

Functional Skills English (Level 2 – Edexcel)

Scheme of Work for 1:1 Delivery (SEMH-Focused)

Course	Edexcel Functional Skills English Level 2
Duration	6 Terms (approx. 36 weeks)
Lesson Duration	90 minutes (includes 5–10 min break)
Delivery Mode	1:1 (SEMH-adapted)
Main Resource	CGP Functional Skills English Level 2 Study & Test Practice Book
Supplementary Resources	Tutor worksheets, Edexcel sample papers, audio clips, emotion check-ins
Learner Needs	SEMH – structured, flexible, confidence-building environment

SEMH Teaching Principles

- Begin lessons with a **calm, consistent check-in** (mood scale or visual prompt).
 - Maintain a **predictable structure** — outline what's coming each session.
 - Provide **short, achievable steps** and clear goals.
 - Use **visuals, discussion and examples** to reinforce complex ideas.
 - Encourage **reflection and praise progress**, not just outcomes.
 - Build self-regulation with **5–10 minute calm breaks** mid-lesson.
 - End each session with a **positive review and small success recognition**.
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TERM 1 – Reading Comprehension and Inference (6 weeks)

Curriculum Coverage:

L2.9 – Read and summarise information from a range of texts.

L2.10 – Identify main points, ideas, and supporting details.

L2.11 – Analyse texts for purpose, tone, and viewpoint.

L2.12 – Infer meaning and interpret implied information.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Assess baseline reading and understanding.	Diagnostic reading tasks and discussion of goals.	Supportive tone, positive reinforcement.	CGP p.2–3	<input type="checkbox"/>	
2	Identify key points and details in non-fiction texts.	Skim, scan, and summarise practice.	Visual organisers and scaffolds.	CGP p.6–8	<input type="checkbox"/>	
3	Distinguish between fact, opinion, and bias.	Analyse short articles and news texts.	Use relatable, real-world examples.	CGP p.9–10	<input type="checkbox"/>	
4	Understand writers' purpose, tone, and perspective.	Compare texts on same topic.	Guided questions; chunked reading.	CGP p.11–12	<input type="checkbox"/>	
5	Infer meaning from implicit information.	Inference games and group analysis.	Model 'thinking aloud' approach.	CGP p.13–14	<input type="checkbox"/>	
6	Apply reading skills to timed exam practice.	Practice reading paper under supervision.	Build confidence, praise effort.	CGP p.15	<input type="checkbox"/>	

TERM 2 – Writing for Purpose and Audience (6 weeks)

Curriculum Coverage:

L2.19 – Write clearly and effectively for different audiences.

L2.20 – Plan, draft, and proofread own writing.

L2.21 – Use accurate grammar, punctuation, and spelling.

L2.22 – Structure writing coherently with paragraphs.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Plan and structure written texts.	Use planning grids and templates.	Scaffold and model planning steps.	CGP p.18–19	<input type="checkbox"/>	
2	Write effective introductions and conclusions.	Compare examples, write short openings.	Use colour coding for structure.	CGP p.20–21	<input type="checkbox"/>	
3	Adapt writing for purpose and audience.	Write letters, reports, and articles.	Choose topics linked to interests.	CGP p.22–24	<input type="checkbox"/>	
4	Use paragraphs and connectives effectively.	Re-order jumbled texts, write paragraphs.	Visual linking words chart.	CGP p.25–26	<input type="checkbox"/>	
5	Apply correct grammar, punctuation, and spelling.	Focused editing practice.	Use personal spelling/grammar checklist.	CGP p.27–28	<input type="checkbox"/>	
6	Complete timed writing assessment.	Timed task under exam conditions.	Calm, low-stress environment.	CGP mock	<input type="checkbox"/>	

TERM 3 – Advanced Reading and Language Analysis (6 weeks)

Curriculum Coverage:

L2.9–L2.14 – Compare, analyse, and evaluate different texts.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Compare how ideas are presented in texts.	Venn diagram comparisons.	Use short, engaging extracts.	CGP p.30–31	<input type="checkbox"/>	
2	Analyse persuasive language techniques.	Identify devices in adverts and speeches.	Visual word walls.	CGP p.32–33	<input type="checkbox"/>	
3	Evaluate how texts achieve their purpose.	Critical reading and discussion.	Encourage oral before written responses.	CGP p.34–35	<input type="checkbox"/>	
4	Identify structure and layout features.	Annotate leaflets and web pages.	Real-world examples (brochures, websites).	CGP p.36–37	<input type="checkbox"/>	
5	Analyse and infer complex vocabulary.	Context clue and synonym tasks.	Visual and verbal reinforcement.	CGP p.38–39	<input type="checkbox"/>	
6	Complete full reading practice assessment.	Timed reading test and reflection.	Praise resilience and effort.	CGP p.40	<input type="checkbox"/>	

