GRADE 5 EFAL TERM 1 WEEKLY TRACKER

		Week 1	
Day	CAPS conten	t, concepts, skills	Date completed
		THEME:	
Monday	Activity 1:	ORIENTATION LISTENING ACTIVITY	
		 Listening Text: Covid 19 Article Genre: Story Three read Model comprehension skill: Making inferences Oral comprehension 	
Tuesday	Activity 2:	SPEAKING ACTIVITY	
,	, ,	Text from the textbook or Teacher's Resource File (TRF) Reads a Covid-19 related story from an article. SHARED READING	
		 Pre-reading: predicting from title and pictures 	
		 Uses reading strategies, e.g. making predictions, uses phonic and contextual clues 	
		 Retells events in correct sequence, using simple past tense 	
Wednesday	Activity 1		
		ORAL ACTIVITIES	
	Activity 2	Teach song/rhyme/poemTeach theme vocabularyQuestion of the dayUse personal dictionaries	
		 SHARED READING First Read DBE Workbook 1 page 26: Sharks matter Genre: Information text Model comprehension skill: I wonder / make inferences 	

Thursday		Activity 1: SHARED READING Second Read • DBE Workbook 1 page 26: Sharks matter • Genre: Information text • Model comprehension skill: I wonder / make inferences • Oral comprehension • Formulate a question about the text	
Thursday	Activity 2:	TEACH THE COMPREHENSION STRATEGY • DBE Workbook 1 page 26: Sharks matter • Genre: Information text Teach: Making inferences	
Friday	Activity 1:	SHARED READING Post-Read • DBE Workbook 2 page 86: Sharks matter • Genre: Information text • Written comprehension • Comprehension strategy: Summarise / make inferences	
Friday	Activity 2:	TEACH THE GENRE • Personal recount • Sample text: Day at the beach	

WEEK 1 SUPPLEMENTARY TEXTBOOK ACTIVITIES: READING & VIEWING

Week 1					
Textbook	Textbook Supplementary Reading Activity:				
	Read a story				
SUCCESSFUL OXFORD	Read and view facts about South Africa, 20				
Oxford	Read and view an event in the Free State, 24				
STUDY & MASTER	Look at the book over and contents page, 20				
Cambridge	Read this extract from Car designs silently, 22				
INTERACTIVE ENGLISH	Read a class timetable, 19				
St Mary's Interactive Learning	Read the newspaper article, 20				
	Read the personal text, 21				
VIA AFRICA	Read information texts with visuals, 16				
Via Africa	Read a map, 18				
HEAD START	Read a visual text such as a photograph with captions,				
Oxford	16				
	Read factual information in a map, 18				
SOLUTIONS FOR ALL	Read a factual text, 18				
Macmillan Education					
PLATINUM	Read about another country, 14				
Pearson					
TOP CLASS	Read a mind map, 11				
Shuter & Shooter					

Week 2				
Day	CAPS content, concepts, skills	Date completed		
	THEME: EXPLORING NEW PLACES	•		
Monday	Activity 1: WRITING Planning • Genre: Personal recount • Topic: Write a personal recount about a time you felt brave. • Planning Strategy: Write a list			
Monday	Activity 2: GROUP GUIDED READING • Class: Worksheet Week 4 • Group 1			
Tuesday	Activity 1: ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries			
Tuesday	Activity 2: GROUP GUIDED READING • Class: Worksheet Week 4 • Group 2			
Wednesday	Activity 1: LSC & WRITING: Drafting • LSC: Past tense • Use plan to draft a Personal recount			
Wednesday	Activity 2: GROUP GUIDED READING • Class: Worksheet 4 • Group 3			
Thursday	Activity 1: ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries			
Thursday	Activity 2: GROUP GUIDED READING • Class: Worksheet Week 4 • Group 4			
Friday	Activity 1: WRITING Editing and Publishing • Edit personal recount using checklist • Publish and share personal recount			
Friday	Activity 2: GROUP GUIDED READING • Class: Worksheet Week 4 • Group 5			
Friday	Activity 3: • Conclusion			

WEEK 2 SUPPLEMENTARY TEXTBOOK ACTIVITIES: LSC

Week 2				
Textbook	Supplementary Writing Activity: Writes a factual recount/writes about a news event based on personal experience	Date Completed		
SUCCESSFUL OXFORD Oxford	Write and present a map, 19			
STUDY & MASTER Cambridge	Copy the mind map, 21			
INTERACTIVE ENGLISH St Mary's Interactive Learning	Write a factual recount about events, 24			
VIA AFRICA Via Africa	Write a recount, 22			
HEAD START Oxford	Write a factual recount, 20			
SOLUTIONS FOR ALL Macmillan Education	Writing a factual recount, 24			
PLATINUM Pearson	Write a factual recount, 18			
TOP CLASS Shuter & Shooter	Write about a sports match, athletics meeting or gala, 13			

WEEK 2 SUPPLEMENTARY TEXTBOOK ACTIVITIES: WRITING

Week 2				
Textbook	Supplementary Writing Activity:	Date Completed		
	Writes a simple story using a frame /			
	Writes a paragraph to express and explain an			
	opinion			
SUCCESSFUL OXFORD	Write about your favourite season, use the writing			
Oxford	frame, 67			
STUDY & MASTER	Write a paragraph about the story, use the writing			
Cambridge	frame, 72			
INTERACTIVE ENGLISH	Write a paragraph to explain your opinion of the			
St Mary's Interactive Learning	story, 82			
VIA AFRICA	Write a paragraph giving an opinion, 70			
Via Africa				
HEAD START	Write a paragraph to express your opinion, 54			
Oxford				
SOLUTIONS FOR ALL	Write a story called 'The day I saw a crocodile', 60			
Macmillan Education				
PLATINUM	Write a story using a frame, 59			
Pearson				
TOP CLASS	Write a story called 'Words that changed my life',			
Shuter & Shooter	49			
	Express an opinion, 49			

	Them	ne Reflection: SH	ARKS	
1. What went well this cycle?				
2. What did not go well this cycle?				
3. How can you improve this next cycle?				
4. Did you cover all the work for the cycle?				
5. If not, how will you get back on track?				
6. Do you need to extend some learners?				
7. In which area / activity?				
8. How will you do this?				
9. Do you need to support some learners?				
10. In which area / activity?				
11. How will you do this?				
SMT Comment				
SMT name and signature		Date		

Week 3				
Day	CAPS conte	ent, concepts, skills	Date completed	
		THEME: GROWING PLANTS		
Monday	Activity 1:	ORAL ACTIVITIES Introduce theme: Growing plants Teach song/rhyme/poem Teach theme vocabulary Question of the day Use personal dictionaries		
Monday	Activity 2:	LISTENING ACTIVITY Listening Text: Kruti's tomatoes Genre: Information text Three read Model comprehension skill: Search the text Oral comprehension		
Tuesday	Activity 1:	Re-read Text: Kruti's tomatoes Genre: Information text Group discussions to respond to text		
Tuesday	Activity 2:	PHONICS REVIEW Word find with /ck/ /o/ and /sh/		
Tuesday	Activity 3:	SHARED READING Pre-Read DBE Workbook 1 page 64: How to grow a tree Genre: Information text Discuss and predict		
Wednesday	Activity 1:	ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries		
Wednesday	Activity 2:	 SHARED READING First Read DBE Workbook 1 page 64: How to grow a tree Genre: Information text Model comprehension skill: Search the text Oral comprehension 		
Thursday	Activity 1:	 SHARED READING Second Read DBE Workbook 1 page 64: How to grow a tree Genre: Information text Model comprehension skill: Search the text Oral comprehension Formulate a question about the text 		

Thursday	Activity 2:	TEACH THE COMPREHENSION STRATEGY	
		DBE Workbook 1 page 64: How to grow a tree	
		Genre: Information text	
		Teach: Search the text	
Friday	Activity 1:	SHARED READING Post-Read	
		DBE Workbook 1 page 64: How to grow a tree	
		Genre: Information text	
		Written comprehension	
		Comprehension strategy: Search the text	
Friday	Activity 2:	TEACH THE GENRE	
		information text: instructions	
		Sample text: How to grow tomatoes	

WEEK 3 TEXTBOOK ACTIVITIES: READING & VIEWING Week 3

Week 3					
Textbook	Supplementary Reading Activity: Reads procedural texts	Date Completed			
SUCCESSFUL OXFORD Oxford	Read instructions for making a drum, 44				
STUDY & MASTER Cambridge	Read a recipe, 45				
INTERACTIVE ENGLISH	Read a procedural text, 39				
St Mary's Interactive Learning					
VIA AFRICA	Read a procedural text, 35				
Via Africa					
HEAD START Oxford	Read instructions, 32				
SOLUTIONS FOR ALL Macmillan Education	Read an experiment, 44				
PLATINUM	Read instructions, 30				
Pearson					
TOP CLASS	Read how to make a friendship bracelet, 25				
Shuter & Shooter					

Week 4				
Day	CAPS conte	ent, concepts, skills	Date completed	
		THEME: GROWING PLANTS AND ASSESMENT		
Monday	Activity 1:	 WRITING Planning Genre: Instructions Topic: Choose one topic and write instructions that tell someone exactly how to do it. Try to choose the topic that you think you know how to do best! Planning Strategy: Use a mind map 		
Monday	Activity 2:	GROUP GUIDED READING Class: Worksheet Week 8 Group 1		
Tuesday	Activity 1:	ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries		
Tuesday	Activity 2:	• Class: Worksheet Week 8 • Group 2		
Wednesday	Activity 1:	LSC & WRITING Drafting • LSC: Imperative • Use plan to draft instructions		
Wednesday	Activity 2:	GROUP GUIDED READING • Class: Worksheet 8 • Group 3		
Thursday	Activity 1:	ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries		
Thursday	Activity 2:	• Class: Worksheet Week 8 • Group 4		
Friday	Activity 1:	WRITING Editing and Publishing Edit instructions using checklist Publish and share poster ASSESMENT		
Friday	Activity 2:	GROUP GUIDED READING Class: Worksheet Week 8 Group 5		
Friday	Activity 3:	• Conclusion		

WEEK 4 TEXTBOOK ACTIVITIES: LSC

	Week 4	
Textbook	Supplementary LSC Activity: Imperative	Date Completed
SUCCESSFUL OXFORD Oxford	Using, 'must', 'have to' and 'should', 96	
STUDY & MASTER Cambridge	Using, 'can', 'may' and 'must', 27	
INTERACTIVE ENGLISH	Using, 'can', 'may' and 'must', 23	
St Mary's Interactive Learning		
VIA AFRICA	Using, 'can', 'may' and 'must', 22	
Via Africa		
HEAD START Oxford	Using, 'can', 'may' and 'must', 19	
SOLUTIONS FOR ALL Macmillan	Using, 'must', 'have to' and 'should', 94	
Education		
PLATINUM	Using, 'can' and 'may', 156	
Pearson		
TOP CLASS	Using-,'can', 'may' and 'must', 14	
Shuter & Shooter		

WEEK 4 TEXTBOOK ACTIVITIES: WRITING

Week 4			
Textbook	Textbook Supplementary Writing Activity:		
	Writes instructions / Writes account of procedure		
SUCCESSFUL OXFORD Oxford	Write and present instructions for a dance, 47		
STUDY & MASTER Cambridge	Write a set of instructions for cooking something, 47		
INTERACTIVE ENGLISH	Write instructions on how to set up a 'Giving Back' club,		
St Mary's Interactive Learning	45		
VIA AFRICA	Write instructions, 40		
Via Africa			
HEAD START Oxford	Write a recount of instructions, 34		
SOLUTIONS FOR ALL Macmillan Education	Write instructions on how to take a bath, 41		
PLATINUM	Write instructions, 33		
Pearson	Write how you decorate your sock puppet, 34		
TOP CLASS	Write your own instructions, 27		
Shuter & Shooter			

Theme Reflection: GROWING PLANTS AND ASSESMENT			
1. What went well this			
cycle?			

SMT name and signature	Date	
SMT Comment		
11. How will you do this?		
10. In which area / activity?		
9. Do you need to support some learners?		
8. How will you do this?		
7. In which area / activity?		
6. Do you need to extend some learners?		
5. If not, how will you get back on track?		
4. Did you cover all the work for the cycle?		
3. How can you improve this next cycle?		
2. What did not go well this cycle?		

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Day	CAPS conte	ent, concepts, skills	Date completed
		THEME: OVERCOMING BARRIERS	
Monday	Activity 1:	ORAL ACTIVITIES	
		 Introduce theme: Overcoming barriers 	
		 Teach song/rhyme/poem 	
		 Teach theme vocabulary 	
		 Question of the day 	
		 Use personal dictionaries 	
Monday	Activity 2:	LISTENING ACTIVITY	
		 Listening Text: Sindiswa's secret 	
		Genre: Story	
		Three read	
		 Model comprehension skill: Make inferences 	
		 Oral comprehension 	
Tuesday	Activity 1:	SPEAKING	
		 Re-read Text: Sindiswa's secret 	
		Genre: Story	
		Small group discussions to respond to text	
Tuesday	Activity 2:	PHONICS REVIEW	
		 Word find with /c/ /u/and /j/ 	
Tuesday	Activity 3:	SHARED READING Pre-Read	
		 DBE Workbook 1 page 6: The story of my life 	
		Genre: Non-fiction story	
		Discuss and predict	
Wednesday	Activity 1:	ORAL ACTIVITIES	
		 Teach song/rhyme/poem 	
		 Teach theme vocabulary 	
		 Question of the day 	
		 Use personal dictionaries 	

Wednes	day Activity 2:	SHARED READING First Read	
		DBE Workbook 1 page 6: The story of my life	
		Genre: Story	
		 Model comprehension skill: I wonder / make 	
		inferences • Oral comprehension	
Thursda	ay Activity 1:	SHARED READING Second Read	
		DBE Workbook 1 page 6: The story of my life	
		Genre: Non-fiction story	
		 Model comprehension skill: I wonder / make 	
		inferences	
		Oral comprehension	
		Formulate a question about the text	
Thursda	ay Activity 2:	TEACH THE COMPREHENSION STRATEGY	
		 DBE Workbook 1 page 6: The story of my life 	
		Genre: Non-fiction story	
		Teach: Make inferences	

Friday	Activity 1:	SHARED READING Post-Read	
		DBE Workbook 1 page 6: The story of my life	
		Genre: Non-fiction story	
		Oral recount	
		Comprehension strategy: Summarise	
Friday	Activity 2:	TEACH THE GENRE	
		Descriptive essay	
		Sample text: Sindiswa's secret	

WEEK 5 TEXTBOOK ACTIVITIES: READING & VIEWING

	Week 5	
Textbook	Supplementary Reading Activity: Reads	Date Completed
	a story	
SUCCESSFUL OXFORD Oxford	MacNamara's Band, 30	
STUDY & MASTER Cambridge	Read a diary entry, 31	
INTERACTIVE ENGLISH	Greening in Alexandra, 29	
St Mary's Interactive Learning		
VIA AFRICA	Sailors of long ago, 26	
Via Africa		
HEAD START Oxford	Clean up time, 22	
SOLUTIONS FOR ALL Macmillan Education	The tired witch, 31	
PLATINUM	Achmat is upset, 22	
Pearson		
TOP CLASS	Zak's hero, 18	
Shuter & Shooter		

		Week 6	
Day	CAPS conte	ent, concepts, skills	Date completed
	1	THEME: OVERCOMING BARRIERS AND ASSESSMENT	
Monday	Activity 1:	 WRITING Planning Genre: Descriptive essay Topic: Pretend you are Helen Keller. Write a descriptive essay about walking down the path in the sunshine feeling the water from the pump. Planning Strategy: Write a list 	
Monday	Activity 2:	• Class: Worksheet Week 6 • Group 1	
Tuesday	Activity 1:	ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries	
Tuesday	Activity 2:	• Class: Worksheet Week 6 • Group 2	
Wednesday	Activity 1:	LSC & WRITING Drafting • LSC: Adjectives • Use plan to draft a descriptive essay	
Wednesday	Activity 2:	GROUP GUIDED READING ASSESSMENT Class: Worksheet 6 Group 3	
Thursday	Activity 1:	ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries	
Thursday	Activity 2:	• Class: Worksheet Week 6 • Group 4	
Friday	Activity 1:	 WRITING Editing and Publishing Edit descriptive essay using checklist Publish and share personal recount. ASSESSMENT 	
Friday	Activity 2:	GROUP GUIDED READING ASSESSMENT Class: Worksheet Week 6 Group 5	
Friday	Activity 3:	• Conclusion	

WEEK 6 TEXTBOOK ACTIVITIES: LSC

Week 6			
Textbook Supplementary LSC Activity: Adjectives		Date Completed	
SUCCESSFUL OXFORD Oxford	Adjectives, 55 Adjectives showing temperature, 128		
STUDY & MASTER Cambridge	Comparative adjectives, 49, 112 Adjectives, 54, 69, 95		
INTERACTIVE ENGLISH St Mary's Interactive Learning	Adjectives, 67, 191		
VIA AFRICA Via Africa	Adjectives in comparisons, 47		
HEAD START Oxford	Adjectives, 46, 51, 101		
SOLUTIONS FOR ALL Macmillan Education	Adjectives, 27, 46, 176		
PLATINUM Pearson	Adjectives, 70		
TOP CLASS Shuter & Shooter	Adjectives, 36, 45, 124		

WEEK 6 TEXTBOOK ACTIVITIES: WRITING

Week 6			
Textbook	Supplementary Writing Activity:	Date Completed	
	Writes a simple description of people / Writes a short message		
SUCCESSFUL OXFORD Oxford	Write and present an invitation, 35		
STUDY & MASTER Cambridge	Write a paragraph describing the girl, 33		
INTERACTIVE ENGLISH	Write a paragraph A planned event, 36		
St Mary's Interactive Learning			
VIA AFRICA	Write paragraphs, 31		
Via Africa			
HEAD START Oxford	Write descriptions, 26		
SOLUTIONS FOR ALL Macmillan	Write an invitation, 37		
Education			
PLATINUM	Write descriptions of people, 25 Write		
Pearson	a short message, 25		
TOP CLASS	Writing a message, 21 Write		
Shuter & Shooter	a paragraph, 21		

Theme R	eflection: OVERCOMING BARRIERS AND ASSESSMENT	
1. What went well this cycle?		

2. What did no this cycle?	_			
3. How can you this next co				
4. Did you cove work for th				
5. If not, how we get back or				
6. Do you need extend sor learners?				
7. In which are activity?	ea /			
8. How will you	u do this?			
9. Do you need support so learners?				
10. In which ar activity?	rea /			
11. How will yo this?	ou do			
SMT Commen	t			
SMT name and	d signature		Date	
			Week 7	
Day	CAPS conte	ent, concepts, skills		Date completed
		THEME: AN	MAZING ELEPHANTS	

Monday Activity 1: ORAL ACTIVITIES	
Introduce theme: Amazing Elephants	
Teach song/rhyme/poem	
Teach theme vocabulary	
Question of the day	
Use personal dictionaries	
Monday Activity 2: LISTENING ACTIVITY	
Listening Text: Bantu's big trip!	
Genre: Story	
Three read	
Model comprehension skill: Visualise/ Evaluate	
Oral comprehension	
Tuesday Activity 1: SPEAKING	
Re-read Text: Bantu's big trip!	
Genre: Information text	
Group discussions to respond to text	
Tuesday Activity 2: PHONICS REVIEW	
Word find with /bl/ and /ar/	
Tuesday Activity 3: SHARED READING Pre-Read	
DBE Workbook 1 page 25: Untitled	
Genre: Poem	
Discuss and predict	
Wednesday Activity 1: ORAL ACTIVITIES	
Teach song/rhyme/poem	
Teach theme vocabulary	
Question of the day	
Use personal dictionaries	
Wednesday Activity 2: SHARED READING First Read	
DBE Workbook 1 page 25: Untitled	
Genre: Poem	
Model comprehension skill: Visualise / Evaluate	
Oral comprehension	
Thursday Activity 1: SHARED READING Second Read	
DBE Workbook 1 page 25: Untitled	
Genre: Information text	
Model comprehension skill: Visualise / Evaluate	
Oral comprehension	
Formulate a question about the text	
Thursday Activity 2: TEACH THE COMPREHENSION STRATEGY	
DBE Workbook 1 page 25: Untitled	
Genre: Poem	
Teach: Visualise / Evaluate	

Frida	y Activity 1:	LITERATURE Post-Read	
		 DBE Workbook 1 page 25: Untitled 	
		Genre: Poem	
		Complete text illustration	
		Comprehension strategy: Visualise/ Evaluate	
Frida	y Activity 2:	WRITING Teach the genre	
		Poem (Haiku)	
		Sample text: Elephant Haikus	

WEEK 7 SUPPLEMENTARY TEXTBOOK ACTIVITIES: READING & VIEWING

Week 7			
Textbook	Supplementary Reading Activity:	Date Completed	
	Reads poem/ poems		
SUCCESSFUL OXFORD Oxford	Excuse me, Miss, 58		
STUDY & MASTER Cambridge	Spaghetti, 53		
INTERACTIVE ENGLISH	Friendship, 51		
St Mary's Interactive Learning			
VIA AFRICA	The Little Village, 46		
Via Africa			
HEAD START Oxford	The Lion, 40		
SOLUTIONS FOR ALL Macmillan	Animal Facts, 54		
Education			
PLATINUM	The Balloon, 38		
Pearson			
TOP CLASS	The Dry Grass Sings, 32		
Shuter & Shooter			

		Week 8	
Day	CAPS conte	Date completed	
	1	THEME: AMAZING ELEPHANTS	
Monday	Activity 1:	 WRITING Planning Genre: Poem Topic: Write a poem (Haiku) about your favourite animal Planning Strategy: Use a mind-map 	
Monday	Activity 2:	GROUP GUIDED READING • Class: Worksheet Week 10 • Group 1	
Tuesday	Activity 1:	ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries	
Tuesday	Activity 2:	• Class: Worksheet Week 10 • Group 2	
Wednesday	Activity 1:	LSC & WRITING Drafting LSC: Simile Use plan to write a draft poem (haiku) about your favourite animal	
Wednesday	Activity 2:	GROUP GUIDED READING Class: Worksheet Week 10 Group 3	
Thursday	Activity 1:	ORAL ACTIVITIES • Teach song/rhyme/poem • Teach theme vocabulary • Question of the day • Use personal dictionaries	
Thursday	Activity 2:	• Class: Worksheet Week 10 • Group 4	
Friday	Activity 1:	 WRITING Editing and Publishing Edit poem (haiku) using checklist Publish and share poem (haiku) 	
Friday	Activity 2:	GROUP GUIDED READING Class: Worksheet Week 10 Group 5	
Friday	Activity 3:	• Conclusion	

WEEK 8 SUPPLEMENTARY TEXTBOOK ACTIVITIES: WRITING

Textbook	Supplementary Writing Activity:	Date Completed	
	Writes a simple poem/s with a frame or		
	rhyming sentences.		
	Writes about poem/s.		
SUCCESSFUL OXFORD Oxford	Write and present a poem, 64		
STUDY & MASTER Cambridge	Write a poem about an animal, 62		
INTERACTIVE ENGLISH	Write a poem, 55		
St Mary's Interactive Learning			
VIA AFRICA	Write a poem with a frame, 45		
Via Africa			
HEAD START Oxford	Write a poem, 44		
SOLUTIONS FOR ALL Macmillan	Write a poem, 53		
Education			
PLATINUM	Write a poem, 42		
Pearson			
TOP CLASS	Write your own poem, 35		
Shuter & Shooter			

	Theme Refle	ection: AMAZING ELEPHANTS	
1. What went well this			
cycle?			
2. What did not go well			
this cycle?			
3. How can you improve			
this next cycle?			
4. Did you cover all the			
work for the cycle?			
5. If not, how will you get			
back on track?			
6. Do you need to extend			
some learners?			
7. In which area / activity?			
8. How will you do this?			
9. Do you need to support some learners?			
some learners.			
10. In which area /			
activity?			
11. How will you do this?			
SMT Comment			
SMT name and signature		Date	