

Scope and Sequence

LOTE

1 2

Checkpoints A,B,C

The scope and sequence for Languages Other Than English is based on three components which together form the **What** of communication. The **What** refers to the purpose and content of communication—the functions, situations, and topics of the language learners communicative tasks. These components apply in the study of all languages and together with a fourth component—proficiency, which is **the How Well**—are essential in constructing learning experiences. Teachers may use the following charts as an infrastructure to develop scope and sequence materials for local curriculum planning. Because of the cumulative and spiraling nature of language acquisition, and because students progress from simple to complex and from known to unknown with increasing ease, suggested functions, situations, and topics are listed in the charts at one or more Checkpoints.

FUNCTIONS (purpose)	SITUATIONS (context)	TOPICS (subject)
Socializing	Listening	Personal Information
Providing and Obtaining Information	Listening/Speaking	House and Home
Expressing Feelings	Reading	Services
Getting Others to Adopt a Course of Action	Writing	Family Life
		Community/Neighborhood
		Physical Environment
		Meal Taking/Food/Drink
		Health and Welfare
		Education
		Earning a Living
		Leisure
		Public and Private Services
		Shopping
		Travel
		Current Events

Adapted from: *Modern Language for Communication, Latin for Communication, and American Sign Language for Communication*. The New York State Education Department, Albany, NY.

FUNCTIONS

- Socializing:
 - greeting
 - leave-taking
 - introducing
 - thanking
 - apologizing
- Providing and obtaining information about:
 - facts
 - events
 - needs
 - opinions
 - attitudes
 - feelings
- Expressing personal feelings about:
 - facts
 - events
 - opinions
 - attitudes
- Getting others to adopt a course of action by:
 - suggesting
 - requesting
 - directing
 - advising
 - warning
 - convincing
 - praising

SITUATIONS

LISTENING	A	B	C
Information and announcements from providers of common public services in face-to-face communications	•	•	•
Information (bulletins/ announcements) provided over loudspeakers, radio, and television	•	•	•
Short presentations of interest to the general public given in person, on radio, or on television		•	•
Songs, live and recorded			•
Feature programs on television, in the movies, and on the radio			•
LISTENING/SPEAKING			
Interaction with providers of common public services* in face-to-face communications	•	•	•
Informal everyday conversations with individual peers and adults	•	•	•
Informal conversations with peers and familiar adults	•	•	•
Interaction with providers of common public services* by telephone		•	•
Group conversations among peers and familiar adults		•	•
Group discussions with peers		•	•
Informal presentations to groups of peers and familiar adults		•	•
READING			
Information provided to the general public on forms, signs, billboards and posters, labels, programs, timetables, maps, plans, menus, etc.	•	•	•
Announcements, ads, and short reports of general interest in newspapers, magazines, and other publications; short, informal notes	•	•	•
Simple business correspondence and pamphlets		•	•
Facts, opinions, feelings, and attitudes in correspondence from acquaintances and friends (peers and adults)		•	•

*Sales personnel, bank tellers, ticket agents, police, hotel personnel, etc.

	A	B	C
Letters to the editor and feature articles from general-interest publications		•	•
Excerpts from poetry and prose for cultural appreciation		•	•
WRITING			
Forms to be filled out for the use of common public services	•	•	•
Informal notes for communications in everyday life situations	•	•	•
Brief reports describing simple situations and sequences of events		•	•
Personal letters to acquaintances and friends (peers and adults)		•	•
Formal letters to agencies, institutions, and businesses on topics of personal needs		•	•
Short samples of expository or creative writing			•

TOPICS

1. PERSONAL IDENTIFICATION

	A	B	C
Biographical Information			
age	•	•	•
nationality	•	•	•
address and telephone number	•	•	•
family	•	•	•
occupation	•	•	•
place and date of birth	•	•	•
Physical Characteristics			
height	•	•	•
weight	•	•	•
complexion	•	•	•
facial features	•	•	•
body shape	•	•	•
color of hair/eyes	•	•	•
disabilities	•	•	•
Psychological Characteristics			
character	•	•	•
personality	•	•	•
likes and dislikes	•	•	•
tastes and interests	•	•	•

2. HOUSE AND HOME

Types of Lodging			
house	•	•	•
apartment	•	•	•
rental/ownership		•	•

	A	B	C
Rooms and Other Lodging Components			
identification	•	•	•
size/ function	•	•	•
furnishings	•	•	•
garden/ terrace/ balcony	•	•	•
appliances		•	•
3. SERVICES			
repairs		•	•
public utilities			•
deliveries			•
4. FAMILY LIFE			
family members	•	•	•
activities	•	•	•
roles and responsibilities		•	•
rapport among family members			•
5. COMMUNITY/NEIGHBORHOOD			
common activities	•	•	•
local stores/ facilities	•	•	•
recreational opportunities	•	•	•
responsibilities/ expectations			•
rapport among members of the community			•
6. PHYSICAL ENVIRONMENT			
Physical Features			
big city	•	•	•
small town	•	•	•
village	•	•	•
suburb	•	•	•
country	•	•	•
geography of area	•	•	•
Climate and Weather			
seasons	•	•	•
temperature/ precipitation/ wind	•	•	•
natural catastrophes		•	•
flora and fauna		•	•
impact on human life			•
Quality of Environment			
opportunities for recreation and entertainment	•	•	•
ecology			•

	A	B	C
economy			•
aesthetics			•
7. MEAL TAKING/FOOD/DRINK			
Types of Food and Drink			
everyday family fare	•	•	•
regional and national specialties	•	•	•
fast food	•	•	•
food and drink preparation	•	•	•
special occasion menus		•	•
Mealtime Interaction			
regular family meals	•	•	•
eating with friends/relatives	•	•	•
eating out	•	•	•
socializing in public establishments			•
8. HEALTH AND WELFARE			
Parts of the Body			
identification	•	•	•
care		•	•
Illness and Accidents			
symptoms of illness	•	•	•
medical services/treatment		•	•
insurance/social services			•
9. EDUCATION			
Secondary School Organization			
types of schools	•	•	•
subjects	•	•	•
schedule/school year	•	•	•
programs		•	•
content		•	•
examinations/grading		•	•
diploma			•
students' organizations			•
School Life			
extracurricular activities	•	•	•
relationships among students		•	•
relationships between staff and students		•	•
discipline		•	•
roles/responsibilities/ expectations			•

Educational System

structure				•
personnel				•
society's needs/expectations				•

10. EARNING A LIVING**Types of Employment**

commonly known occupations	•	•	•
summer/part-time employment		•	•
volunteer work			•

Work Conditions

preparation/training		•	•
work roles/responsibilities		•	•
remunerations/benefits		•	•
relations with colleagues and employer			•

Major Issues in Employment

job market situation				•
new trends in employment				•
labor/management relations				•

11. LEISURE**Available Leisure Time**

after school	•	•	•
weekends	•	•	•
holidays	•	•	•
vacations	•	•	•

Activities

hobbies/sports/other interests	•	•	•
use of media	•	•	•
organizations and facilities		•	•
cultural resources		•	•

Special Occasions

religious events	•	•	•
traditions and customs	•	•	•
family occasions	•	•	•

12. PUBLIC AND PRIVATE SERVICES**Communications**

telephone	•	•	•
mail	•	•	•
telegram		•	•

	A	B	C
Government Agencies			
post office	•	•	•
customs		•	•
police		•	•
embassies and consulates			•
Finances			
banks		•	•
currency exchange offices		•	•
13. SHOPPING			
Shopping Facilities and Products			
shopping centers	•	•	•
specialty shops	•	•	•
neighborhood merchants	•	•	•
department stores	•	•	•
markets	•	•	•
mail-order companies		•	•
Shopping Patterns			
time (opening hours. . .)	•	•	•
currency	•	•	•
interaction with sales staff	•	•	•
staples and everyday purchases	•	•	•
modes of payment		•	•
weights/measurements/sizes		•	•
Shoppers' Information			
prices	•	•	•
advertisements		•	•
consumer publications			•
labels/information brochures/directions			•
14. TRAVEL			
Transportation			
means of transportation	•	•	•
maps	•	•	•
timetables and fares	•	•	•
signs and instructions	•	•	•
interaction at ticket counters	•	•	•
advertisements/promotional information	•	•	•
itinerary		•	•
interaction at travel agencies		•	•
travel information agencies			•

Lodging

youth hostels	•	•	
camping/ caravanning	•	•	
hotels and pensions	•	•	
private guest arrangements	•	•	

Holiday Travel Patterns

destinations	•	•	
activities	•	•	

15. CURRENT EVENTS**Political, Social, and Economic Aspects**

miscellaneous news	•	•	•
political parties	•	•	
present governments	•	•	
current political issues	•	•	
current economic issues	•	•	
general description of society	•	•	
executive, legislative, and judicial			•
status of the economy			•
trends in the economy			•
social classes and their relations			•
social programs			•
current social issues			•

Cultural Aspects

arts (theater/ cinema/ music)	•	•	•
people in the arts	•	•	•
special events	•	•	•
institutions/ facilities	•	•	
historical and artistic sites	•	•	
folklore	•	•	
trends			•

Relations between United States and Target Language Countries

opportunities for exchange	•	•	
influence of one country on another			•
cultural links			•
economic relations			•
governmental relations			•
individual perceptions			•

For more detail on functions, situations, and topics teachers may refer to the New York State Syllabi.