

2023/24 ANNUAL TEACHING PLANS: ENGLISH HOME LANGUAGE: GRADE 12 (TERM 1)

TERM 1	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
<b>CAPS SKILLS</b>	<b>Listening for comprehension</b> (Informative, evaluative, appreciative and interactive) Duration: 1 hour	<b>Unprepared speech</b> • Features and conventions • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Unprepared speech</b> • Features and conventions (public speaking techniques, structure and preparation process) • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Unprepared speech</b> • Features and conventions (public speaking techniques, structure and preparation process) • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Unprepared speech</b> • Features and conventions (public speaking techniques, structure and preparation process) • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Unprepared speech</b> • Features and conventions (public speaking techniques, structure and preparation process) • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Unprepared speech</b> • Features and conventions (public speaking techniques, structure and preparation process) • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Unprepared speech</b> • Features and conventions • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Unprepared speech</b> • Features and conventions • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Prepared speech</b> • Features and conventions • Planning, researching, organising, practising and presenting Duration: 1 hour	<b>Prepared speech</b> • Features and conventions • Planning, researching, organising, practising and presenting Duration: 1 hour
<b>LISTENING AND SPEAKING</b>	<b>FIRST WEEK</b> • <b>Consolidation of Grade 11 skills and content</b> • Peer assessment of baseline test • Discussion of baseline test • Introduction of learners to class • Discuss the features of literary texts (texts not covered in Grade 11) • Introduction to genres	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours	<b>Literature study</b> • <b>Poetry</b> • <b>Novel</b> • <b>Drama</b> Duration: 4 hours
<b>READING AND VIEWING</b>	<b>Baseline test</b> Duration: 1 hour	<b>Essay:</b> 1 x reflective, narrative, argumentative, discursive, descriptive, visual stimuli <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Essay:</b> 1 x reflective, narrative, argumentative, discursive, descriptive, visual stimuli <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary, letter to press <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary, letter to press <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling	<b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary <b>Focus on</b> • Register, style and voice • Word choice • Sentence construction • Paragraph writing • Punctuation and spelling
<b>WRITING AND PRESENTING</b>	<b>Key features of texts and parts of a book, including literary genres</b> • <b>Literature study</b> • Poetry • Drama • Novel/folklore Duration: 1 hour	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours	<b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 3 hours
<b>LANGUAGE STRUCTURES AND CONVENTIONS (INTEGRATED INTO ALL SKILLS)</b>	<b>Key features of texts and parts of a book, including literary genres</b> • <b>Literature study</b> • Poetry • Drama • Novel/folklore Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour	<b>Language structures and conventions in context</b> • <b>Refer to pages 93-94 of CAPS document</b> Duration: 1 hour
<b>REQUISITE PRE-KNOWLEDGE</b>	• Listening/speaking skills • Process writing • Writing skills, format and features of transactional texts	• Features and conventions of oral texts • Process writing • Essay writing skills, format and features of essay types	• Features and conventions of oral texts • Process writing • Essay writing skills, format and features of essay types	• Listening skills • Process writing • Writing skills, format and features of transactional texts	• Features and conventions of oral texts • Process writing • Writing skills, format and features of transactional texts	• Features and conventions of oral texts • Process writing • Writing skills, format and features of transactional texts	• Features and conventions of oral texts • Process writing • Writing skills, format and features of transactional texts	• Features and conventions of oral texts • Process writing • Essay writing skills, format and features of essay types	• Features and conventions of oral texts • Process writing • Essay writing skills, format and features of essay types	• Features and conventions of oral texts • Process writing • Essay writing skills, format and features of essay types	• Features and conventions of oral texts • Process writing • Essay writing skills, format and features of essay types
<b>RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING</b>	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two	Additional resources for literature study • DBE: Study guide: Writing • Study guide: Critical language awareness • Creative writing self-study guide • Integrated approaches study guidebook one and two

TERM 1	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
<b>INFORMAL ASSESSMENT</b>	<ul style="list-style-type: none"> <li>Pre-reading activities for introduction to literature</li> <li>Focus on process writing and features for transactional texts</li> <li>Baseline assessment</li> </ul>	<ul style="list-style-type: none"> <li>Pre-reading activities for introduction to literature</li> <li>Focus on process writing for essays</li> </ul>		<ul style="list-style-type: none"> <li>Authentic listening activities, e.g. radio broadcast</li> </ul>		<ul style="list-style-type: none"> <li>Past Paper 1s: Visual text questions 3 and 4</li> <li>Focus on process writing for transactional texts</li> </ul>		<ul style="list-style-type: none"> <li>Focus on process writing for essays</li> </ul>			
<b>SBA (FORMAL ASSESSMENT)</b>	<b>Task 1:</b> <b>Oral (15 marks)</b> Listening for comprehension	<b>Task 2:</b> <b>Writing (50 marks)</b> Essay – Narrative/descriptive/discursive/reflective/ argumentative essay		<b>Task 3:</b> <b>Writing (25 marks)</b> Transactional writing		<b>Task 4:</b> <b>Oral (15 marks)</b> Unprepared speech		<b>Task 5:</b> <b>Test (35 marks)</b> Language in context: Comprehension summary Language structures and conventions			

