

**ENGLISH  
FIRST  
ADDITIONAL  
LANGUAGE  
GRADE 12  
CAPS  
TRACKER  
2019 TERM 3**



# 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
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### 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



## 2. How does it work?

### TRACKER DIAGRAM SHOWING WEEK 1 OF A CYCLE

#### START HERE

16. Grade, cycle number and relevant CAPS page.

15. Title of text book and week number.

14. Class titles are noted in these blocks.

13. Fill in the date when each class completes the relevant activity.

12. The homework column is blank for you to record any work you would like the learners to finish or to prepare for the next lesson.

11. The text book Formal Assessment Tasks (FATs) are listed here.

10. This space is a great place to record how you will respond to the observations you made during the week.

9. The linked Teacher Guide (TG) pages are shown here.

8. This column displays the activity numbers.

7. The Learner Book (LB) pages and Lesson Plans (LP) are listed here.

6. Allocated lesson time. Adjust this to suit your school's lesson duration if necessary.

5. This is the space to record your opinion and the learners' responses to the week's work.

4. This column details the CAPS based lesson plan and text book content.

3. This column shows which learning skill is the focus of the lesson.  
L&S; Listening and speaking.  
R&V; Reading and viewing.  
W&P; Writing and presenting.  
LSC; Language structures and conventions.

2. The source column tells us where the content is found; in the text book or the NECT lesson plan.

1. The number column details the lesson for that day.

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

GRADE 12 ENGLISH - CYCLE 1 - CAPS PG 69										
Platinum Week 1										
									Class	
No	Source		CAPS content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework	Date completed
1	TB	L&S	Group discussion: Discuss the features, purpose and structure of a newspaper/magazine article.	60 mins	12	1	38			
2	TB	R&V	Intensive reading: Read the text and complete the comprehension.	60 mins	13,14	2	38			
3	LP	R&V	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP			
4	LP	R&V	Lesson Plan Genre 1 Cycle 1	60 mins	LP	LP	LP			
5	TB	LSC	Formal structures: Understand and use register. Build vocabulary.	30 mins	15	3	39			
Reflection										
<i>We all have the capacity to get better at the things we do.</i>										
Your observations:					Your aims:					
					HOD/Subject head: _____ Date: _____					



## 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											Class
<b>HELPFUL TIP:</b> <i>Remind learners to do their literature reading early in the week.</i>											Date completed
No	Source		CAPS content and activities	Time	LB pg	Activity no	TG pg	FAT	Homework		
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>											
<b>Your observations:</b>						<b>Your aims:</b>					
						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:

FIRST WEEK IN A CYCLE			
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
SECOND WEEK IN A CYCLE			
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 3

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 10/11, TERM 3

- CAPS specifies the following programme of assessment for Grade 10/11, Term 3.
- Most text books include the relevant FATS, as detailed below.

TASK	DESCRIPTION	MARKS	DETAILS
Task 8 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 9 Writing	Shorter transactional text: advertisements / diary entries / postcards / invitation cards / filling in forms / directions / instructions / flyers / posters / emails	50	LB page: TG page:
		30	LB page: TG page:
Task 10 Test 2	Language in context: comprehension, summary, language structures and conventions.  OR		
	Literature: contextual questions		

### FORMAL ASSESSMENT TASKS (FATS) FOR GRADE 12, TERM 3

- CAPS specifies the following programme of assessment for Grade 12, Term 3.
- Most text books include the relevant FATS, as detailed below.

TASK	DESCRIPTION	MARKS	DETAILS
Task 9 Writing	Shorter transactional text: adver- tisements/ diary entries / post- cards / invitation cards/ filling in forms / directions / instructions / flyers/ posters / emails	20	LB page: TG page:
Task 10 Test 2	Language in context, literature and writing.	250	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 3

# 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 11 - CAPS PG 74										
FOCUS WEEK 21										
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 drama/dialogue aloud. Pay attention to pronunciation, pause, pacing, tone and expression.	60 mins	149	3,4	77				
2	TB	<b>R&amp;V</b> Intensive reading. A biographical article which contains language varieties (dialect, slang words, words from other languages).	60 mins	151-153	7,8	78,79				
3	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Revise logical connectors and conjunctions.	30 mins	150	5,6	77,78				
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 11 - CAPS PG 74										
FOCUS WEEK 22										
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 argument: list of points for and against a proposal/motion. Learners should give both sides of the argument. Focus on process writing.	60 mins	155	10	80			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 11	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 2 Cycle 11	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Generalisation and stereotype. Remedial grammar from learner's writing and language papers in the mid-year examinations.	30 mins	154	9	79,80			
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 12 - CAPS PG 74										
FOCUS WEEK 23										
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>	Share extended reading experience, e.g. recommend book, discuss an article.	60 mins	160	2,3	83,84			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	161-165	4,5	84,85			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revise adjectives. Vocabulary related to the reading text.	30 mins	167	6	85,86			
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 12 - CAPS PG 74**