TERM 4 – Extended Writing & Functional Tasks (6 weeks)

Curriculum Coverage:

L2.19–L2.23 – Create structured, purposeful writing across varied contexts.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Write formal reports and reviews.	Write report on current topic.	Use clear structure template.	CGP p.42–43	<input type="checkbox"/>	
2	Write persuasive and argumentative texts.	Debate preparation and article writing.	Encourage respectful discussion.	CGP p.44–45	<input type="checkbox"/>	
3	Write emails and letters using correct tone.	Model formal/informal differences.	Scaffold sentence frames.	CGP p.46–47	<input type="checkbox"/>	
4	Edit and proofread extended texts.	Use checklists and peer review.	Visual reminders for punctuation.	CGP p.48–49	<input type="checkbox"/>	
5	Write summaries and concise texts.	Practice condensing longer texts.	Step-by-step modelling.	CGP p.50–51	<input type="checkbox"/>	
6	Complete extended writing mock.	Full writing paper under exam timing.	Supportive, low-pressure feedback.	CGP mock	<input type="checkbox"/>	

TERM 5 – Speaking, Listening and Communication (6 weeks)

Curriculum Coverage:

L2.1–L2.8 – Participate effectively in discussions and presentations.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Listen and respond effectively in discussions.	Paired dialogue and reflection.	Encourage turn-taking and calm tone.	CGP p.52	<input type="checkbox"/>	
2	Express opinions clearly and persuasively.	Debate on familiar topics.	Use sentence stems (“I think... because...”).	CGP p.53	<input type="checkbox"/>	
3	Use evidence to support opinions.	Research and discussion tasks.	Scaffold note-taking.	CGP p.54	<input type="checkbox"/>	
4	Plan and deliver a short presentation.	Create 3–5 min talk on personal interest.	Calm preparation; tutor feedback.	CGP p.55	<input type="checkbox"/>	
5	Participate in formal and informal exchanges.	Simulate workplace conversations.	Model responses, reduce pressure.	Tutor scripts	<input type="checkbox"/>	
6	Mock speaking & listening assessment.	Practice under timed format.	Reinforce confidence and self-control.	Tutor materials	<input type="checkbox"/>	

TERM 6 – Revision and Exam Preparation (6 weeks)

Curriculum Coverage:

L2.1–L2.23 – Consolidation of all functional reading, writing, and communication skills.

Week	Learning Objectives	Key Learning Activities	Adaptive / SEMH Strategies	Resources	✓ Achieved	Lesson Comments
1	Review key reading strategies.	Short reading tasks with feedback.	Focus on confidence, not speed.	CGP reading	<input type="checkbox"/>	
2	Review writing structures and techniques.	Revision worksheets.	Visual aids for text structure.	CGP writing	<input type="checkbox"/>	
3	Grammar, punctuation, and spelling recap.	Focused drills and proofreading.	Personalised correction cards.	CGP writing	<input type="checkbox"/>	
4	Practice speaking and listening assessments.	Mock discussions and presentations.	Relaxed setting.	Tutor materials	<input type="checkbox"/>	
5	Mock exam 1 (reading and writing).	Simulated timed paper.	Reduce anxiety; encourage pacing.	CGP mock	<input type="checkbox"/>	
6	Mock exam 2 and review of progress.	Final feedback, reflection, and celebration.	Emphasise growth and confidence.	CGP test	<input type="checkbox"/>	



Lesson Flow (90 minutes – SEMH Adaptive)

Segment	Time	Example
Emotional check-in	10 min	Mood scale or brief chat
Input & modelling	20 min	Explain and demonstrate skill
Guided practice	20 min	Work together on examples
Break / mindfulness	5–10 min	Breathing, stretch, calm break
Independent work	25 min	Learner completes task
Reflection & feedback	10 min	Review goals, praise effort



Resources

- CGP Functional Skills English Level 2 Study & Test Practice Book
- Edexcel sample exam papers and mark schemes
- Audio/video speaking materials
- Emotion regulation charts
- Tutor-created scaffolds and checklists
- Access to dictionary, thesaurus, and writing templates