

# SAMPLE SCOPE & SEQUENCE

## Essential Skills – Reading and Writing, LEVEL 2

### Learning Design

Below is a suggested sequence of content for Essential Skills – Reading and Writing ERW210114.

This is an example only; to be used to support teachers to develop their own scope and sequence documents and associated assessment matrices that meet the learning needs of their learners.

**NOTE:** This course may have been amended since the development of this sample teacher resource in 2018. Please visit the [TASC website](http://www.tasc.edu.au) for current version of the course.

### Term 1

Week	Topic covered	Criteria
1	Section 1: Travel Planning Online <ul style="list-style-type: none"> <li>• Travel Planning Online: Travel Itineraries               <ul style="list-style-type: none"> <li>– Planning a weekend trip to Tasmania</li> <li>– Constructing a travel itinerary: Major Instructional text</li> </ul> </li> </ul>	2 1, 3, 4
2	<ul style="list-style-type: none"> <li>• Travel Planning Online: Travel Blogs               <ul style="list-style-type: none"> <li>– Features of a blog</li> <li>– Create a blog</li> </ul> </li> </ul>	1 3, 4
3	<ul style="list-style-type: none"> <li>• Travel Planning Online: Overseas Travel Documents               <ul style="list-style-type: none"> <li>– Round the world ticket</li> <li>– Passport application</li> <li>– Visas, travel warnings and vaccinations</li> </ul> </li> </ul>	2, 5 2 2
4	Section 2: Being Cautious Online <ul style="list-style-type: none"> <li>• Being Cautious Online: Rights and Responsibilities               <ul style="list-style-type: none"> <li>– Rights and responsibilities</li> <li>– Class discussion</li> <li>– Letter to the editor: Major Exposition text</li> </ul> </li> </ul>	1, 2 5 1, 3, 4
5	<ul style="list-style-type: none"> <li>• Being Cautious Online: Your Digital Footprint and Reputation               <ul style="list-style-type: none"> <li>– Your digital footprint and reputation</li> <li>– Film review</li> </ul> </li> </ul>	5 5

Week	Topic covered	Criteria
6	<ul style="list-style-type: none"> <li>Being Cautious Online: Staying Safe online               <ul style="list-style-type: none"> <li>Advice when buying online</li> <li>Advertisements</li> <li>Spam email fraud</li> <li>Online Scam report</li> </ul> </li> </ul>	1 1, 3, 4 1, 3, 4 1, 3
7	Section 3: Shopping Online <ul style="list-style-type: none"> <li>Shopping Online: Comparing products               <ul style="list-style-type: none"> <li>Internet search</li> <li>Constructing an investigative report</li> </ul> </li> </ul>	1 1
8	<ul style="list-style-type: none"> <li>Shopping Online: Website Design               <ul style="list-style-type: none"> <li>Features of e-commerce websites</li> <li>Shopping website report</li> </ul> </li> </ul>	1, 2 3, 4, 5
9	<ul style="list-style-type: none"> <li>Shopping Online: Advertising online               <ul style="list-style-type: none"> <li>Target audience</li> <li>Advertising techniques</li> </ul> </li> </ul>	1, 2 1, 2
10	<ul style="list-style-type: none"> <li>Shopping Online: Advertising online               <ul style="list-style-type: none"> <li>Analysing advertisements</li> <li>Persuasive language: Major persuasive text</li> </ul> </li> </ul>	1, 2, 3, 4 1, 2, 3, 4, 5
Break		
Break		

## Term 2

Week	Topic covered	Criteria
1	Section 4 – Instructions <ul style="list-style-type: none"> <li>Instructional text</li> <li>Explanatory text: Interpretive Text</li> </ul>	1, 2 1, 2, 3, 4, 5
2	<ul style="list-style-type: none"> <li>Instructional presentation: Oral presentation</li> </ul>	1, 2, 3, 4
3	Section 5 - Get me a Job <ul style="list-style-type: none"> <li>What is work? Your dream job.</li> <li>Resume</li> </ul>	2, 4 1, 2, 3, 4, 5
4	<ul style="list-style-type: none"> <li>Cover letter</li> <li>Job application (optional)</li> </ul>	2, 3, 4, 5 1, 2, 3, 4, 5
5	<ul style="list-style-type: none"> <li>Job Interview</li> </ul>	1, 2, 3, 4, 5

Week	Topic covered	Criteria
6	Section 6 – On the Job <ul style="list-style-type: none"> <li>• Writing an email               <ul style="list-style-type: none"> <li>– Rules to remember</li> <li>– Style of language</li> <li>– Subject lines, openings and closings on emails</li> <li>– Structuring your email</li> <li>– Tone of email</li> </ul> </li> </ul>	2 1 1 3, 4, 5 3, 4, 5
7	<ul style="list-style-type: none"> <li>• Writing and responding to business complaints               <ul style="list-style-type: none"> <li>– When should I complain?</li> <li>– Features of a complaint letter</li> <li>– Responding to a complaint in writing</li> </ul> </li> </ul>	2, 3, 4 1, 2, 3, 4, 5 3, 4
8	<ul style="list-style-type: none"> <li>• Workplace documents               <ul style="list-style-type: none"> <li>– Most common forms of workplace documents</li> <li>– Incident report</li> </ul> </li> </ul>	1, 2 1, 2, 3, 4
9	<ul style="list-style-type: none"> <li>– Forms</li> <li>– Log books</li> </ul>	1, 2, 3 1, 2, 3
10	<ul style="list-style-type: none"> <li>– Time sheets</li> </ul>	1, 2, 3
Break		
Break		