**FOCUS WEEK 24**

**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 shorter transactional text - diary entry. Focus on process writing, text structures and language features.	60 mins	169,170	-	86,87	9							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 12	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 2 Cycle 12	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Synonyms, editing and figurative language. Remedial grammar from learner's writing.	30 mins	171	-	87								

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 13 - CAPS PG 74										
FOCUS WEEK 25										
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 to a radio newscast for bias. Participate in phone-in panel discussion.	60 mins	174	2,3	89,90			
2	TB	<b>R&amp;V</b>	Intensive reading for Critical Language Awareness, e.g. political speech, biased reporting.	60 mins	175-177	4	90,91			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Use of pronouns and names, e.g. demonstrators, agitators, activists, to ?position?	30 mins	178,179	5	91,92			
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 13 - CAPS PG 74**

**FOCUS WEEK 26**

**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 apologising for a behaviour. Write a biased account of a political event, such as a rally, riot, protest (narrative). Focus on process writing, text structures and language features.	60 mins	183,184	8,9	93,94									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 13	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 2 Cycle 13	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Sequencing. Vocabulary related to reading text.	30 mins	182	7	93									

**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 14 - CAPS PG 75														
FOCUS WEEK 27														
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>	Discussion of issues related to setwork study.	60 mins	191	3	98							
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	188-190	2	97							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Formal style elements: vocabulary, longer sentences, no contractions.	30 mins	196	7,8	100,101							
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 14 - CAPS PG 75										
FOCUS WEEK 28										
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 essay: argumentative. Focus on process writing, text structures and language features.	60 mins	194	5	99			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 14	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 2 Cycle 14	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Conjunctions. Remedial grammar from learner's writing.	30 mins	195	6	99,100			
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 15 - CAPS PG 75										
FOCUS WEEK 29										
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 to texts for appreciation and pleasure, e.g. music, songs, poems, extracts from setworks, etc.	60 mins	200-202	2,3	104			
2	TB	<b>R&amp;V</b>	Intensive reading: read a newspaper article.	60 mins	203-204	4	104,105			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Style elements related to written work.	30 mins	211	10	108			
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 15 - CAPS PG 75**

**FOCUS WEEK 30**

**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 poster. Focus on process writing, text structures and language conventions.	60 mins	205	5	105,106									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 15	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 2 Cycle 15	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Proverbs and idioms. Vocabulary related to the reading text.	30 mins	210	9	107									

**REFLECTION**

*Keep things in perspective and maintain a hopeful outlook.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

**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 3

# 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 11 - CAPS PG 74										
HEADSTART WEEK 21										
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 drama/dialogue aloud. Pay attention to pronunciation, pause, pacing, tone and expression.	60 mins	135	6	123,124				
2	TB	<b>R&amp;V</b> Intensive reading. A dialogue or drama which contains language varieties (dialect, slang words, words from other languages).	60 mins	133,135	3,4,5	121-123				
3	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP				
4	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Revise logical connectors and conjunctions. Generalisation and stereotype.	30 mins	136,137	7,9	124-127				
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 11 - CAPS PG 74															
HEADSTART WEEK 22															
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 argument: list of points for and against a proposal/motion. Learners should give both sides of the argument. Focus on process writing.	60 mins	136,137	8,10	126,127								
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 11	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 2 Cycle 11	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Remedial grammar from learner's writing and language papers in the mid-year examinations e.g. edit and proofread an essay.	30 mins	140	13	127								
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 12 - CAPS PG 74										
HEADSTART WEEK 23										
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>	Share extended reading experience, e.g. recommend book, make suggestions about the school/public/community library.	60 mins	151	12	136			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	145-147	6	132			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Metaphors and similes.	30 mins	142	2	129,130			
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 12 - CAPS PG 74**

**HEADSTART WEEK 24**

**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 shorter transactional text - diary entry, directions, instructions, advertisement. Focus on process writing, text structure and language features.	60 mins	143-145	4,5	131,132	9							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 12	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 2 Cycle 12	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Remedial grammar from learner's writing. Vocabulary related to reading text and research project.	30 mins	150	10	134								

