

**ENGLISH  
FIRST  
ADDITIONAL  
LANGUAGE  
GRADE 12  
CAPS  
TRACKER  
2019 TERM 1**

# CONTENTS

## WELCOME ALL GRADE 12 EFAL TEACHERS!

*Introducing you to your CAPS compliant weekly tracker.*

*Developed as an option to help you effectively cover the EFAL curriculum to ensure CAPS compliance.*

*The tracker does this by integrating the use of the textbook, the literature setworks, and the NECT lesson plans.*

### USE YOUR TRACKER WITH THE FOLLOWING:

1. English First Additional Language Learner's Book
2. English First Additional Language Teacher's Guide
3. Prescribed literature set works, (poetry, short stories, novel, play)
4. The NECT Lesson Plans
5. The Curriculum and Assessment Policy Statement, (CAPS)

### A. USING THE TRACKER

1. Customising your tracker ————— page 3
2. How does it work? ————— page 5
3. Quick guide to the tracker ————— page 6
4. What about CAPS? ————— page 7
5. Formal assessment tasks ————— page 8
6. Guidelines to teaching ————— page 9
7. Reflection ————— page 10
8. Resources ————— page 10
9. Extension and remediation support ————— page 11

### PRESCRIBED LITERATURE SETWORK OPTIONS:

1. My Children! My Africa! by Athol Fugard (Maskew Miller Longman)
2. Cry, the Beloved Country by Alan Paton (Maskew Miller Longman)
3. Voice of the Land by B. Walter (Ilima Publishers)
4. Changes: An anthology of short stories by B. Walter (Marang Publishers)
5. Strange Case of Dr Jekyll and Mr Hyde by R. L. Stevenson (Macmillan)
6. Shakespeare 2000 Macbeth by W. G. Saunders (Marumo Publishing)

### B. TRACKERS

1. Focus on English First Additional Language  
(Maskew Miller Longman) ————— page 12
2. Headstart English First Additional Language  
(Oxford University Press) ————— page 24
3. Interactive English First Additional Language  
(St Mary's Interactive Learning Experience) ————— page 36
4. Platinum English First Additional Language  
(Maskew Miller Longman) ————— page 48
5. Solutions for All English First Additional Language (Macmillan) — page 60
6. Spot On English First Additional Language (Pearson) ————— page 72
7. Study and Master English First Additional Language  
(Cambridge University Press) ————— page 84
8. Successful English First Additional Language  
(Oxford University Press) ————— page 96

**1. Customising your tracker.**

The NECT learning programme is designed for four and a half hours of English First Additional Language per week. More information regarding the CAPS requirements for EFAL is detailed under point 2.6 page 17.

The lesson durations are one hour or thirty minutes. If this does not match or comply with the timetable at your school, customise accordingly.

Each cycle of learning covers a two week period. You will notice that the same routine is repeated in every two week cycle.

- The literature genres are planned to be done in their entirety and consecutively.
- This is the recommended way to cover the two genres for the year.
- However, it is also an option to teach the genres simultaneously.
- In other words, by switching between the two genres in alternating cycles.

The tables to the right illustrate both scheduling options for teaching the literature lesson plans.

**See the diagram and "Quick guide to the tracker" that follows.**

**Table 1:**  
*Teaching Genre 1 and Genre 2 consecutively*

TERM	CYCLE	GENRE
1	1	1
1	2	1
1	3	1
1	4	1
1	5	1
2	1	1
2	2	1
2	3	2
2	4	2
2	5	EXAMS
3	1	2
3	2	2
3	3	2
3	4	2
3	5	2
4	1	REVISION
4	2	REVISION
4	3	REVISION
4	4	EXAMS
4	5	EXAMS

**Table 2:**  
*Teaching Genre 1 and Genre 2 simultaneously*

TERM	CYCLE	GENRE
1	1	1
1	2	2
1	3	1
1	4	2
1	5	1
2	1	2
2	2	1
2	3	2
2	4	1
2	5	EXAMS
3	1	2
3	2	1
3	3	2
3	4	1
3	5	2
4	1	REVISION
4	2	REVISION
4	3	REVISION
4	4	EXAMS
4	5	EXAMS



**TRACKER DIAGRAM SHOWING WEEK 2 OF A CYCLE**

Remember to choose two genres from the options list. It is recommended to teach genre 1 first and genre 2 second. It is also an option to teach both simultaneously by alternating them in each cycle.

**IMPORTANT :**

1. Note that in week one of the cycle receptive language skills are taught and in week two expressive language skills are the focus.

2. The same routine is followed across every cycle. Genre one is scheduled consecutively followed by genre two. However if you choose to teach both genres simultaneously, adjust the lesson plan schedule accordingly.

3. Week 2 of the cycle makes special provision for catching up on reading and viewing in either the text book or the NECT lesson plan.

GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69										
Platinum Week 2										
HELPFUL TIP: <i>Remind learners to do their literature reading early in the week.</i>										Class
No	Source		CAPS content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Date completed
1	TB	W&P	Summarise a text: Use the skim and scan method. (Possible assessment).	60 mins	15,16,17	4,5	39,40			
2	LP	W&P	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP			
3	LP/TB	R&V	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	W&P	Lesson Plan Genre1 Cycle 1	60 mins	LP	LP	LP			
5	TB	LSC	Use formal English. Vocabulary challenge. Build vocabulary.	30 mins	22	10	43			
Reflection										
<i>Let's aim to build a growth mindset and resilience in our learners.</i>										
Your observations:						Your aims:				
HOD/Subject head:						Date:				

### 3. Quick guide to the tracker

**1.** Select two literature networks from two different genres. These genres may be taught consecutively (recommended), or simultaneously by alternating the genres with each cycle. Find the NECT lesson plans for these networks.  
**Note:** Unless you opt to teach them simultaneously, Genre 1 ends in week 14 and Genre 2 begins in week 15.

**2.** Find the tracker table for the text book used at your school. Each lesson shows you what the content for the lesson is. It is helpful to record your aims for the week in the block provided.

**3.** Keep a record of the date you were able to complete each lesson for each class that you teach. There is a column on the right-hand side of the table for this purpose.

**4.** At the end of the week, reflect on your teaching and check if you are up to date. Make notes about your observations and resulting aims in the spaces provided. Remember to ask your learners for their opinions about what they need help with.

**5.** Prepare and share any questions or requests for support with your HoD or subject head.



How do I know that all the literature and language requirements for CAPS will be covered if I follow the tracker?

*We have already linked the relevant CAPS content and skills to specific material in the textbook, the teacher's guide and the NECT lesson plans in order to make your job as teachers easier and more effective.*



**Note:** These are CAPS based trackers and planners which support the learning programme and training provided by the National Education Collaboration Trust (NECT) on behalf of the Department of Basic Education (DBE).

**4. What about CAPS?****The CAPS specifies nine hours in a two week cycle for FET EFAL.**

CAPS suggests that this time be utilised as follows:

- Listening and speaking: One hour
- Reading and viewing: Four hours
- Writing and presenting: Three hours
- Language structures and conventions: One hour

The tracker uses the following CAPS compliant routine:

<b>FIRST WEEK IN A CYCLE</b>			
Lesson 1	Text book	Listening and speaking	One hour
Lesson 2	Text book	Reading and viewing	One hour
Lesson 3	Lesson plan	Reading and viewing	One hour
Lesson 4	Lesson plan	Reading and viewing	One hour
Lesson 5	Text book	Language structure and conventions	Half hour
<b>SECOND WEEK IN A CYCLE</b>			
Lesson 1	Text book	Writing and presenting	One hour
Lesson 2	Lesson plan	Writing and presenting	One hour
Lesson 3	Lesson plan OR Text book	Reading and viewing catch up	One hour
Lesson 4	Lesson plan	Writing and presenting	One hour
Lesson 5	Text book	Language structure and conventions	Half hour

**Note:** Please note that lesson three in week two of a cycle provides an opportunity for the completion of either Text book or Lesson plan activities.

**5. Formal assessment tasks: Term 1**

Most text books include relevant FATs. Space is provided below for you to document any text book FATs that you wish to include.

**FORMAL ASSESSMENT TASKS (FATs) FOR GRADE 10, TERM 1**

- CAPS specifies the following programme of assessment for Grade 10, Term 1.
- Most text books include the relevant FATs, as detailed below.
- The writing tasks in the NECT W&P lesson plans are all structured as FATs and include rubrics, so the teacher can include any one of the essays and longer transactional texts for Task 2 and Task 3.