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

TERM 2	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
<b>CAPS SKILLS</b>	Unprepared reading aloud/prepared speech	Unprepared reading aloud/prepared speech	Unprepared reading aloud/prepared speech	Unprepared reading aloud/prepared speech	Unprepared reading aloud/prepared speech	Unprepared reading aloud/prepared speech	Unprepared reading aloud/prepared speech	<b>Mid-year examinations (150 marks) / Test</b> <b>Paper 1 – Language in context (70 marks) – 2 hours</b> <ul style="list-style-type: none"> <li>• Comprehension (30)</li> <li>• Summary (10)</li> <li>• Advertisement (10)</li> <li>• Cartoon (10)</li> <li>• Prose (10)</li> </ul> <b>Paper 2 – Literature (80 marks) – 2,5 hours</b> <ul style="list-style-type: none"> <li>• Seen poems (20)</li> <li>• Unseen poem (10)</li> <li>• Novel (25)</li> <li>• Drama (25)</li> </ul>			
<b>LISTENING AND SPEAKING</b>	Duration: 1 hour	Duration: 1 hour	Duration: 1 hour	Duration: 1 hour	Duration: 1 hour	Duration: 1 hour	Duration: 1 hour				
<b>READING AND VIEWING</b>	<b>Literature study</b>	<b>Literature study</b>	<b>Literature study</b>	<b>Literature study</b>	<b>Literature study</b>	<b>Literature study</b>	<b>Literature study</b>				
<b>WRITING AND PRESENTING</b>	<ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel/folklore</li> <li>• Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul>	<ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul>				
<b>LANGUAGE STRUCTURES AND CONVENTIONS (INTEGRATED INTO ALL SKILLS)</b>	Duration: 1,5 hours <b>Language structures and conventions</b> <ul style="list-style-type: none"> <li>• <b>Reading for comprehension:</b> Strategies using written texts: See 3.2 (CAPS)</li> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Format and features of chosen text</b> Duration: 1,5 hours	Duration: 4 hours <b>Essay:</b> 1 x reflective, narrative, argumentative, discursive, descriptive, visual stimuli <b>Focus on</b> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 2 hours <b>Language structures and conventions in context</b> <ul style="list-style-type: none"> <li>• Refer to pages 93-94 of CAPS document</li> </ul> Duration: 2 hours	Duration: 4 hours <b>Transactional text:</b> Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), formal/informal letter to the press, Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary <b>Focus on</b> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 2 hours <b>Language structures and conventions in context</b> <ul style="list-style-type: none"> <li>• Refer to pages 93-94 of CAPS document</li> </ul> Duration: 2 hours	Duration: 4 hours Transactional/essay writing <b>Focus on</b> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting Duration: 2 hours <b>Language structures and conventions in context</b> <ul style="list-style-type: none"> <li>• Refer to pages 93-94 of CAPS document</li> </ul> Duration: 2 hours							
<b>REQUISITE PRE-KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Speaking skills</li> <li>• Process writing</li> <li>• Writing skills, format and features of transactional texts</li> <li>• Knowledge of register and style</li> </ul>	<ul style="list-style-type: none"> <li>• Features and conventions of oral texts</li> <li>• Process writing - summary writing</li> <li>• Essay writing skills, format and features of essay types, paragraph writing</li> </ul>	<ul style="list-style-type: none"> <li>• Features and conventions of oral texts</li> <li>• Interpretation of visual texts</li> <li>• Process writing</li> <li>• Writing skills, format and features of transactional texts</li> </ul>	<ul style="list-style-type: none"> <li>• Listening/speaking skills</li> <li>• Process writing</li> <li>• Writing skills, format and features of transactional texts</li> </ul>							
<b>RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING</b>	Additional resources for literature study <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	Additional resources for literature study <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	Additional resources for literature study <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	Additional resources for literature study <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	Additional resources for literature study <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>						
<b>INFORMAL ASSESSMENT</b>	Process writing for the <b>Literary essay</b>	<b>Revision of Paper 1:</b> Question 5 (past papers) <b>Analysis of poems</b> – To be presented as an oral activity	<b>Past Paper 1s:</b> Visual text questions 3 and 4 Focus on process writing for transactional texts	<b>Focus on Paper 1:</b> Answering the comprehension summary writing							
<b>SBA (FORMAL ASSESSMENT)</b>	<b>Task 6</b> Unprepared reading aloud/prepared speech (10 marks)		<b>Task 7</b> Unprepared reading aloud/prepared speech (10 marks)		<b>Task 8</b> Mid-year examinations (150) / Test						