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

GRADE 12 ENGLISH - CYCLE 13 - CAPS PG 74										
HEADSTART WEEK 25										
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>	Listen to a radio/TV newscast for bias.	60 mins	153,157	1,4	140-143			
2	TB	<b>R&amp;V</b>	Intensive reading for Critical Language Awareness, e.g. political speech, biased reporting.	60 mins	154-156	2,3	140-142			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Use of pronouns and names, e.g. demonstrators, agitators, activists, to ?position?	30 mins	157,158	5,6	143,144			
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 13 - CAPS PG 74**

**HEADSTART WEEK 26**

**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 apologising for a behaviour. Write a biased account of a political event, such as a rally, riot, protest (narrative). Focus on process writing, text structures and language features.	60 mins	159,163	7,10	144,147									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 13	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 2 Cycle 13	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Sequencing. Vocabulary related to reading text.	30 mins	162	9	147									

**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 14 - CAPS PG 75														
HEADSTART WEEK 27														
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>	Discussion of issues related to setwork study.	60 mins	167,168	4	150							
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text. Answer questions that follow.	60 mins	165,166	1,2	149							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Formal style elements: vocabulary, longer sentences, no contractions.	30 mins	169	5	151							
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 14 - CAPS PG 75</b>														
<b>HEADSTART WEEK 28</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: reflective. Focus on process writing, text structures and language features.	60 mins	173,174	8	153							
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 14	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 2 Cycle 14	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Remedial grammar from learner's writing. Vocabulary related to the text.	30 mins	170	-	151							
<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 15 - CAPS PG 75										
HEADSTART WEEK 29										
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 to texts for appreciation and pleasure, e.g. music, songs, poems, extracts from setworks, etc.	60 mins	175,177	1,2	155			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	179,181	4	156,157			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Style elements and language features related to written work.	30 mins	182	5	157			
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 15 - CAPS PG 75</b>										
<b>HEADSTART WEEK 30</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>	Design a poster/CD cover. Focus on process writing, text structures and language conventions.	60 mins	182-184	6,7	158			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 15	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 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Vocabulary related to the reading text.	30 mins	185	-	159			
<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 3

# 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 11 - CAPS PG 74**

**INTERACTIVE ENGLISH WEEK 21**

**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 a drama aloud. Pay attention to pronunciation, pause, pacing, tone and expression.	60 mins	200-204	1	150-152								
2	TB	<b>R&amp;V</b> Intensive reading. A dialogue or drama which contains language varieties (dialect, slang words, words from other languages).	60 mins	205,206	2	153-157								
3	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Formal and informal language.	30 mins	207-209	3	158-160								

**REFLECTION**

*Encourage planning and goal setting for a growth mindset.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 11 - CAPS PG 74										
INTERACTIVE ENGLISH WEEK 22										
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 argument: list of points for and against a proposal/motion. Learners should give both sides of the argument. Focus on process writing.	60 mins	219,220	7	166,167			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 11	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 2 Cycle 11	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Revise logical connectors and conjunctions. Generalisation and stereotype.	30 mins	215-218	5,6	163-165			
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 12 - CAPS PG 74										
INTERACTIVE ENGLISH WEEK 23										
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>	Share extended reading experience, e.g. recommend book, make suggestions about the school/public/community library.	60 mins	223-225	1	168-170			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	229-233	3,4	174-177			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Presentation of project, e.g. format, illustrations.	30 mins	235,236	5	178			
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 12 - CAPS PG 74**

**INTERACTIVE ENGLISH WEEK 24**

**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 shorter transactional text - directions, instructions. Focus on process writing, text structures and language features.	60 mins	238	7	180,181	9							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 12	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 2 Cycle 12	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Remedial grammar from learner's writing. Vocabulary related to reading text and research project.	30 mins	239	8	181								

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 13 - CAPS PG 74										
INTERACTIVE ENGLISH WEEK 25										
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>	Listen to a radio/TV newscast for bias.	60 mins	242-244	1	182-186			
2	TB	<b>R&amp;V</b>	Intensive reading for Critical Language Awareness, e.g. political speech, biased reporting.	60 mins	247-250	3	188-190			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Use of pronouns and names, e.g. demonstrators, agitators, activists, to ?position?	30 mins	254,255	5	196			
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 13 - CAPS PG 74****INTERACTIVE ENGLISH WEEK 26****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 apologising for a behaviour. Write a biased account of a political event. Focus on process writing, text structures and language features.	60 mins	256-258	6,7	197,198									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 13	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 2 Cycle 13	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Remedial grammar. Vocabulary related to reading text.	30 mins	259,260	8	198,199									