TASK	DESCRIPTION	MARKS	DETAILS
Task 1 Oral	Listening for comprehension	10	LB page: TG page:
	Prepared speech	20	LB page: TG page:
	Prepared reading aloud / unprepared speech / informal speaking in group	20	LB page: TG page:
Task 2 Writing	Narrative / descriptive / discursive essay	50	NECT W&P Lesson Plan Genre: Task:
Task 3 Writing	Longer transactional writing: friendly or formal letter / formal and informal letter to the press / curriculum vitae and covering letter / obituary / agenda and minutes of meeting / formal or informal report / review / newspaper or magazine article / dialogue / interview	30	NECT W&P Lesson Plan Genre: Task:
Task 4 Test 1	Language in context	40	LB page: TG page:

**FORMAL ASSESSMENT TASKS (FATs) FOR GRADE 11/12, TERM 1**

- CAPS specifies the following programme of assessment for Grade 11 / 12, Term 1.
- Most text books include the relevant FATs, as detailed below.
- The writing tasks in the NECT W&P lesson plans are all structured as FATs and include rubrics, so the teacher can include any one of the essays and longer transactional texts for Task 2 and Task 3.

TASK	DESCRIPTION	MARKS	DETAILS
Task 1 Oral	Listening for comprehension	10	LB page: TG page:
	Prepared speech	20	LB page: TG page:
	Prepared reading aloud / unprepared speech / informal speaking in group	20	LB page: TG page:
Task 2 Writing	Narrative / descriptive / discursive / argumentative / reflective essay	50	NECT W&P Lesson Plan Genre: Task:
Task 3 Writing	Longer transactional writing: friendly or formal letter / formal and informal letter to the press / curriculum vitae and covering letter / obituary / agenda and minutes of meeting / formal or informal report / review / newspaper or magazine article / dialogue / interview	30	NECT W&P Lesson Plan Genre: Task:
Task 4 Test 1	Language in context	40	LB page: TG page:



## 6. Guidelines for teaching

### Teaching listening and speaking

These tasks rely on an understanding of purpose and process. The students should engage in diverse speaking situations. Learners should be able to:

- speak well in both formal and informal situations
- plan, research, organise, practice and present a formal speech
- reading is also important for a learner to master
- learners need to hear a clear, coherent voice from the teacher and other sources in order to fully grasp how both processes should work

More details are provided in the CAPS document on page 19 and 20.

### Teaching reading and viewing

In order to become successful readers learners should:

- read and view a range of texts
- engage in a process of pre, during and post reading activities

More details on this process can be found on page 28 of the CAPS document.

### Teaching writing and presenting

The NECT writing and presenting lesson plans explore and teach the format, structure and style of each writing genre. Writing topics are linked to the literature networks in order to ensure that an integrated approach to language development is used.

More details are provided in the CAPS document on page 12.

### Language structure and conventions

Language structures and conventions are an important part of teaching English. They are needed to successfully practice all the other skills. Vocabulary development is also vital to learning a new additional language. Teaching these skills in context is the most effective way to impart understanding.

### Teaching literature

Literature is an important and rewarding part of learning English. The NECT learning programme has addressed the methodology of teaching literature in a systematic way that embraces routine, repetition and creativity. The NECT Lesson plans also use pre, during and post reading activities and integrate language structure and conventions and vocabulary development. More importantly, the literature lessons are structured to give learners a deeper understanding of the text. They also foster critical thinking skills; the ability to think critically about the text.

For further information refer to the NECT lesson plans for your chosen genres.

### Extended reading programme (ERP)

The ERP gives learners the chance to practice what they have learnt during the CAPS based learning they have done. Learners should:

- know how to access and use libraries
- read a wide range of texts
- provide evidence that they have read those texts

More details can be found in the CAPS document on page 32 and 33.

## 7. Reflection

The tracker can be used to record guiding questions when evaluating your lessons and the learner's performance. Useful questions could be phrased as follows:

- Was my lesson preparation the best that it could be? Did I understand the content fully, so that I could teach effectively? Did I have all the resources I needed?
- Am I encouraging a growth mindset and resilience in my students?
- Were the main purposes of the lesson achieved? How many learners showed that they understood the content and skills that were the focus of the lesson?
- Did I allocate enough time to the various activities?
- What additional support do underperforming learners need and what can I do to extend the knowledge and skills of the most advanced learners?
- Next time I teach the same content, what should I do in the same way, and what should I do differently?

The tracker helps track your coverage of the curriculum for the week. It is helpful to reflect on issues with the curriculum schedule. Reflections can also help you with planning future lessons. This written record can be used in meetings to discuss teaching improvements which help you meet the CAPS requirements.

## 8. Resources

Resources support both the learning and teaching experience. It is recommended that the following resources are available for teaching your learners:

- preparation work from teacher and student
- the NECT lesson plans (LP), the textbook (LB), the teacher guide (TG), exercise books for learners and for the lesson plans, literature texts, a dictionary and a thesaurus
- books, newspapers and magazines for learners to read
- a clean and stimulating classroom with varied and visual material on the walls

**Note:** Old textbooks published before the CAPS, can be used for practice. You will need additional resources for the lesson plans and for learner book exercises. It is important that you plan ahead of time and that the learners have been asked to bring the items to school for the relevant lesson. If your school or learners have computers/smart phones or tablets and access to the internet, encourage learners to use this resource for research.

The DBE has published some excellent materials to support you in working with learners with learning barriers. Two such publications are:

- Directorate Inclusive Education, Department of Basic Education (2011) Guidelines for responding to learner diversity in the classroom through curriculum and assessment policy statements. Pretoria. [www.education.gov.za](http://www.education.gov.za), [www.thutong.doe.gov.za/InclusiveEducation](http://www.thutong.doe.gov.za/InclusiveEducation)
- Directorate Inclusive Education, Department of Basic Education (2010) Guidelines for inclusive teaching and learning. Education White Paper 6. Special needs education: Building an inclusive education and training system. Pretoria. [www.education.gov.za](http://www.education.gov.za), [www.thutong.doe.gov.za/InclusiveEducation](http://www.thutong.doe.gov.za/InclusiveEducation)

## 10. Extension and remediation support

The publishers of Grade 12 EFAL LB's have approached extension and remediation work and support in different ways as described below:

### **Focus on English First Additional Language (Maskew Miller Longman)**

Each two-week chapter in the LB ends with revision tasks. At the back of the LB there are reference sections on language and literature and a glossary of language and literary terms. The TG includes suggestions for support and extension activities and there is a separate control test book with four practice tests for Paper 1.

### **Headstart English First Additional Language (Oxford University Press)**

Some chapters in the LB end with support and extension activities. The LB ends with an exam glossary, three sections titled Research Guidelines, Language and literature guidelines and examples of transactional writing. The TG concludes with sample examination papers.

### **Interactive English First Additional Language (S.M.I.L.E.)**

The LB and TG conclude with sample examination papers.

### **Platinum English First Additional Language (Maskew Miller Longman)**

Each chapter in the LB ends with revision activities. At the back of the LB there are glossaries of grammatical and literary terms, information about examination terms and sample examination papers. There is a separate control test book containing four practice tests for Paper 1 (Language in context).

### **Solutions for All English First Additional Language (Macmillan)**

Each chapter in the LB ends with extra practice activities and a summary of the chapter's content. There are sample exam questions in the final chapter of the LB.

### **Spot On English First Additional Language (Pearson)**

Each chapter has extension and revision activities. At the back of the LB there are sample examination papers and literature and language study notes.

### **Study and Master English First Additional Language (Cambridge University Press)**

There are sample examination questions in the final chapter of the LB. These are followed by a list of irregular verb forms and a short glossary of words used in the LB. In the final section of the TG there are some photographs and poems for use in speaking, writing and literature lessons.

### **Successful English First Additional Language (Oxford University Press)**

There are sample examination questions in the final chapter of the LB. These are followed by revision sections for R&V, W&P and LSC.

# FOCUS ON ENGLISH FAL GRADE 12 2019 TERM 1

# CAPS TRACKER

## IMPORTANT NOTE:

Please choose 2 options for the **year** from the genres listed below. These choices cover the literature set works used in the lesson plans.

- Option 1 Drama
- Option 2 Novel
- Option 3 Short stories
- Option 4 Poetry

GENRE 1 runs from: Term 1, week 1 - Term 2, week 14  
GENRE 2 runs from: Term 2, week 15 - Term 3, week 30

There is an option to run the two genres consecutively (recommended), or simultaneously in alternating cycles.

## Note 1:

L&S = Listening and Speaking  
R&V = Reading and viewing  
W&P = Writing and Presenting  
LSC = Language Structure and Conventions  
ERP = Extended Reading Programme

## Note 2:

Lesson plan lessons occur on the same days in every two week cycle.

## Note 3:

There is a reminder at the beginning of each week to instruct students to prepare for the lesson plans before each class.

## Note 4:

Remember to assign the relevant homework every day.

GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69										
FOCUS ON ENGLISH WEEK 1										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b> Group discussion: discuss the features, purpose and structure of a newspaper article. Identify headline techniques.	60 mins	4,5,6	2,3,4	2,3		ERP introduced.		
2	TB	<b>R&amp;V</b> Intensive reading. Summary revision using text from reporting media. Skim and scan.	60 mins	7	5	4				
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Use formal language and structures. Build vocabulary.	30 mins	11	8	5				
REFLECTION										
<i>Encourage planning and goal setting for a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69</b>														
<b>FOCUS ON ENGLISH WEEK 2</b>														
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b>	Summarise the text in point form. Summarise a letter. Focus on process writing, text structure and language features.	60 mins	9	6,7	5							
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP							
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins										
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Use contractions, abbreviations and apostrophes. Build vocabulary.	30 mins	12	9	6							
<b>REFLECTION</b>														
<i>Help students build a vocabulary that promotes a growth mindset.</i>														
<b>Your observations:</b>					<b>Your aims:</b>									
					<b>HOD/Subject Head:</b>			<b>Date:</b>						

GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69										
FOCUS ON ENGLISH WEEK 3										
HELPFUL TIP:		Remind learners to do their literature reading early in the week.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b> Listen for research: interview and question. Formal speech: oral.	60 mins	24,28	4,8	13,14				
2	TB	<b>R&amp;V</b> Answer questions about information and structure in a report.	60 mins	22,23	3	10		Relate ERP to newspaper articles, newscasts etc.		
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Revision: practice using the passive voice. Build vocabulary.	30 mins	26	6	14				
REFLECTION										
<i>Failure is an important part of your growth and developing resilience. Do not be afraid to fail. - Michelle Obama</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69**

**FOCUS ON ENGLISH WEEK 4**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b> Write an information report based on your previous research. Use process writing, text structure and language features.	60 mins	25,31	5	13,16	3							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins											
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Indirect speech. Build vocabulary related to reading text.	30 mins	27	7	14								

**REFLECTION**

*Smart is something you become, not something you are.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**



GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70														
FOCUS ON ENGLISH WEEK 5														
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>L&amp;S</b>	Listening comprehension: an autobiographical interview, a reading and a video of an autobiographical interview.	60 mins	34	2	19	1	Enrichment: view an autobiographical video for entertainment.					
2	TB	<b>R&amp;V</b>	Intensive reading of an autobiographical narrative. Comprehension.	60 mins	36,37,38	3	20							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Choose the correct verb tenses. Use irregular past tense verbs. Build vocabulary.	30 mins	39	4,5	21							
REFLECTION														
<i>We all have the capacity to get better at the things we do.</i>														
<b>Your observations:</b>					<b>Your aims:</b>									
					<b>HOD/Subject Head:</b>			<b>Date:</b>						

<b>GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70</b>										
<b>FOCUS ON ENGLISH WEEK 6</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Write an essay based on your own life. Focus on process writing, text structure and language features.	60 mins	44	19	24			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Choose the correct concord. Use the past tense. Correct common errors in concord.	30 mins	40,41	6,7,8	22			
<b>REFLECTION</b>										
<i>Teaching resilience is teaching learners how to manage their fears, beliefs, behaviours and thinking.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70															
FOCUS ON ENGLISH WEEK 7															
HELPFUL TIP:		Remind learners to do their literature reading early in the week.													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Discuss themes and messages related to visual texts.	60 mins	48,52	2,5	27								
2	TB	<b>R&amp;V</b>	Intensive reading: read a short story and answer questions. Use a visual text e.g. map/graph/diagram.	60 mins	49	3	28								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Logical connectors of cause and time: complete paragraphs with connecting words.	30 mins	53	6	30								
REFLECTION															
<i>Effort ignites ability and turns it into accomplishment.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
											<b>HOD/Subject Head:</b>				<b>Date:</b>

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70										
FOCUS ON ENGLISH WEEK 8										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Change visual text into another written or visual form e.g. poster, mind-map, diagram, flow-chart. Focus on process writing.	60 mins	57	10	32		Link to ERP newspapers etc.	
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Prepositions: complete a paragraph and connect words.	30 mins	54	7,8	31			
REFLECTION										
<i>'It always seems impossible until it is done.' - Nelson Mandela</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
FOCUS ON ENGLISH WEEK 9										
HELPFUL TIP:		Remind learners to do their literature reading early in the week.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Read aloud from a literary or internet text. Oral: introduce a speaker.	60 mins	62,63,74	2,7	35			
2	TB	<b>R&amp;V</b>	Intensive reading of multimodal text for research: use a website to do research.	60 mins	65,66,67	4	36			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Explain jargon. Meta-language related to multimodal and visual texts.	30 mins	64	3	35			
REFLECTION										
<i>The difference between an obstacle and an opportunity is attitude.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70</b>													
<b>FOCUS ON ENGLISH WEEK 10</b>													
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>											
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class				
									Date completed				
1	TB	<b>W&amp;P</b>	Write an e-mail. Formal letter of request. Focus on process writing, text structure and language features.	60 mins	72	6	38	3					
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP						
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins									
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP						
5	TB	<b>LSC</b>	Dictionary practice. Build vocabulary related to reading texts.	30 mins	64	3	35						
<b>REFLECTION</b>													
<i>Keep things in perspective and maintain a hopeful outlook.</i>													
<b>Your observations:</b>					<b>Your aims:</b>								
					<b>HOD/Subject Head:</b>			<b>Date:</b>					

**END OF TERM REFLECTION**

**1. Make a note of your thoughts about the following:**

Was the learner's performance during the term what you had expected?  
Which learners need particular support with EFAL?  
What strategy can you put in place for them to catch up with the class?

**2. Which specific areas did the learners struggle with the most?**

How can you adjust your teaching to improve their understanding and performance in the future?

**3. How did the NECT Lesson Plan programme help you teach literature?**

**4. Did you cover all the CAPS prescribed content for the term?**

If not, what plan will you make to get back on track?

HOD/Subject head:

Date:

# HEADSTART ENGLISH FAL GRADE 12 2019 TERM 1

# CAPS TRACKER

## IMPORTANT NOTE:

Please choose 2 options for the **year** from the genres listed below. These choices cover the literature set works used in the lesson plans.

- Option 1 Drama
- Option 2 Novel
- Option 3 Short stories
- Option 4 Poetry

GENRE 1 runs from: Term 1, week 1 - Term 2, week 14  
GENRE 2 runs from: Term 2, week 15 - Term 3, week 30

There is an option to run the two genres consecutively (recommended), or simultaneously in alternating cycles.

## Note 1:

L&S = Listening and Speaking  
R&V = Reading and viewing  
W&P = Writing and Presenting  
LSC = Language Structure and Conventions  
ERP = Extended Reading Programme

## Note 2:

Lesson plan lessons occur on the same days in every two week cycle.

## Note 3:

There is a reminder at the beginning of each week to instruct students to prepare for the lesson plans before each class.

## Note 4:

Remember to assign the relevant homework every day.



GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69										
HEADSTART WEEK 1										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b> Group discussion: discuss the features, purpose and structure of newspaper/magazine articles.	60 mins	12	1	38				
2	TB	<b>R&amp;V</b> Intensive reading: read the text and complete comprehension.	60 mins	13,14	2	38				
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Formal structures: register. Build vocabulary.	30 mins	15,16	3	39				
REFLECTION										
<i>Encourage planning and goal setting for a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69</b>										
<b>HEADSTART WEEK 2</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b> Summarise a text: use skim and scan method. Focus on process writing, text structure and language features.	60 mins	16,17	4,5	40				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins							
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Use formal English. Build vocabulary.	30 mins	22	10	43				
<b>REFLECTION</b>										
<i>Help students build a vocabulary that promotes a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69														
HEADSTART WEEK 3														
HELPFUL TIP:		Remind learners to do their literature reading early in the week.												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
												Date completed		
1	TB	<b>L&amp;S</b>	Listen for research. Interview and question. Viewpoints. Questionnaire.	60 mins	23,30	1,6	45,50							
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text e.g. figurative language, structure etc.	60 mins	24	2	45,46							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Revision: active and passive voice. Build vocabulary.	30 mins	27	3	47							
REFLECTION														
<i>Failure is an important part of your growth and developing resilience. Do not be afraid to fail. - Michelle Obama</i>														
<b>Your observations:</b>					<b>Your aims:</b>									
					<b>HOD/Subject Head:</b>			<b>Date:</b>						

<b>GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69</b>										
<b>HEADSTART WEEK 4</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Write a list of appropriate questions to elicit information. Information report. Focus on process writing, text structure and language features.	60 mins	30,31	7,8,9	50,51			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Indirect speech. Build vocabulary. Question forms.	30 mins	28	4	47			
<b>REFLECTION</b>										
<i>Smart is something you become, not something you are.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>					
					<b>Date:</b>					

GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70										
HEADSTART WEEK 5										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Listening comprehension: an autobiographical interview.	60 mins	35,36	1,2	54	1	Enrichment: view an autobiographical video.	
2	TB	<b>R&amp;V</b>	Intensive reading of an autobiographical narrative. Comprehension.	60 mins	36,37,38	3	55			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revision: verb tenses. Build vocabulary.	30 mins	40	5,6	56,57			
REFLECTION										
<i>We all have the capacity to get better at the things we do.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70</b>										
<b>HEADSTART WEEK 6</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
1	TB	<b>W&amp;P</b> Write an autobiographical narrative using structure and imagery. Focus on process writing, text structure and language features.	60 mins	43	9	58				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP				
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins							
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Concord and agreement. Pronouns and possessive adjectives.	30 mins	42	7,8	57				
<b>REFLECTION</b>										
<i>Teaching resilience is teaching learners how to manage their fears, beliefs, behaviours and thinking.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70															
HEADSTART WEEK 7															
HELPFUL TIP:		Remind learners to do their literature reading early in the week.													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Discuss themes and messages related to visual texts. Discuss museum theme.	60 mins	46,47	1	61								
2	TB	<b>R&amp;V</b>	Intensive reading : use a visual text, a map/ diagram/video etc. Answer questions about a floor plan.	60 mins	50,51	4	64								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Build vocabulary related to reading texts. Prepositions. Logical connectors.	30 mins	53,54	8,9	66,69								
REFLECTION															
<i>Effort ignites ability and turns it into accomplishment.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
						<b>HOD/Subject Head:</b>				<b>Date:</b>					

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70										
HEADSTART WEEK 8										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Change visual text into another written or visual form. Make a mind-map or a poster. Focus on process writing.	60 mins	52	6 or 7	65,66			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Paragraph structure in discursive writing. Meta-language related to texts.	30 mins	55	10	67			
REFLECTION										
<i>'It always seems impossible until it is done.' - Nelson Mandela</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		



GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
HEADSTART WEEK 9										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Discuss a photograph. Oral: introduce a speaker.	60 mins	57,67	1,10	70,77			
2	TB	<b>R&amp;V</b>	Intensive reading of multimodal text for research: web page. Summarise website information.	60 mins	58,59,60	2,3	70,71			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Jargon words. Build vocabulary. Meta-language related to texts.	30 mins	66	8	75			
REFLECTION										
<i>The difference between an obstacle and an opportunity is attitude.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70</b>										
<b>HEADSTART WEEK 10</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Write an email. Formal letter of request. Focus on process writing, text structure and language features.	60 mins	65	7	75			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Dictionary practice.	30 mins	67	9	76			
<b>REFLECTION</b>										
<i>Keep things in perspective and maintain a hopeful outlook.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>					
					<b>Date:</b>					

**END OF TERM REFLECTION**

**1. Make a note of your thoughts about the following:**

Was the learner's performance during the term what you had expected?  
Which learners need particular support with EFAL?  
What strategy can you put in place for them to catch up with the class?

**2. Which specific areas did the learners struggle with the most?**

How can you adjust your teaching to improve their understanding and performance in the future?

**3. How did the NECT Lesson Plan programme help you teach literature?**

**4. Did you cover all the CAPS prescribed content for the term?**

If not, what plan will you make to get back on track?

HOD/Subject head:

Date:

# INTERACTIVE ENGLISH FAL GRADE 12 2019 TERM 1

# CAPS TRACKER

## IMPORTANT NOTE:

Please choose 2 options for the **year** from the genres listed below. These choices cover the literature set works used in the lesson plans.

- Option 1 Drama
- Option 2 Novel
- Option 3 Short stories
- Option 4 Poetry

GENRE 1 runs from: Term 1, week 1 - Term 2, week 14  
GENRE 2 runs from: Term 2, week 15 - Term 3, week 30

There is an option to run the two genres consecutively (recommended), or simultaneously in alternating cycles.

## Note 1:

L&S = Listening and Speaking  
R&V = Reading and viewing  
W&P = Writing and Presenting  
LSC = Language Structure and Conventions  
ERP = Extended Reading Programme

## Note 2:

Lesson plan lessons occur on the same days in every two week cycle.

## Note 3:

There is a reminder at the beginning of each week to instruct students to prepare for the lesson plans before each class.

## Note 4:

Remember to assign the relevant homework every day.

GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69											
INTERACTIVE ENGLISH WEEK 1											
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>									
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class		
1	TB	<b>L&amp;S</b> Group discussion: discuss the features, purpose and structure of newspaper/magazine articles. Honour.	60 mins	6	2	8					
2	TB	<b>R&amp;V</b> Intensive reading. Summary revision using text from reporting media. Skim and scan.	60 mins	11	3	11					
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP					
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP					
5	TB	<b>LSC</b> Formal structures: honorifics. Build vocabulary. Meta-language related to newspapers.	30 mins	17	5	15					
REFLECTION											
<i>Encourage planning and goal setting for a growth mindset.</i>											
<b>Your observations:</b>					<b>Your aims:</b>						
					<b>HOD/Subject Head:</b>			<b>Date:</b>			

<b>GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69</b>										
<b>INTERACTIVE ENGLISH WEEK 2</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
1	TB	<b>W&amp;P</b> Summary notes and final summary. Honoring yourself. Focus on process writing, text structures and language features.	60 mins	18,20	6	16				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins							
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Meta-language related to newspapers. Euphemisms.	30 mins	9,19	2a,5	9,15				
<b>REFLECTION</b>										
<i>Help students build a vocabulary that promotes a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69										
INTERACTIVE ENGLISH WEEK 3										
HELPFUL TIP:		Remind learners to do their literature reading early in the week.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Listen for research: interview and question. Formal speech: oral.	60 mins	26,27,28	1	19			
2	TB	<b>R&amp;V</b>	Figurative language. Respect and understanding. Record answers to questions.	60 mins	29,30,31	2	23			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revision: passive voice. Build vocabulary.	30 mins	35,36	4A	28			
REFLECTION										
<i>Failure is an important part of your growth and developing resilience. Do not be afraid to fail. - Michelle Obama</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69**

**INTERACTIVE ENGLISH WEEK 4**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b> Write a list of appropriate questions to elicit information. Revise question forms. Focus on process writing.	60 mins	39	5	31								
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins											
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Indirect speech. Build vocabulary. Question forms.	30 mins	35,36	4B	28								

**REFLECTION**

*Smart is something you become, not something you are.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**



GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70															
INTERACTIVE ENGLISH WEEK 5															
HELPFUL TIP:		Remind learners to do their literature reading early in the week.													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Listening comprehension: an autobiographical interview, a reading and a video of an autobiographical interview.	60 mins	46	1	35	1	Enrichment: view an autobiographical video.						
2	TB	<b>R&amp;V</b>	Intensive reading of an autobiographical narrative.	60 mins	50	2	40								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Revision: verb tenses. Build vocabulary.	30 mins	58	5	48								
REFLECTION															
<i>We all have the capacity to get better at the things we do.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
						<b>HOD/Subject Head:</b>			<b>Date:</b>						

**GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70**

**INTERACTIVE ENGLISH WEEK 6**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
									Date completed						
1	TB	<b>W&amp;P</b> Writing a literary paragraph or an autobiographical story. Focus on process writing, text structure and language features.	60 mins	62	7	51									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP									
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins												
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Concord. Remedial grammar from learners' texts.	30 mins	60	6	49									

**REFLECTION**

*Teaching resilience is teaching learners how to manage their fears, beliefs, behaviours and thinking.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70															
INTERACTIVE ENGLISH WEEK 7															
HELPFUL TIP:		Remind learners to do their literature reading early in the week.													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Discuss themes and messages related to visual texts.	60 mins	70	2	56								
2	TB	<b>R&amp;V</b>	Intensive reading : use a visual text, a map. Answer questions.	60 mins	75	4	58								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Paragraph structure in discursive writing. Build vocabulary. Prepositions.	30 mins	84	6	65								
REFLECTION															
<i>Effort ignites ability and turns it into accomplishment.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
						<b>HOD/Subject Head:</b>				<b>Date:</b>					

**GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70**

**INTERACTIVE ENGLISH WEEK 8**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b> Change visual text into another written or visual form, a poster. Use the map on page 75. Focus on process writing, text structures and language features.	60 mins	89	9	68		Link to ERP newspapers etc.						
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins											
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Logical connectors. Build vocabulary.	30 mins	86	7	66								

**REFLECTION**

*'It always seems impossible until it is done.' - Nelson Mandela*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
INTERACTIVE ENGLISH WEEK 9										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Read aloud from the literary or internet text. Oral: introduce a speaker.	60 mins	92,93,94	1,2	72			
2	TB	<b>R&amp;V</b>	Intensive reading of multimodal text for research: web pages. Assess how the visual and written elements contribute to the meaning.	60 mins	96	3	73			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Meta-language related to multimodal and visual texts. Build vocabulary.	30 mins	97	3A,3B	78			
REFLECTION										
<i>The difference between an obstacle and an opportunity is attitude.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70</b>										
<b>INTERACTIVE ENGLISH WEEK 10</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b> Write an email or a webpage. Formal letter of response. Focus on process writing, text structure and language features.	60 mins	103,104	6	80				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP				
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins							
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Jargon words. Dictionary practice. Revise meta-language.	30 mins	101,102	5	78				
<b>REFLECTION</b>										
<i>Keep things in perspective and maintain a hopeful outlook.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**END OF TERM REFLECTION**

**1. Make a note of your thoughts about the following:**

Was the learner's performance during the term what you had expected?  
 Which learners need particular support with EFAL?  
 What strategy can you put in place for them to catch up with the class?