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

TERM 3	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11
<p><b>CAPS SKILLS</b></p> <p><b>READING AND VIEWING</b></p> <p><b>WRITING AND PRESENTING</b></p> <p><b>LANGUAGE STRUCTURES AND CONVENTIONS (INTEGRATED INTO ALL SKILLS)</b></p>	<p>Interpretation of visual texts</p> <p><b>Literature study</b></p> <ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul> <p>Duration: 2 hours</p> <p><b>Transactional text</b></p> <p>Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), formal/informal letter to the press, Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary</p> <p><b>Focus on</b></p> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <p><b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting</p> <p>Duration: 1,5 hours</p> <p><b>Language structures and conventions in context</b></p> <ul style="list-style-type: none"> <li>• Refer to pages 93-94 of CAPS document</li> </ul> <p>Duration: 1 hour</p>	<p><b>Literature study</b></p> <ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul> <p>Duration: 5 hours</p> <p><b>Transactional text</b></p> <p>Friendly letter, formal letter (request, application, business, complaint, sympathy, congratulations, thanks), formal/informal letter to the press, Curriculum Vitae and cover letter (asked as a combination), e-mail, formal report, informal report, review, newspaper article, magazine article, agenda and minutes of meeting (asked as a combination), formal speech, informal speech, dialogue, written interview, obituary</p> <p><b>Focus on</b></p> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <p><b>Process writing:</b> Planning, drafting, revising, editing, proof-reading and presenting</p> <p>Duration: 2 hours</p> <p><b>Language structures and conventions in context</b></p> <ul style="list-style-type: none"> <li>• Refer to pages 93-94 of CAPS document</li> </ul> <p>Duration: 2 hours</p>		<p><b>Literature study</b></p> <ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul> <p>Duration: 5 hours</p> <p><b>Essay:</b> 1 x reflective/narrative, argumentative, discursive, descriptive</p> <p><b>Focus on</b></p> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <p><b>Process writing:</b> Planning, drafting, revising, editing, proof-reading and presenting</p> <p>Duration: 2 hours</p> <p><b>Language structures and conventions in context</b></p> <ul style="list-style-type: none"> <li>• Refer to pages 93-94 of CAPS document</li> </ul> <p>Duration: 2 hours</p>		<p><b>Literature study</b></p> <ul style="list-style-type: none"> <li>• Poetry</li> <li>• Novel</li> <li>• Drama</li> </ul> <p>Duration: 5 hours</p> <p><b>Essay:</b> 1 x reflective, narrative, argumentative, discursive, descriptive</p> <p><b>Focus on</b></p> <ul style="list-style-type: none"> <li>• Register, style and voice</li> <li>• Word choice</li> <li>• Sentence construction</li> <li>• Paragraph writing</li> <li>• Punctuation and spelling</li> </ul> <p><b>Process writing:</b> Planning, drafting, revising, editing, proofreading and presenting</p> <p>Duration: 2 hours</p> <p><b>Language structures and conventions in context</b></p> <ul style="list-style-type: none"> <li>• Refer to pages 93-94 of CAPS document</li> </ul> <p>Duration: 2 hours</p>		<p><b>Task 10</b></p> <p><b>Trial examinations (250 marks)</b></p> <p><b>Paper 1 – Language in context (70 marks) – 2 hours</b></p> <ul style="list-style-type: none"> <li>• Comprehension (30)</li> <li>• Summary (10)</li> <li>• Advertisement (10)</li> <li>• Cartoon (10)</li> <li>• Prose (10)</li> </ul> <p><b>Paper 2 – Literature (80 marks) – 2,5 hours</b></p> <ul style="list-style-type: none"> <li>• Seen poems (20)</li> <li>• Unseen poem (10)</li> <li>• Novel (25)</li> <li>• Drama (25)</li> </ul> <p><b>Paper 3 – Writing (100 marks) – 3 hours</b></p> <ul style="list-style-type: none"> <li>• Essay (50)</li> <li>• Transactional (2x25)</li> </ul>			
<b>REQUISITE PRE-KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Speaking skills</li> <li>• Interpretation of visual texts</li> <li>• Process writing</li> <li>• Writing skills, format and features of transactional texts</li> </ul>	<ul style="list-style-type: none"> <li>• Features and conventions of oral texts</li> <li>• Process writing</li> <li>• Writing skills, format and features of transactional texts</li> </ul>	<ul style="list-style-type: none"> <li>• Features and conventions of oral texts</li> <li>• Process writing</li> </ul>	<ul style="list-style-type: none"> <li>• Report-writing skills, format and features</li> </ul>							
<b>RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING</b>	<p>Additional resources for literature study</p> <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	<p>Additional resources for literature study</p> <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	<p>Additional resources for literature study</p> <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	<p>Additional resources for literature study</p> <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	<p>Additional resources for literature study</p> <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>	<p>Additional resources for literature study</p> <ul style="list-style-type: none"> <li>• DBE: Study guide: Writing</li> <li>• Study guide: Critical language awareness</li> <li>• Creative writing self-study guide</li> <li>• Integrated approaches study guidebook one and two</li> </ul>					
<b>SBA (FORMAL ASSESSMENT)</b>		<p><b>Task 9</b></p> <p><b>Literature: (35 marks)</b></p> <p>Literature assignment (35) OR</p> <p>Contextual questions (10) and Literary essay (25)</p>						<p><b>Task 10</b></p> <p><b>Trial examinations (250)</b></p>			