**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 14 - CAPS PG 75														
INTERACTIVE ENGLISH WEEK 27														
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>	Discussion of issues related to setwork study.	60 mins	263,264	1	200,201							
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	265,267	2	202,204							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Formal style elements: vocabulary, longer sentences, no contractions.	30 mins	274,275	5	210-212							
REFLECTION														
<i>Effort ignites ability and turns it into accomplishment.</i>														
<b>Your observations:</b>						<b>Your aims:</b>								
											<b>HOD/Subject Head:</b>			

**GRADE 12 ENGLISH - CYCLE 14 - CAPS PG 75**

**INTERACTIVE ENGLISH WEEK 28**

**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 essay: descriptive. Focus on process writing, text structures and language features.	60 mins	277,278	6	212-214									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 14	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 2 Cycle 14	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Revise language and punctuation. Vocabulary related to the text.	30 mins	280,281	7	214-216									

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 15 - CAPS PG 75										
INTERACTIVE ENGLISH WEEK 29										
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 to texts for appreciation and pleasure, e.g. music, songs, poems, extracts from setworks, etc.	60 mins	284	1	218-222			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text. Read and answer the questions that follow.	60 mins	287,288	3	225,226			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Style elements related to written work.	30 mins	289,290	4	226,227			
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 15 - CAPS PG 75</b>													
<b>INTERACTIVE ENGLISH    WEEK 30</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>	Design a poster or CD cover. Focus on process writing, text structures and language conventions.	60 mins	290,291	5	228						
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 15	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 2 Cycle 15	60 mins	LP	LP	LP						
5	TB	<b>LSC</b>	Vocabulary related to the reading text.	30 mins	291	-	228						
<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 3

# 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 11 - CAPS PG 74**

**PLATINUM WEEK 21**

**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 a drama/dialogue aloud. Pay attention to pronunciation, pause, pacing, tone and expression.	60 mins	146	1	81								
2	TB	<b>R&amp;V</b> Intensive reading. A dialogue or drama which contains language varieties (dialect, slang words, words from other languages).	60 mins	147-150	2	82								
3	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Formal style elements: vocabulary, longer sentences, no contractions	30 mins	152	3	83								

**REFLECTION**

*Encourage planning and goal setting for a growth mindset.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

**GRADE 12 ENGLISH - CYCLE 11 - CAPS PG 74**

**PLATINUM WEEK 22**

**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 argument: list of points for and against a proposal/motion. Learners should give both sides of the argument. Focus on process writing.	60 mins	158	7	86									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 11	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 2 Cycle 11	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Revise logical connectors and conjunctions. Generalisation and stereotype.	30 mins	155,156	5,6	85									

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 12 - CAPS PG 74										
PLATINUM WEEK 23										
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>	Share extended reading experience, e.g. recommend book, make suggestions about the school/public/community library.	60 mins	162,163	1,2	88			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	163-166	3	89			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Build vocabulary. Prepositions and prefixes.	30 mins	167,168	4,5,6	90,91			
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 12 - CAPS PG 74**

**PLATINUM WEEK 24**

**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 shorter transactional text - diary entry. Focus on process writing, text structure and language features.	60 mins	171	9	93	9							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 12	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 2 Cycle 12	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Remedial grammar from learner's writing. Use of determiners.	30 mins	170	8	92								

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 13 - CAPS PG 74										
PLATINUM WEEK 25										
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>	Listen to a radio/TV newscast for bias.	60 mins	176,177	1	96			
2	TB	<b>R&amp;V</b>	Intensive reading for Critical Language Awareness, e.g. political speech, biased reporting.	60 mins	177-180	2	97			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Use of pronouns and names, e.g. demonstrators, agitators, activists, to ?position?	30 mins	183,184	5	99,100			
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 13 - CAPS PG 74****PLATINUM WEEK 26****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 biased account. Write a formal letter apologising for a behaviour. Focus on process writing, text structures and language features.	60 mins	184,185	6,7	100									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 13	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 2 Cycle 13	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Vocabulary related to reading text.	30 mins	181	3	98									