**2. Which specific areas did the learners struggle with the most?**

How can you adjust your teaching to improve their understanding and performance in the future?

**3. How did the NECT Lesson Plan programme help you teach literature?**

**4. Did you cover all the CAPS prescribed content for the term?**

If not, what plan will you make to get back on track?

HOD/Subject head:

Date:

# PLATINUM ENGLISH FAL GRADE 12 2019 TERM 1

# CAPS TRACKER

## IMPORTANT NOTE:

Please choose 2 options for the **year** from the genres listed below. These choices cover the literature set works used in the lesson plans.

- Option 1 Drama
- Option 2 Novel
- Option 3 Short stories
- Option 4 Poetry

GENRE 1 runs from: Term 1, week 1 - Term 2, week 14  
GENRE 2 runs from: Term 2, week 15 - Term 3, week 30

There is an option to run the two genres consecutively (recommended), or simultaneously in alternating cycles.

## Note 1:

L&S = Listening and Speaking  
R&V = Reading and viewing  
W&P = Writing and Presenting  
LSC = Language Structure and Conventions  
ERP = Extended Reading Programme

## Note 2:

Lesson plan lessons occur on the same days in every two week cycle.

## Note 3:

There is a reminder at the beginning of each week to instruct students to prepare for the lesson plans before each class.

## Note 4:

Remember to assign the relevant homework every day.



GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69											
PLATINUM WEEK 1											
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>									
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class		
1	TB	<b>L&amp;S</b> Group discussion: features, purpose and structure of newspaper/magazine texts.	60 mins	2,3,4	1	3		Link to extended reading project of newspaper/news casts etc.			
2	TB	<b>R&amp;V</b> Intensive reading: summary revision using newspaper text. Scan, skim and comprehension.	60 mins	4,5,6,	2a	4					
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP					
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP					
5	TB	<b>LSC</b> Meta-language related to newspapers: compound words. Newspaper vocabulary.	30 mins	9,10	3	6					
REFLECTION											
<i>Encourage planning and goal setting for a growth mindset.</i>											
<b>Your observations:</b>						<b>Your aims:</b>					
						<b>HOD/Subject Head:</b>		<b>Date:</b>			

GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69										
PLATINUM WEEK 2										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Summary notes and final summary (possible assessment). Use process writing, text structures and language features.	60 mins	7,8	2b	6			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Formal structures: honorifics and euphemisms.	30 mins	12,13	5,6	5,6			
REFLECTION										
<i>Help students build a vocabulary that promotes a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69										
PLATINUM WEEK 3										
HELPFUL TIP:		Remind learners to do their literature reading early in the week.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Listen for research data: interview subjects. Write a list of appropriate questions to elicit information. Write a report. Formal speech: collate findings.	60 mins	20,21	1,2	13			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text. Read an interview with an environmental activist. Comprehension.	60 mins	22,23,24	3a	14			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Build vocabulary. Question forms. Revise the passive form.	30 mins	26,27	4,5	15,16			
REFLECTION										
<i>Failure is an important part of your growth and developing resilience. Do not be afraid to fail. - Michelle Obama</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69**

**PLATINUM WEEK 4**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b> Write an information report summarising the results of the research project. Focus on process writing, text structures and language features.	60 mins	30	8	18	3							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins											
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Revise indirect speech.	30 mins	30	7	17								

**REFLECTION**

*Smart is something you become, not something you are.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70														
PLATINUM WEEK 5														
HELPFUL TIP:		Remind learners to do their literature reading early in the week.												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>L&amp;S</b>	Listening comprehension: autobiographical interview.	60 mins	34,35	1	20	1	Enrichment: view a documentary or film about a famous person.					
2	TB	<b>R&amp;V</b>	Read an extract from an autobiographical narrative. Answer questions.	60 mins	36,37,38	2a	21							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Subject - verb agreement/concord.	30 mins	40,41	3	23							
REFLECTION														
<i>We all have the capacity to get better at the things we do.</i>														
<b>Your observations:</b>					<b>Your aims:</b>									
					<b>HOD/Subject Head:</b>			<b>Date:</b>						

<b>GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70</b>														
<b>PLATINUM WEEK 6</b>														
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b>	Summarise: interview with Desmond Tutu.	60 mins	39,40	2b	21							
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP							
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins										
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Correct verb tenses. Build vocabulary.	30 mins	43,44	5,6	24,25							
<b>REFLECTION</b>														
<i>Teaching resilience is teaching learners how to manage their fears, beliefs, behaviours and thinking.</i>														
<b>Your observations:</b>					<b>Your aims:</b>									
					<b>HOD/Subject Head:</b>			<b>Date:</b>						

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70															
PLATINUM WEEK 7															
HELPFUL TIP:		Remind learners to do their literature reading early in the week.													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Discuss themes and messages in adverts/visual texts.	60 mins	50,51,52	1	28								
2	TB	<b>R&amp;V</b>	Intensive reading of a visual text related to short story.	60 mins	53,54,55	2a	30								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Revise paragraph structure in discursive writing. Build vocabulary. Meta language of literary analysis.	30 mins	C3, C4,C5	57,58	32								
REFLECTION															
<i>Effort ignites ability and turns it into accomplishment.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
						<b>HOD/Subject Head:</b>			<b>Date:</b>						

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70										
PLATINUM WEEK 8										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Change the visual text, e.g. road map into another written or visual form, e.g. directions.	60 mins	55	2b	30			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Use logical connectors of cause, concession and time. Prepositions.	30 mins	61,62	7,8	35			
REFLECTION										
<i>'It always seems impossible until it is done.' - Nelson Mandela</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		



GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
PLATINUM WEEK 9										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Read a text from the internet aloud. Introduce a speaker: oral	60 mins	68,69,70	1,3	39			
2	TB	<b>R&amp;V</b>	Intensive reading of a web page. Assess how the visual and written elements contribute to meaning.	60 mins	72,73,74	4	41			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Finding the meaning of jargon. Vocabulary related to reading text.	30 mins	69,70	A1	39			
REFLECTION										
<i>The difference between an obstacle and an opportunity is attitude.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
PLATINUM WEEK 10										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Design a web page: layout, and visual images and their effects. Focus on text structures and language features.	60 mins	76,77	F6	43			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Meta-language related to multimodal and visual texts. Dictionary practice.	30 mins	70	B2	39			
REFLECTION										
<i>Keep things in perspective and maintain a hopeful outlook.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**END OF TERM REFLECTION**

**1. Make a note of your thoughts about the following:**

Was the learner's performance during the term what you had expected?  
 Which learners need particular support with EFAL?  
 What strategy can you put in place for them to catch up with the class?

**2. Which specific areas did the learners struggle with the most?**

How can you adjust your teaching to improve their understanding and performance in the future?

**3. How did the NECT Lesson Plan programme help you teach literature?**

**4. Did you cover all the CAPS prescribed content for the term?**

If not, what plan will you make to get back on track?

HOD/Subject head:

Date:

# SOLUTIONS FOR ALL ENGLISH FAL GRADE 12 2019 TERM 1

# CAPS TRACKER

## IMPORTANT NOTE:

Please choose 2 options for the **year** from the genres listed below. These choices cover the literature set works used in the lesson plans.

- Option 1 Drama
- Option 2 Novel
- Option 3 Short stories
- Option 4 Poetry

GENRE 1 runs from: Term 1, week 1 - Term 2, week 14  
GENRE 2 runs from: Term 2, week 15 - Term 3, week 30

There is an option to run the two genres consecutively (recommended), or simultaneously in alternating cycles.

## Note 1:

L&S = Listening and Speaking  
R&V = Reading and viewing  
W&P = Writing and Presenting  
LSC = Language Structure and Conventions  
ERP = Extended Reading Programme

## Note 2:

Lesson plan lessons occur on the same days in every two week cycle.

## Note 3:

There is a reminder at the beginning of each week to instruct students to prepare for the lesson plans before each class.

## Note 4:

Remember to assign the relevant homework every day.

GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69										
SOLUTIONS FOR ALL WEEK 1										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b> Group discussion: discuss the features, purpose and structure of newspaper/magazine articles.	60 mins	3,4,5	1	2		ERP introduced.		
2	TB	<b>R&amp;V</b> Intensive reading. Read newspaper and magazine articles. Skim and scan.	60 mins	6	2	3,4				
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Revise language rules. Formal structures: honorifics, euphemisms. Build vocabulary.	30 mins	7	3	4				
REFLECTION										
<i>Encourage planning and goal setting for a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69</b>										
<b>SOLUTIONS FOR ALL WEEK 2</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b> Summary notes and final summary. Use process writing, text structures and language features.	60 mins	6	2	4				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins							
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Meta-language related to newspapers. Build vocabulary related to reading texts.	30 mins	7	3	4				
<b>REFLECTION</b>										
<i>Help students build a vocabulary that promotes a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69**

**SOLUTIONS FOR ALL WEEK 3**

**HELPFUL TIP:** *Remind learners to do their literature reading early in the week.*

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>L&amp;S</b> Listen for research purposes: interview and question.	60 mins	17	1	9,10								
2	TB	<b>R&amp;V</b> Read an extract from a short story. Gemini comprehension. Character, figurative language.	60 mins	23	2	12								
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Revision: active and passive voice. Build vocabulary.	30 mins	20	-	9								

**REFLECTION**

*Failure is an important part of your growth and developing resilience. Do not be afraid to fail. - Michelle Obama*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

**GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69**

**SOLUTIONS FOR ALL WEEK 4**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b> Write a list of appropriate questions to elicit information. Oral: formal speech based on research. Focus on process writing.	60 mins	32,33	5,7	17								
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins											
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Active and passive voice revision and exercise.	30 mins	21	1	9								

**REFLECTION**

*Smart is something you become, not something you are.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**



GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70															
SOLUTIONS FOR ALL WEEK 5															
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Listening comprehension: an autobiographical interview.	60 mins	37	1	24	1	Enrichment: view an autobiographical video.						
2	TB	<b>R&amp;V</b>	Intensive reading of an autobiographical narrative. Read and answer.	60 mins	38	2	25								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Revision: verb tenses. Build vocabulary.	30 mins	41,42,45	3	26,27								
REFLECTION															
<i>We all have the capacity to get better at the things we do.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
						<b>HOD/Subject Head:</b>			<b>Date:</b>						

GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70										
SOLUTIONS FOR ALL WEEK 6										
<b>HELPFUL TIP:</b>		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Practice process writing. Write an autobiographical narrative of your own. Focus on text structure and language features.	60 mins	46,47	4	26			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revision of concord and exercise. Build vocabulary related to reading texts.	30 mins	43,44	3	26,27			
REFLECTION										
<i>Teaching resilience is teaching learners how to manage their fears, beliefs, behaviours and thinking.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70															
SOLUTIONS FOR ALL WEEK 7															
<b>HELPFUL TIP:</b>		<i>Remind learners to do their literature reading early in the week.</i>													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Discuss themes and messages related to visual texts.	60 mins	57	1	32,33,34								
2	TB	<b>R&amp;V</b>	Intensive reading : use a visual text, a map to answer questions about Athol Fugard's Port Elizabeth.	60 mins	58	2	34,35,36,37								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Revise prepositions. Build vocabulary.	30 mins	62,64	-	37,38								
REFLECTION															
<i>Effort ignites ability and turns it into accomplishment.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
						<b>HOD/Subject Head:</b>									
						<b>Date:</b>									

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70										
SOLUTIONS FOR ALL WEEK 8										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Change visual text into another written or visual form. Rewrite text 4, a line graph, in tabular form.	60 mins	57	1	34			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revise logical connectors. Build vocabulary.	30 mins	63,64	-	39			
REFLECTION										
<i>'It always seems impossible until it is done.' - Nelson Mandela</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
SOLUTIONS FOR ALL WEEK 9										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Read aloud from a literary or internet text. Oral: introduce a speaker.	60 mins	73,74,75	1,2	51			
2	TB	<b>R&amp;V</b>	Intensive reading of multimodal text for research: Taj Mahal web page. Comprehension.	60 mins	76,77	3	52			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Meta-language related to multimodal and visual texts. Build vocabulary related to reading texts.	30 mins	78,79	4	53			
REFLECTION										
<i>The difference between an obstacle and an opportunity is attitude.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
SOLUTIONS FOR ALL WEEK 10										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Write an email or a webpage. Formal letter of thanks. Use process writing, text structure and language features.	60 mins	81	6	54			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Jargon words. Dictionary practice.	30 mins	78,79,80	5	54			
REFLECTION										
<i>Keep things in perspective and maintain a hopeful outlook.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**END OF TERM REFLECTION**

**1. Make a note of your thoughts about the following:**

Was the learner's performance during the term what you had expected?  
 Which learners need particular support with EFAL?  
 What strategy can you put in place for them to catch up with the class?

**2. Which specific areas did the learners struggle with the most?**

How can you adjust your teaching to improve their understanding and performance in the future?

**3. How did the NECT Lesson Plan programme help you teach literature?**

**4. Did you cover all the CAPS prescribed content for the term?**

If not, what plan will you make to get back on track?

HOD/Subject head:

Date:

# SPOT ON ENGLISH FAL GRADE 12 2019 TERM 1

# CAPS TRACKER

## IMPORTANT NOTE:

Please choose 2 options for the **year** from the genres listed below. These choices cover the literature set works used in the lesson plans.

- Option 1 Drama
- Option 2 Novel
- Option 3 Short stories
- Option 4 Poetry

**GENRE 1 runs from:** Term 1, week 1 - Term 2, week 14  
**GENRE 2 runs from:** Term 2, week 15 - Term 3, week 30

There is an option to run the two genres consecutively (recommended), or simultaneously in alternating cycles.

## Note 1:

L&S = Listening and Speaking  
R&V = Reading and viewing  
W&P = Writing and Presenting  
LSC = Language Structure and Conventions  
ERP = Extended Reading Programme

## Note 2:

Lesson plan lessons occur on the same days in every two week cycle.

## Note 3:

There is a reminder at the beginning of each week to instruct students to prepare for the lesson plans before each class.

## Note 4:

Remember to assign the relevant homework every day.



GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69										
SPOT ON WEEK 1										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b> Group discussion: discuss the features, purpose and structure of newspaper/magazine articles.	60 mins	1,2,3	1.1,1.2	48,49				
2	TB	<b>R&amp;V</b> Intensive reading. Summary revision using text from reporting media. Skim and scan.	60 mins	5	2,1	50		ERP introduced.		
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Formal structures: honorifics. Build vocabulary.	30 mins	9	3,1	52				
REFLECTION										
<i>Encourage planning and goal setting for a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69**

**SPOT ON WEEK 2**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b>	Summary notes and final summary. Use process writing, text structure and language features.	60 mins	10,11	4,1	53,54							
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP							
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins										
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Meta-language related to newspapers. Build vocabulary related to reading texts.	30 mins	12,13	5.1,5.2	55							

**REFLECTION**

*Help students build a vocabulary that promotes a growth mindset.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

**GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69**

**SPOT ON WEEK 3**

**HELPFUL TIP:** *Remind learners to do their literature reading early in the week.*

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>L&amp;S</b> Listen for research: interview and question. Oral: formal speech.	60 mins	18,19	1.1,1.2,1.3	62								
2	TB	<b>R&amp;V</b> Read and analyse poems. Moods and messages. Describing characters from a setwork.	60 mins	21	1,6	63								
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Revision: active and passive voice. Build vocabulary.	30 mins	22,23	2.1,2.2	65								

**REFLECTION**

*Failure is an important part of your growth and developing resilience. Do not be afraid to fail. - Michelle Obama*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

**GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69**

**SPOT ON WEEK 4**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class				
									Date completed				
1	TB	<b>W&amp;P</b> Write a list of appropriate questions to elicit information. Research and information report. Use process writing, text structures and language features.	60 mins	26,27	3.1,3.3,3.4	68,69		Activity 3.2. oral questions					
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP							
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins										
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP							
5	TB	<b>LSC</b> Indirect speech. Build vocabulary. Question forms.	30 mins	24,25	2,3	66							

**REFLECTION**

*Smart is something you become, not something you are.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70															
SPOT ON WEEK 5															
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Listening comprehension: an autobiographical interview.	60 mins	30	1,1	72,73	1							
2	TB	<b>R&amp;V</b>	Intensive reading of an autobiographical narrative. Identifying narrator viewpoint.	60 mins	31	2,1	74								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Revision: verb tenses. Build vocabulary.	30 mins	32,33,34	3.1,3.2,3.3	75,76								
REFLECTION															
<i>We all have the capacity to get better at the things we do.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
						<b>HOD/Subject Head:</b>			<b>Date:</b>						

**GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70**

**SPOT ON WEEK 6**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
									Date completed						
1	TB	<b>W&amp;P</b> Writing a narrative essay. Describing an autobiographical incident. Use process writing, text structures and language features.	60 mins	38,39	6,1	81									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP									
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins												
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Concord. Remedial grammar from learners texts. Verb tenses.	30 mins	36	4,1	78									

**REFLECTION**

*Teaching resilience is teaching learners how to manage their fears, beliefs, behaviours and thinking.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70														
SPOT ON WEEK 7														
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
												Date completed		
1	TB	<b>L&amp;S</b>	Discuss themes and messages related to visual texts.	60 mins	42,43	1.1, 2.1	85,86							
2	TB	<b>R&amp;V</b>	Intensive reading : use a visual text, the map and key table.	60 mins	44,45,46	3,1	86							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Paragraph structure in discursive writing. Build vocabulary.	30 mins	48	4,1	87							
REFLECTION														
<i>Effort ignites ability and turns it into accomplishment.</i>														
<b>Your observations:</b>						<b>Your aims:</b>								
						<b>HOD/Subject Head:</b>								
						<b>Date:</b>								