## 2023/24 ANNUAL TEACHING PLANS: ENGLISH HOME LANGUAGE: GRADE 12 (TERM 4)

TERM 4	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5-10
<b>CAPS SKILLS</b>	<p>Prepare for examination by using previous examination papers regarding:</p> <p><b>Language in context</b></p> <ul style="list-style-type: none"> <li>Comprehension</li> <li>Summary</li> <li>Language structures and conventions</li> </ul> <p><b>Literature</b></p> <ul style="list-style-type: none"> <li>Novel</li> <li>Drama</li> <li>Poetry</li> </ul> <p>Duration: 3 hours</p> <p>Prepare for examination by using previous examination papers on:</p> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>Essays</li> <li>Transactional texts</li> </ul> <p><b>Focus on</b></p> <p><b>Process writing</b> Planning, drafting, revising, editing, proofreading and presenting</p> <p>Duration: 3 hours</p> <p><b>Language structures and conventions</b></p> <ul style="list-style-type: none"> <li>Register, style and voice</li> <li>Word choice</li> <li>Sentence construction</li> <li>Paragraph writing</li> <li>Punctuation and spelling</li> </ul> <p><b>Format and features of chosen text</b></p> <p>Duration: 3 hours</p>		<p>Prepare for examination by using previous examination papers regarding:</p> <p><b>Language in context</b></p> <ul style="list-style-type: none"> <li>Comprehension</li> <li>Summary</li> <li>Language structures and conventions</li> </ul> <p><b>Literature</b></p> <ul style="list-style-type: none"> <li>Novel</li> <li>Drama</li> <li>Poetry</li> </ul> <p>Duration: 3 hours</p> <p>Prepare for examination by using previous examination papers on:</p> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>Essays</li> <li>Transactional texts</li> </ul> <p><b>Focus on</b></p> <p><b>Process writing</b> Planning, drafting, revising, editing, proofreading and presenting</p> <p>Duration: 3 hours</p> <p><b>Language structures and conventions</b></p> <ul style="list-style-type: none"> <li>Register, style and voice</li> <li>Word choice</li> <li>Sentence construction</li> <li>Paragraph writing</li> <li>Punctuation and spelling</li> </ul> <p><b>Format and features of chosen text</b></p> <p>Duration: 3 hours</p>		Final NSC examinations
<b>READING AND VIEWING</b>					
<b>WRITING AND PRESENTING</b>					
<b>LANGUAGE STRUCTURES AND CONVENTIONS (INTEGRATED INTO ALL SKILLS)</b>					
<b>REQUISITE PRE-KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Process writing</li> <li>Writing skills, format and features of transactional texts and essays</li> <li>Language structures and conventions</li> </ul>		<ul style="list-style-type: none"> <li>Process writing</li> <li>Writing skills, format and features of transactional texts and essays</li> <li>Language structures and conventions</li> </ul>		
<b>RESOURCES (OTHER THAN TEXTBOOK) TO ENHANCE LEARNING</b>	<p>Additional resources for literature study</p> <ul style="list-style-type: none"> <li>Second Chance: Study guide: Writing</li> <li>Second Chance: Study guide: Critical language awareness</li> <li>Creative writing self-study guide</li> </ul>		<p>Additional resources for literature study</p> <ul style="list-style-type: none"> <li>Second Chance: Study guide: Writing</li> <li>Second Chance: Study guide: Critical language awareness</li> <li>Integrated approaches study guidebook one and two</li> <li>Creative writing self-study guide</li> </ul>		
<b>INFORMAL ASSESSMENT, REMEDIATION</b>	<p><b>Revision of Paper 1:</b> Comprehension, summary, visual literacy, language structures and conventions</p> <p><b>Revision of Paper 3:</b> The writing process, types of essays</p>		<p><b>Revision of Paper 3:</b> Formats of transactional texts</p> <p><b>Revision of Paper 2:</b> Analysis of poetry, literary essay, contextual questions</p>		