**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 14 - CAPS PG 75															
PLATINUM WEEK 27															
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>	Discussion of issues related to setwork study.	60 mins	190,191	1	103								
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text: read an extract from an autobiography.	60 mins	191-195	2	103-105								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Formal style elements: vocabulary, longer sentences, no contractions.	30 mins	196,197	3,4	105,106								
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 14 - CAPS PG 75										
PLATINUM WEEK 28										
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 reflective essay. Focus on process writing, text structures and language features.	60 mins	202	7	107,108			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 14	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 2 Cycle 14	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Remedial grammar from learner's writing. Vocabulary related to the text.	30 mins	201	6	107			
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 15 - CAPS PG 75										
PLATINUM WEEK 29										
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 to texts for appreciation and pleasure, e.g. music, songs, poems, extracts from setworks, etc.	60 mins	206,207	1	110,111			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text. Read a newspaper article.	60 mins	207-210	2	111-113			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Denotation and connotation. Build vocabulary.	30 mins	212,213	3,4	113,114			
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 15 - CAPS PG 75**

**PLATINUM WEEK 30**

**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 poster. Focus on process writing, text structures and language conventions.	60 mins	215,216	7	116,117	9								
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 15	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 2 Cycle 15	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Style elements related to written work.	30 mins	215	6	115,116									

**REFLECTION**

*Keep things in perspective and maintain a hopeful outlook.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

**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 3

# 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 11 - CAPS PG 74											
SOLUTIONS FOR ALL WEEK 21											
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> Read a drama aloud. Pay attention to pronunciation, pause, pacing, tone and expression.	60 mins	156-158	1	91,92					
2	TB	<b>R&amp;V</b> Intensive reading. A dialogue or drama which contains language varieties (dialect, slang words, words from other languages).	60 mins	164-166	3	95					
3	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP					
4	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP					
5	TB	<b>LSC</b> Revise logical connectors and conjunctions. Generalisation and stereotype.	30 mins	167	5	96,97					
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 11 - CAPS PG 74**

**SOLUTIONS FOR ALL WEEK 22**

**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 argument: list of points for and against a proposal/motion. Learners should give both sides of the argument. Focus on process writing.	60 mins	166	4	96									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 11	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 2 Cycle 11	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Remedial grammar from learner's writing and language papers in the mid-year examinations.	30 mins	169,170	-	97,98									

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 12 - CAPS PG 74										
SOLUTIONS FOR ALL WEEK 23										
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>	Share extended reading experience, e.g. recommend book, make suggestions about the school/public/community library.	60 mins	173,174	1,2	99-101			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	175-177	3	101 102			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Presentation of project, e.g. format, illustrations.	30 mins	181,182	-	103 104			
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 12 - CAPS PG 74**

**SOLUTIONS FOR ALL WEEK 24**

**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 shorter transactional text - diary entry, flyers, posters, directions, instructions, advertisement. Focus on process writing, text structure and language features.	60 mins	184	6	105	9								
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 12	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 2 Cycle 12	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Remedial grammar from learner's writing. Vocabulary related to reading text.	30 mins	186	-	105									

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 13 - CAPS PG 74										
SOLUTIONS FOR ALL WEEK 25										
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>	Listen to a radio/TV newscast for bias.	60 mins	189	1	106 107			
2	TB	<b>R&amp;V</b>	Intensive reading for Critical Language Awareness, e.g. political speech, biased reporting.	60 mins	190-193	2	107 108			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Use of pronouns and names, e.g. demonstrators, agitators, activists, to ?position?	30 mins	198,199	6	112			
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 13 - CAPS PG 74**

**SOLUTIONS FOR ALL WEEK 26**

**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 justifying/excusing/apologising for a behaviour. Write a biased account of a political event, rally or protest (narrative). Focus on process writing, text structures and language features.	60 mins	194,198	3,5	109,111									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 13	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 2 Cycle 13	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Vocabulary related to reading text.	30 mins	195-197	-	113									

**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 14 - CAPS PG 75															
SOLUTIONS FOR ALL WEEK 27															
<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>	Discussion of issues related to setwork study.	60 mins	205-207	1	116								
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text. Read and answer the questions that follow.	60 mins	209,210	2	117,118								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Formal style elements: vocabulary, longer sentences, no contractions.	30 mins	210-212	3	118,119								
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 14 - CAPS PG 75										
SOLUTIONS FOR ALL WEEK 28										
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 essay: argumentative/ reflective/ discursive/narrative/descriptive. Focus on process writing, text structures and language features.	60 mins	213	4	119			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 14	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 2 Cycle 14	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Remedial grammar from learner's writing. Vocabulary related to the text.	30 mins	214	-	120			
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 15 - CAPS PG 75										
SOLUTIONS FOR ALL WEEK 29										
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 to texts for appreciation and pleasure, e.g. music, songs, poems, extracts from setworks, etc.	60 mins	217,218	1	122 123			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	221-223	2	123 124			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Style elements related to written work.	30 mins	225	4	124			
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 15 - CAPS PG 75										
SOLUTIONS FOR ALL WEEK 30										
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 poster/CD cover. Focus on process writing, text structures and language conventions.	60 mins	224	3	124			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 15	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 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Vocabulary related to the reading text. Remedial grammar from reading texts.	30 mins	221	-	128			
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 3

# 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 11 - CAPS PG 74**

**SPOT ON WEEK 21**

**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 a drama/dialogue aloud. Pay attention to pronunciation, pause, pacing, tone and expression.	60 mins	126 127	1.1,1.2	186								
2	TB	<b>R&amp;V</b> Intensive reading. A dialogue or drama which contains language varieties (dialect, slang words, words from other languages).	60 mins	131-133	4.1,4.2	190 191								
3	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Revise generalisation and stereotype, symbolism and satire.	30 mins	130	3	189								

**REFLECTION**

*Encourage planning and goal setting for a growth mindset.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

**GRADE 12 ENGLISH - CYCLE 11 - CAPS PG 74**

**SPOT ON WEEK 22**

**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 argument: list of points for and against a proposal/motion. Learners should give both sides of the argument. Focus on process writing, text structures and language features.	60 mins	128,129	2.1,2.2	188								
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 11	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 2 Cycle 11	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Remedial grammar from learner's writing and language papers in the mid-year examinations.	30 mins	134	10	192								

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 12 - CAPS PG 74															
SPOT ON WEEK 23															
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>	Share extended reading experience, e.g. recommend book, make suggestions about the school/public/community library.	60 mins	143	4.1,4.2	202								
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	140-142	3.1,3.2	200 201								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Build vocabulary: prefixes and suffixes.	30 mins	136-138	1.1,1.2	194-197								
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 12 - CAPS PG 74**

**SPOT ON WEEK 24**

**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 shorter transactional text - flyer. Focus on process writing, text structures and language features.	60 mins	145,146	5.2	203-205	9						
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 12	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 2 Cycle 12	60 mins	LP	LP	LP							
5	TB	<b>LSC</b> Remedial grammar from learner's writing. Vocabulary related to reading text.	30 mins	148	11	208							

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 13 - CAPS PG 74										
SPOT ON WEEK 25										
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>	Listen to each other/newscast for bias.	60 mins	150,159	1.1,4.2	210,216,217			
2	TB	<b>R&amp;V</b>	Intensive reading for Critical Language Awareness, e.g. political speech, biased reporting.	60 mins	155-158	4.1	215			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Use of pronouns and names, e.g. demonstrators, agitators, activists, to ?position?. Dictionary work.	30 mins	111 112	2.1	211			
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 13 - CAPS PG 74**

**SPOT ON WEEK 26**

**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 apologising for a behaviour. Write a biased account of a school event. Focus on process writing, text structures and language features.	60 mins	160,161	5.2,5.3	219									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 13	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 2 Cycle 13	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Vocabulary related to reading text.	30 mins	162	12	220									

**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 14 - CAPS PG 75															
SPOT ON WEEK 27															
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>	Discussion of issues related to setwork study.	60 mins	180,181	2.1	228 229								
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	170,171	2,1	228 229								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Thesaurus work. Similes and metaphors.	30 mins	167,169	1.4,1.7	225 226								
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 14 - CAPS PG 75										
SPOT ON WEEK 28										
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 essay: argumentative/ reflective/ discursive/narrative/descriptive. Focus on process writing, text structures and language features.	60 mins	172,173	3.1	230			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 14	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 2 Cycle 14	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Remedial grammar from learner's writing. Vocabulary related to the text. Hyperbole.	30 mins	169	1.8	227			
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 15 - CAPS PG 75										
SPOT ON WEEK 29										
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>	Class discussion as a pre-reading activity.	60 mins	177 178	1.1	233			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text. Read the text and answer questions that follow.	60 mins	176,177	1.2,1.4	233 234			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Style elements related to written work.	30 mins	178	1.3	233			
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 15 - CAPS PG 75</b>										
<b>SPOT ON WEEK 30</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>	Design a poster/CD cover. Focus on process writing, text structures and language conventions.	60 mins	186,187	4.1	239			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 15	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 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Vocabulary related to the reading text.	30 mins	188	14	240			
<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 3

# 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 11 - CAPS PG 74**

**STUDY AND MASTER WEEK 21**

**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 a drama/dialogue aloud. Pay attention to pronunciation, pause, pacing, tone and expression.	60 mins	260-264	84	160,161								
2	TB	<b>R&amp;V</b> Intensive reading. A dialogue or drama which contains language varieties (dialect, slang words, words from other languages).	60 mins	265-269	85	162,163								
3	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Revise logical connectors and conjunctions. Generalisation and stereotype.	30 mins	276-278	87,88	164-167								

**REFLECTION**

*Encourage planning and goal setting for a growth mindset.*

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

**GRADE 12 ENGLISH - CYCLE 11 - CAPS PG 74**

**STUDY AND MASTER WEEK 22**

**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 argument: list of points for and against a proposal/motion. Learners should give both sides of the argument. Focus on process writing.	60 mins	279-282	89	168,169									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 11	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 2 Cycle 11	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Remedial grammar from learner's writing and language papers in the mid-year examinations.	30 mins	292,293	92	172,173									

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 12 - CAPS PG 74														
STUDY AND MASTER WEEK 23														
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>	Share extended reading experience, e.g. recommend book, make suggestions about the school/public/community library.	60 mins	298	95	178,179							
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text. Read and answer the questions that follow.	60 mins	300-306	96	179-182							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Presentation of project, e.g. format, illustrations.	30 mins	295	94	176							
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 12 - CAPS PG 74**

**STUDY AND MASTER WEEK 24**

**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 shorter transactional text - diary entry, flyers, posters, directions, instructions, advertisement. Focus on process writing, text structure and language features.	60 mins	317	102	188,189	9							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 12	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 2 Cycle 12	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Remedial grammar from learner's writing. Vocabulary related to reading text and research project.	30 mins	321	103	189,190								

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 13 - CAPS PG 74														
STUDY AND MASTER WEEK 25														
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 to a radio/TV newscast for bias.	60 mins	333,334	108	197							
2	TB	<b>R&amp;V</b>	Intensive reading for Critical Language Awareness, e.g. political speech, biased reporting.	60 mins	326-329	105	192,193							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Use of pronouns and names, e.g. demonstrators, agitators, activists, to ?position?	30 mins	331,332	107	196							
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 13 - CAPS PG 74**

**STUDY AND MASTER WEEK 26**

**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 apologising for a behaviour. Focus on process writing, text structures and language features.	60 mins	330,331	106	195									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 13	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 2 Cycle 13	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Sequencing. Vocabulary related to reading text.	30 mins	340,341	110	200									

**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 14 - CAPS PG 75														
STUDY AND MASTER WEEK 27														
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>	Discussion of issues related to setwork study.	60 mins	347,348	113	204							
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	348-350	114	205,206							
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP							
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Formal style elements: vocabulary, longer sentences, no contractions.	30 mins	350,351	115	207,208							
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 14 - CAPS PG 75										
STUDY AND MASTER WEEK 28										
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 essay: argumentative/ reflective/ discursive/narrative/descriptive. Focus on process writing, text structures and language features.	60 mins	354	116	209			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 14	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 2 Cycle 14	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Remedial grammar from learner's writing. Vocabulary related to the text.	30 mins	363	119	213,214			
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 15 - CAPS PG 75													
STUDY AND MASTER WEEK 29													
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 to texts for appreciation and pleasure, e.g. music, songs, poems, extracts from setworks etc.	60 mins	365,366	121	216						
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	367,368	122	217						
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP						
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP						
5	TB	<b>LSC</b>	Style elements related to written work.	30 mins	372,373	123	220						
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 15 - CAPS PG 75</b>										
<b>STUDY AND MASTER WEEK 30</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> Design a poster/CD cover. Focus on process writing, text structures and language conventions.	60 mins	375,376	124	220,221				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 15	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 2 Cycle 15	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Vocabulary related to the reading text.	30 mins	371	-	220				
<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 3

# 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 11 - CAPS PG 74											
SUCCESSFUL WEEK 21											
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> Read a drama/dialogue aloud. Pay attention to pronunciation, pause, pacing, tone and expression.	60 mins	115-118	1,2	117,118					
2	TB	<b>R&amp;V</b> Intensive reading. A dialogue or drama which contains language varieties (dialect, slang words, words from other languages).	60 mins	118,119	3	119					
3	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP					
4	LP	<b>R&amp;V</b> Lesson Plan Genre 2 Cycle 11	60 mins	LP	LP	LP					
5	TB	<b>LSC</b> Revise logical connectors and conjunctions. Generalisation and stereotype.	30 mins	121,122	5,6	120					
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 11 - CAPS PG 74**