<b>GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70</b>														
<b>SPOT ON WEEK 8</b>														
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b>	Change visual text (a text from setwork) into another written or visual form e.g. diagram. Tracking a plot.	60 mins	43	2,1	85							
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP							
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins										
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Logical connectors. Prepositions. Build vocabulary.	30 mins	51	6.1,6.2	90,91							
<b>REFLECTION</b>														
<i>'It always seems impossible until it is done.' - Nelson Mandela</i>														
<b>Your observations:</b>					<b>Your aims:</b>									
					<b>HOD/Subject Head:</b>			<b>Date:</b>						



GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
SPOT ON WEEK 9										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Read aloud from a literary or internet text. Oral: introduce a speaker.	60 mins	60,61	3.1,3.2	100			
2	TB	<b>R&amp;V</b>	Intensive reading of multimodal text for research: web page advertisement. Assess how the visual and written elements contribute to the meaning.	60 mins	62,63,64	4,1	102			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Meta-language related to multimodal and visual texts. Build vocabulary related to reading texts.	30 mins	56	1,1	96,97			
REFLECTION										
<i>The difference between an obstacle and an opportunity is attitude.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70</b>										
<b>SPOT ON WEEK 10</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Create a brochure. Focus on process writing, text structure and language features.	60 mins	66,67	6,1	104			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Jargon words. Dictionary practice.	30 mins	62,63,64,65	Revision 5	110			
<b>REFLECTION</b>										
<i>Keep things in perspective and maintain a hopeful outlook.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**END OF TERM REFLECTION**

**1. Make a note of your thoughts about the following:**

Was the learner's performance during the term what you had expected?  
 Which learners need particular support with EFAL?  
 What strategy can you put in place for them to catch up with the class?

**2. Which specific areas did the learners struggle with the most?**

How can you adjust your teaching to improve their understanding and performance in the future?

**3. How did the NECT Lesson Plan programme help you teach literature?**

**4. Did you cover all the CAPS prescribed content for the term?**

If not, what plan will you make to get back on track?

HOD/Subject head:

Date:

# STUDY AND MASTER ENGLISH FAL GRADE 12 2019 TERM 1

# CAPS TRACKER

## IMPORTANT NOTE:

Please choose 2 options for the **year** from the genres listed below. These choices cover the literature set works used in the lesson plans.

- Option 1 Drama
- Option 2 Novel
- Option 3 Short stories
- Option 4 Poetry

GENRE 1 runs from: Term 1, week 1 - Term 2, week 14  
GENRE 2 runs from: Term 2, week 15 - Term 3, week 30

There is an option to run the two genres consecutively (recommended), or simultaneously in alternating cycles.

## Note 1:

L&S = Listening and Speaking  
R&V = Reading and viewing  
W&P = Writing and Presenting  
LSC = Language Structure and Conventions  
ERP = Extended Reading Programme

## Note 2:

Lesson plan lessons occur on the same days in every two week cycle.

## Note 3:

There is a reminder at the beginning of each week to instruct students to prepare for the lesson plans before each class.

## Note 4:

Remember to assign the relevant homework every day.

GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69												
STUDY AND MASTER WEEK 1												
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>										
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class			
									Date completed			
1	TB	<b>L&amp;S</b> Group discussion: discuss the features, purpose and structure of newspaper/magazine articles.	60 mins	2	1	2,3,4		ERP introduced (TG pg 2)				
2	TB	<b>R&amp;V</b> Intensive reading. Summary revision using text from reporting media. Use skim and scan method.	60 mins	7	2	6,7						
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP						
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP						
5	TB	<b>LSC</b> Formal structures: honorifics. Build vocabulary.	30 mins	8,9,10	4	11,12						
REFLECTION												
<i>Encourage planning and goal setting for a growth mindset.</i>												
<b>Your observations:</b>					<b>Your aims:</b>							
					<b>HOD/Subject Head:</b>			<b>Date:</b>				

**GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69**

**STUDY AND MASTER WEEK 2**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b> Write a letter to the Press. Focus on process writing, text structure and language features.	60 mins	22,29	7,9	20,23	3							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP								
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins											
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Meta-language related to newspapers. Euphemisms and formal language.	30 mins	25	8	21								

**REFLECTION**

*Help students build a vocabulary that promotes a growth mindset.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69										
STUDY AND MASTER WEEK 3										
HELPFUL TIP:		Remind learners to do their literature reading early in the week.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Listen for research: interview and question. Taking notes.	60 mins	30,31,32	10	25,26,27	ERP link to newspapers, newscasts etc. (TG pg 25).		
2	TB	<b>R&amp;V</b>	Read and analyse poems. Moods and messages. Figurative language.	60 mins	39	15	33			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revision: passive voice. Build vocabulary.	30 mins	33,34	11	29,30			
REFLECTION										
<i>Failure is an important part of your growth and developing resilience. Do not be afraid to fail. - Michelle Obama</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69</b>													
<b>STUDY AND MASTER WEEK 4</b>													
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>											
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class				
									Date completed				
1	TB	<b>W&amp;P</b>	Write a list of appropriate questions to elicit information. Focus on process writing, text structure and language features.	60 mins	35,36,37	12,13	31,32						
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP						
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins									
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP						
5	TB	<b>LSC</b>	Indirect speech. Build vocabulary. Question forms.	30 mins	43,44,45	16	38,39,40						
<b>REFLECTION</b>													
<i>Smart is something you become, not something you are.</i>													
<b>Your observations:</b>					<b>Your aims:</b>								
					<b>HOD/Subject Head:</b>			<b>Date:</b>					



GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70														
STUDY AND MASTER WEEK 5														
HELPFUL TIP:		Remind learners to do their literature reading early in the week.												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>L&amp;S</b>	Listening comprehension: a reading of an autobiographical interview.	60 mins	57	20	46	1 (Part 1)						
2	TB	<b>R&amp;V</b>	Intensive reading of three autobiographical narratives. Answer questions.	60 mins	58,59,60,61	21	48,49,50							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Revision: verb tenses. Build vocabulary.	30 mins	65,66,67	22	50,51,52							
REFLECTION														
<i>We all have the capacity to get better at the things we do.</i>														
<b>Your observations:</b>					<b>Your aims:</b>									
					<b>HOD/Subject Head:</b>			<b>Date:</b>						

**GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70**

**STUDY AND MASTER WEEK 6**

**HELPFUL TIP:** Use the blank activity and page blocks from day 3 below to help you record your lesson plan.

No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
									Date completed						
1	TB	<b>W&amp;P</b> Plan an autobiographical narrative. Focus on process writing, text structure, language features.	60 mins	69,70	23	52,53									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP									
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins												
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Concord. Remedial grammar from learners' texts. Verb tenses. Build vocabulary.	30 mins	74,75	26	57,58									

**REFLECTION**

*Teaching resilience is teaching learners how to manage their fears, beliefs, behaviours and thinking.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70															
STUDY AND MASTER WEEK 7															
HELPFUL TIP:		Remind learners to do their literature reading early in the week.													
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class						
												Date completed			
1	TB	<b>L&amp;S</b>	Discuss differences between informal and formal group-work. Discuss themes and messages related to previously read texts.	60 mins	85	31	67,68,69								
2	TB	<b>R&amp;V</b>	Intensive reading: use a visual text, a map/ diagram/video etc.	60 mins	82,83	30	65,66								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Paragraph structure in discursive writing. Build vocabulary.	30 mins	79,80,81	29	63,64,65								
REFLECTION															
<i>Effort ignites ability and turns it into accomplishment.</i>															
<b>Your observations:</b>						<b>Your aims:</b>									
											<b>HOD/Subject Head:</b>				<b>Date:</b>

<b>GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70</b>														
<b>STUDY AND MASTER WEEK 8</b>														
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>												
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class					
									Date completed					
1	TB	<b>W&amp;P</b>	Change visual text into another written or visual form eg. poster, mind-map, diagram, flow-chart. focus on process writing.	60 mins	90,91,92	33	72,73							
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP							
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins										
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Logical connectors. Prepositions. Build vocabulary related to reading texts. Paragraph structure.	30 mins	87,88,89	32	70,71,72							
<b>REFLECTION</b>														
<i>'It always seems impossible until it is done.' - Nelson Mandela</i>														
<b>Your observations:</b>					<b>Your aims:</b>									
					<b>HOD/Subject Head:</b>			<b>Date:</b>						

GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
STUDY AND MASTER WEEK 9										
HELPFUL TIP:		Remind learners to do their literature reading early in the week.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Read aloud from an internet text.	60 mins	99 100 126	38	79,80	1 (Part 2)		
2	TB	<b>R&amp;V</b>	Intensive reading of multimodal text for research: web page/ encyclopedia /reference text. Assess how the visual and written elements contribute to the meaning.	60 mins	102,103	40	81,82,83			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Meta-language related to multimodal and visual texts. Build vocabulary.	30 mins	102	39	80,81			
REFLECTION										
<i>The difference between an obstacle and an opportunity is attitude.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70</b>										
<b>STUDY AND MASTER WEEK 10</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Write an email. Formal letter. Focus on process writing, text structure and language features.	60 mins	109	42	85,86			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Jargon words. Dictionary practice. Build vocabulary.	30 mins	105	41	83,84,85			
<b>REFLECTION</b>										
<i>Keep things in perspective and maintain a hopeful outlook.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**END OF TERM REFLECTION**

**1. Make a note of your thoughts about the following:**

Was the learner's performance during the term what you had expected?  
 Which learners need particular support with EFAL?  
 What strategy can you put in place for them to catch up with the class?

**2. Which specific areas did the learners struggle with the most?**

How can you adjust your teaching to improve their understanding and performance in the future?

**3. How did the NECT Lesson Plan programme help you teach literature?**

**4. Did you cover all the CAPS prescribed content for the term?**

If not, what plan will you make to get back on track?

HOD/Subject head:

Date:

# SUCCESSFUL ENGLISH FAL GRADE 12 2019 TERM 1

# CAPS TRACKER

## IMPORTANT NOTE:

Please choose 2 options for the **year** from the genres listed below. These choices cover the literature set works used in the lesson plans.

- Option 1 Drama
- Option 2 Novel
- Option 3 Short stories
- Option 4 Poetry

GENRE 1 runs from: Term 1, week 1 - Term 2, week 14  
GENRE 2 runs from: Term 2, week 15 - Term 3, week 30

There is an option to run the two genres consecutively (recommended), or simultaneously in alternating cycles.

## Note 1:

L&S = Listening and Speaking  
R&V = Reading and viewing  
W&P = Writing and Presenting  
LSC = Language Structure and Conventions  
ERP = Extended Reading Programme

## Note 2:

Lesson plan lessons occur on the same days in every two week cycle.

## Note 3:

There is a reminder at the beginning of each week to instruct students to prepare for the lesson plans before each class.

## Note 4:

Remember to assign the relevant homework every day.



GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69										
SUCCESSFUL ENGLISH WEEK 1										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b> Group discussion: discuss the features, purpose and structure of newspaper/magazine articles. Link to ERP.	60 mins	9,10	1,2	32		ERP introduced (LB pg 11, TG pg 33).		
2	TB	<b>R&amp;V</b> Intensive reading. Summary revision using text from reporting media. Skim and scan.	60 mins	11,12	3	34				
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Formal structures: honorifics. Build vocabulary.	30 mins	18	8	37				
REFLECTION										
<i>Encourage planning and goal setting for a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69</b>										
<b>SUCCESSFUL ENGLISH WEEK 2</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Summary notes and final summary. (Possible assessment). Focus on process writing, text structures and language features.	60 mins	13	4	34			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Meta-language related to newspapers.	30 mins	18	8	37			
<b>REFLECTION</b>										
<i>Help students build a vocabulary that promotes a growth mindset.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69										
SUCCESSFUL ENGLISH WEEK 3										
HELPFUL TIP:		Remind learners to do their literature reading early in the week.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Listen for research: interview and question. Formal speech: oral.	60 mins	27	9	43			
2	TB	<b>R&amp;V</b>	Read and analyse poems. Moods and messages.	60 mins	23	3	41			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revision: passive voice. Build vocabulary related to reading text.	30 mins	24	4	41			
REFLECTION										
<i>Failure is an important part of your growth and developing resilience. Do not be afraid to fail. - Michelle Obama</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 2 - CAPS PG 69</b>										
<b>SUCCESSFUL ENGLISH WEEK 4</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b> Write a list of appropriate questions to elicit information. Focus on process writing, text structure and language features.	60 mins	25,26	6	42				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP				
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins							
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 2	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Indirect speech. Build vocabulary. Question forms.	30 mins	22	2	40				
<b>REFLECTION</b>										
<i>Smart is something you become, not something you are.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70										
SUCCESSFUL ENGLISH WEEK 5										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Listening comprehension: an autobiographical interview, a reading and a video of an autobiographical interview.	60 mins	30,31	1	46	1	Enrichment: view an autobiographical video.	
2	TB	<b>R&amp;V</b>	Intensive reading of an autobiographical narrative.	60 mins	31,32	2	47			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revision: verb tenses. Build vocabulary. Remedial writing from learners' writing.	30 mins	33	3	48			
REFLECTION										
<i>We all have the capacity to get better at the things we do.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

<b>GRADE 12 ENGLISH - CYCLE 3 - CAPS PG 70</b>										
<b>SUCCESSFUL ENGLISH WEEK 6</b>										
<b>HELPFUL TIP:</b>		<i>Use the blank activity and page blocks from day 3 below to help you record your lesson plan.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
1	TB	<b>W&amp;P</b> Write a narrative essay. Focus on process writing, text structure and language features.	60 mins	36,37	6	50				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP				
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins							
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 3	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Concord. Remedial grammar from learners' texts. Verb tenses.	30 mins	38	7,8	51				
<b>REFLECTION</b>										
<i>Teaching resilience is teaching learners how to manage their fears, beliefs, behaviours and thinking.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70										
SUCCESSFUL ENGLISH WEEK 7										
HELPFUL TIP:		<i>Remind learners to do their literature reading early in the week.</i>								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
1	TB	<b>L&amp;S</b> Discuss themes and messages related to visual texts.	60 mins	40	1	55				
2	TB	<b>R&amp;V</b> Intensive reading: Use a visual text, a map/ diagram/video etc.	60 mins	42	3	55		ERP: read setwork.		
3	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Paragraph structure in discursive writing. Build vocabulary.	30 mins	45	7	57				
REFLECTION										
<i>Effort ignites ability and turns it into accomplishment.</i>										
<b>Your observations:</b>						<b>Your aims:</b>				
						<b>HOD/Subject Head:</b>				<b>Date:</b>

GRADE 12 ENGLISH - CYCLE 4 - CAPS PG 70										
SUCCESSFUL ENGLISH WEEK 8										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b>	Change visual text into another written or visual form. E.g. poster, mind-map, diagram, flow-chart. Focus on process writing, text structure and language features.	60 mins	42	3	58			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
3	LP/TB	<b>R&amp;V</b>	Complete any unfinished reading and viewing tasks from this cycle.	60 mins						
4	LP	<b>W&amp;P</b>	Lesson Plan Genre 1 Cycle 4	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Logical connectors. Prepositions. Build vocabulary.	30 mins	44	5,6	57			
REFLECTION										
<i>'It always seems impossible until it is done.' - Nelson Mandela</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		



GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
SUCCESSFUL ENGLISH WEEK 9										
HELPFUL TIP:		Remind learners to do their literature reading early in the week.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>L&amp;S</b>	Read aloud from a literary or internet text. Oral: introduce a speaker.	60 mins	52	2	62			
2	TB	<b>R&amp;V</b>	Intensive reading of multimodal text for research: web page/ encyclopedia /reference text. Assess how the visual and written elements contribute to the meaning.	60 mins	50	1	61			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Meta-language related to multimodal and visual texts. Build vocabulary.	30 mins	51	1	61			
REFLECTION										
<i>The difference between an obstacle and an opportunity is attitude.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

GRADE 12 ENGLISH - CYCLE 5 - CAPS PG 70										
SUCCESSFUL ENGLISH WEEK 10										
HELPFUL TIP:		Use the blank activity and page blocks from day 3 below to help you record your lesson plan.								
No	Source	Caps content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Class	
									Date completed	
1	TB	<b>W&amp;P</b> Write a formal letter of request. Focus on process writing, text structure and language features.	60 mins	53	3	63	3			
2	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP				
3	LP/TB	<b>R&amp;V</b> Complete any unfinished reading and viewing tasks from this cycle.	60 mins							
4	LP	<b>W&amp;P</b> Lesson Plan Genre 1 Cycle 5	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Jargon words. Dictionary practice.	30 mins	53,54	4	63				
REFLECTION										
<i>Keep things in perspective and maintain a hopeful outlook.</i>										
<b>Your observations:</b>					<b>Your aims:</b>					
					<b>HOD/Subject Head:</b>			<b>Date:</b>		

**END OF TERM REFLECTION**

**1. Make a note of your thoughts about the following:**

Was the learner's performance during the term what you had expected?  
 Which learners need particular support with EFAL?  
 What strategy can you put in place for them to catch up with the class?

**2. Which specific areas did the learners struggle with the most?**

How can you adjust your teaching to improve their understanding and performance in the future?

**3. How did the NECT Lesson Plan programme help you teach literature?**

**4. Did you cover all the CAPS prescribed content for the term?**

If not, what plan will you make to get back on track?

HOD/Subject head:

Date: