answers on literature texts	Revise questions from previous P1 and P2			
<b>SBA (FORMAL ASSESSMENT)</b>								<b>SBA TASK 8 TRIAL EXAMINATION (250)</b>		

**2023/24 ANNUAL TEACHING PLANS: ENGLISH FIRST ADDITIONAL LANGUAGE: GRADE 12 (TERM 4)**

TERM 4	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10						
<b>CAPS TOPICS</b>	<b>1. Listening and speaking</b> <b>3. Writing and presenting</b>				<b>2. Reading and viewing</b> <b>4. Language structures and conventions</b>						<b>FINAL NSC EXAMINATION: (250 marks)</b>					
<b>CONCEPTS, SKILLS AND VALUES</b>	2. Use previous exam papers to revise formal text study and intensive reading strategies in preparation for the external examination (P1)  <u>Literature study:</u> Revision of all relevant literature aspects, e.g., figures of speech, characters, plot, themes, etc. (P2)  3. Use previous exam papers to revise/practise writing skills: interpretation of topics, catching introductions to essays, developing topic and good endings to essays; text structures; formats of transactional texts (P3)  4. Use previous exam papers to revise language aspects (P1)	2. Use previous exam papers to revise formal text study and intensive reading strategies in preparation for the external examination (P1)  <u>Literature study:</u> Revision of all relevant literature aspects, e.g., figures of speech, characters, plot, themes, etc. (P2)  3. Use previous exam papers to revise/practise writing skills: interpretation of topics, catching introductions to essays, developing topic and good endings to essays; text structures; formats of transactional texts (P3)  4. Use previous exam papers to revise language aspects (P1)	2. Use previous exam papers to revise formal text study and intensive reading strategies in preparation for the external examination (P1)  <u>Literature study:</u> Revision of all relevant literature aspects, e.g., figures of speech, characters, plot, themes, etc. (P2)  3. Use previous exam papers to revise/practise writing skills: interpretation of topics, catching introductions to essays, developing topic and good endings to essays; text structures; formats of transactional texts (P3)  4. Use previous exam papers to revise language aspects (P1)	2. Use previous exam papers to revise formal text study and intensive reading strategies in preparation for the external examination (P1)  <u>Literature study:</u> Revision of all relevant literature aspects, e.g., figures of speech, characters, plot, themes, etc. (P2)  3. Use previous exam papers to revise/practise writing skills: interpretation of topics, catching introductions to essays, developing topic and good endings to essays; text structures; formats of transactional texts (P3)  4. Use previous exam papers to revise language aspects (P1)												
<b>RESOURCES (OTHER THAN TEXT BOOK) TO ENHANCE LEARNING</b>	Previous exam papers	Previous exam papers	Previous exam papers	Previous exam papers												
<b>INFORMAL ASSESSMENT (REMEDIATION)</b>	Work through previous exam papers	Work through previous exam papers	Work through previous exam papers	Work through previous exam papers												