**SUCCESSFUL WEEK 22**

**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 argument: list of points for and against a proposal/motion. Learners should give both sides of the argument. Focus on process writing.	60 mins	122,123	7	120,121							
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 11	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 2 Cycle 11	60 mins	LP	LP	LP							
5	TB	<b>LSC</b>	Remedial grammar from learner's writing and language papers in the mid-year examinations.	30 mins	120	4	119,120							

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 12 - CAPS PG 74										
SUCCESSFUL WEEK 23										
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>	Share extended reading experience, e.g. recommend book, make suggestions about the school/public/community library.	60 mins	125,126	1,2	123,124			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text. Read and answer the questions that follow.	60 mins	126,129	3	124			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 12	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Vocabulary related to the reading text.	30 mins	130	5	125			
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 12 - CAPS PG 74**

**SUCCESSFUL WEEK 24**

**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 shorter transactional text - diary entry. Focus on process writing, text structure and language features.	60 mins	133,134	8	126	9							
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 12	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 2 Cycle 12	60 mins	LP	LP	LP								
5	TB	<b>LSC</b> Remedial grammar from learner's writing. Vocabulary related to reading text and research project.	30 mins	135	9	127								

**REFLECTION**

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

**Your observations:**

**Your aims:**

**HOD/Subject Head:**

**Date:**

GRADE 12 ENGLISH - CYCLE 13 - CAPS PG 74															
SUCCESSFUL WEEK 25															
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>	Listen to a radio/TV newscast for bias.	60 mins	137,138	1	129,130								
2	TB	<b>R&amp;V</b>	Intensive reading for Critical Language Awareness, e.g. political speech, biased reporting.	60 mins	139,144	3,6	131,132								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 13	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Use of pronouns and names, e.g. demonstrators, agitators, activists, to ?position?	30 mins	138,139	2	130								
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 13 - CAPS PG 74**

**SUCCESSFUL WEEK 26**

**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 justifying/excusing/apologising for a behaviour. Write a biased account of a political event, such as a rally, riot, protest (narrative). Focus on process writing, text structures and language features.	60 mins	141-146	5,7	131,132									
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 13	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 2 Cycle 13	60 mins	LP	LP	LP									
5	TB	<b>LSC</b> Sequencing. Vocabulary related to reading text.	30 mins	141	4	131									

**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 14 - CAPS PG 75															
SUCCESSFUL WEEK 27															
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>	Discussion of issues related to setwork study.	60 mins	149,150	2	135								
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	150-153	3	136								
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP								
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 14	60 mins	LP	LP	LP								
5	TB	<b>LSC</b>	Formal style elements: vocabulary, longer sentences, no contractions.	30 mins	157	7,8	137,138								
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 14 - CAPS PG 75</b>										
<b>SUCCESSFUL WEEK 28</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: descriptive. Focus on process writing, text structures and language features.	60 mins	153	4	136,137			
2	LP	<b>W&amp;P</b>	Lesson Plan Genre 2 Cycle 14	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 2 Cycle 14	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Remedial grammar from learner's writing. Vocabulary related to the text.	30 mins	157-159	9	138			
<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 15 - CAPS PG 75										
SUCCESSFUL WEEK 29										
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 to texts for appreciation and pleasure, e.g. music, songs, poems, extracts from setworks, etc.	60 mins	161,162	1	140			
2	TB	<b>R&amp;V</b>	Intensive reading appropriate to the text.	60 mins	166,167	4	142			
3	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
4	LP	<b>R&amp;V</b>	Lesson Plan Genre 2 Cycle 15	60 mins	LP	LP	LP			
5	TB	<b>LSC</b>	Style elements related to written work.	30 mins	163	-	140			
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 15 - CAPS PG 75</b>										
<b>SUCCESSFUL WEEK 30</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> Design a poster/CD cover. Focus on process writing, text structures and language conventions.	60 mins	162	2	140				
2	LP	<b>W&amp;P</b> Lesson Plan Genre 2 Cycle 15	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 2 Cycle 15	60 mins	LP	LP	LP				
5	TB	<b>LSC</b> Style elements related to written work.	30 mins	168	6	143				
<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: