

# How to use the Focus on English activity spreadsheet

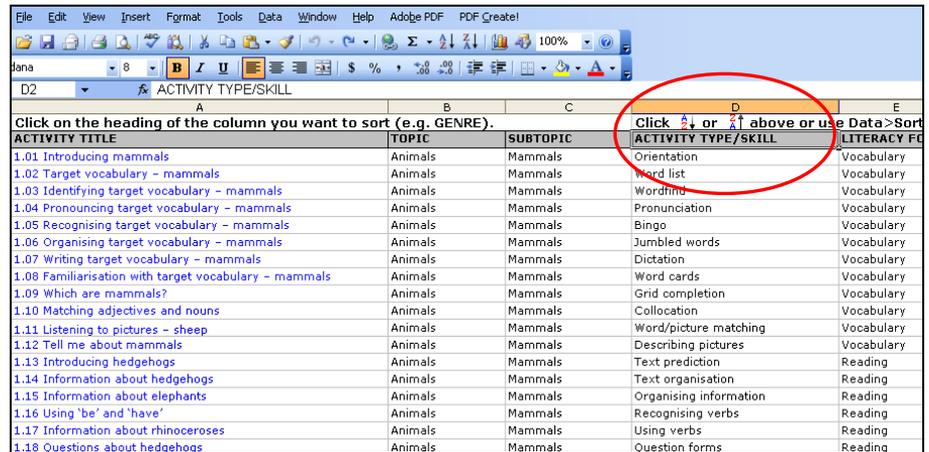
The activity spreadsheet contains a list of all the activities in the Focus on English series.

The blue titles are hyperlinks that link to a PDF of the activity.

There are two ways to sort the activities. (You could also use Edit>Find to search for key words.)

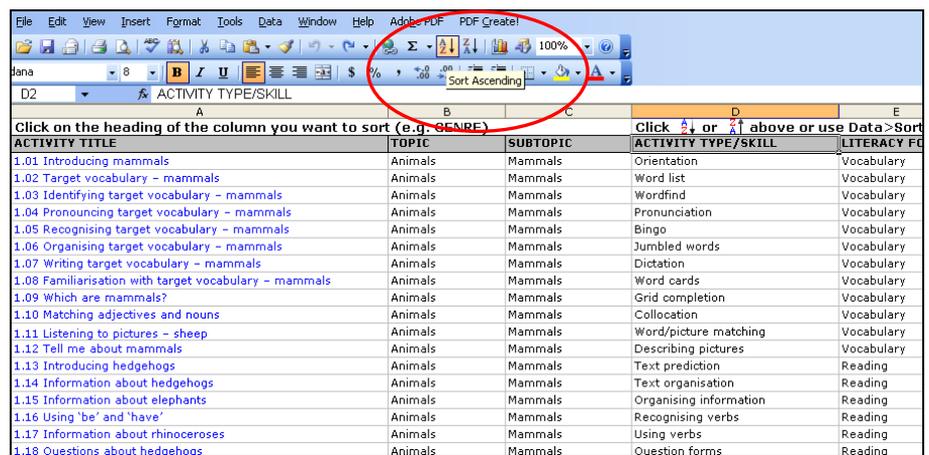
## 1. Use the icons

A. Click on the heading of the column you want to sort (e.g. GENRE).



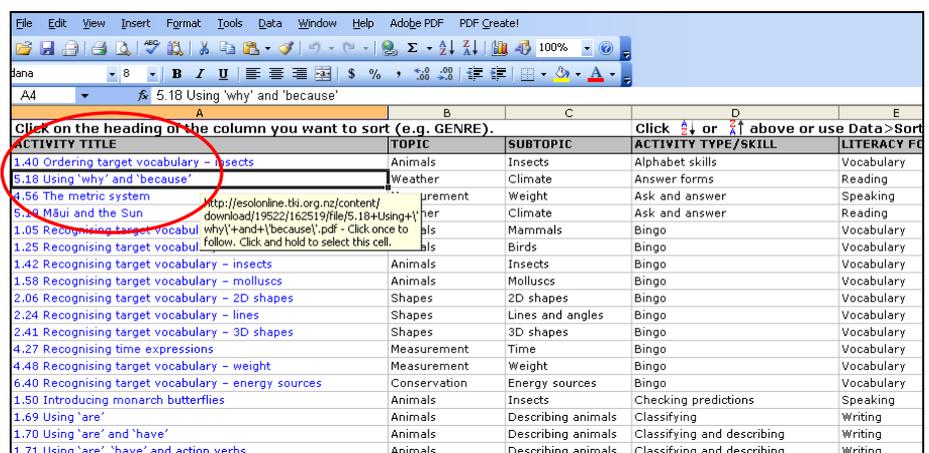
ACTIVITY TITLE	TOPIC	SUBTOPIC	ACTIVITY TYPE/SKILL	LITERACY FOCUS
1.01 Introducing mammals	Animals	Mammals	Orientation	Vocabulary
1.02 Target vocabulary – mammals	Animals	Mammals	Word list	Vocabulary
1.03 Identifying target vocabulary – mammals	Animals	Mammals	Wordfind	Vocabulary
1.04 Pronouncing target vocabulary – mammals	Animals	Mammals	Pronunciation	Vocabulary
1.05 Recognising target vocabulary – mammals	Animals	Mammals	Bingo	Vocabulary
1.06 Organising target vocabulary – mammals	Animals	Mammals	Jumbled words	Vocabulary
1.07 Writing target vocabulary – mammals	Animals	Mammals	Dictation	Vocabulary
1.08 Familiarisation with target vocabulary – mammals	Animals	Mammals	Word cards	Vocabulary
1.09 Which are mammals?	Animals	Mammals	Grid completion	Vocabulary
1.10 Matching adjectives and nouns	Animals	Mammals	Collocation	Vocabulary
1.11 Listening to pictures – sheep	Animals	Mammals	Word/picture matching	Vocabulary
1.12 Tell me about mammals	Animals	Mammals	Describing pictures	Vocabulary
1.13 Introducing hedgehogs	Animals	Mammals	Text prediction	Reading
1.14 Information about hedgehogs	Animals	Mammals	Text organisation	Reading
1.15 Information about elephants	Animals	Mammals	Organising information	Reading
1.16 Using 'be' and 'have'	Animals	Mammals	Recognising verbs	Reading
1.17 Information about rhinoceroses	Animals	Mammals	Using verbs	Reading
1.18 Questions about hedgehogs	Animals	Mammals	Question forms	Reading

Click  or  in the Standard toolbar.



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1.02 Target vocabulary – mammals	Animals	Mammals	Word list	Vocabulary
1.03 Identifying target vocabulary – mammals	Animals	Mammals	Wordfind	Vocabulary
1.04 Pronouncing target vocabulary – mammals	Animals	Mammals	Pronunciation	Vocabulary
1.05 Recognising target vocabulary – mammals	Animals	Mammals	Bingo	Vocabulary
1.06 Organising target vocabulary – mammals	Animals	Mammals	Jumbled words	Vocabulary
1.07 Writing target vocabulary – mammals	Animals	Mammals	Dictation	Vocabulary
1.08 Familiarisation with target vocabulary – mammals	Animals	Mammals	Word cards	Vocabulary
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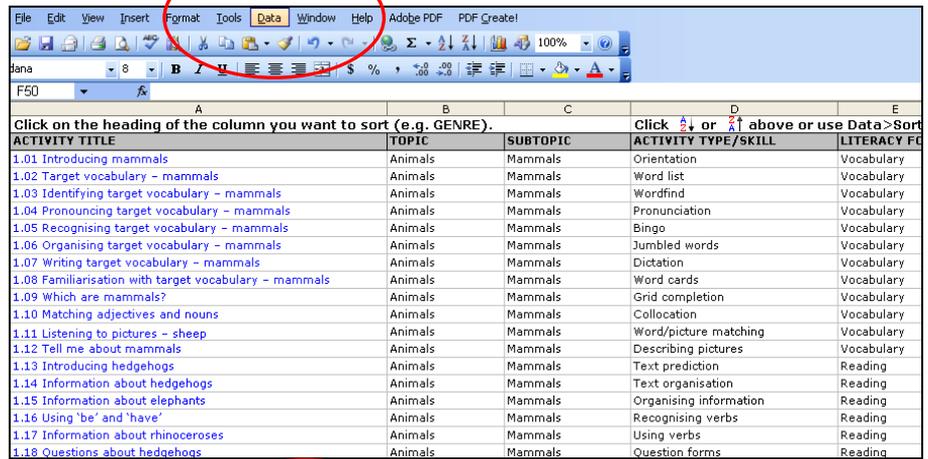
Click on an activity title to open a PDF.



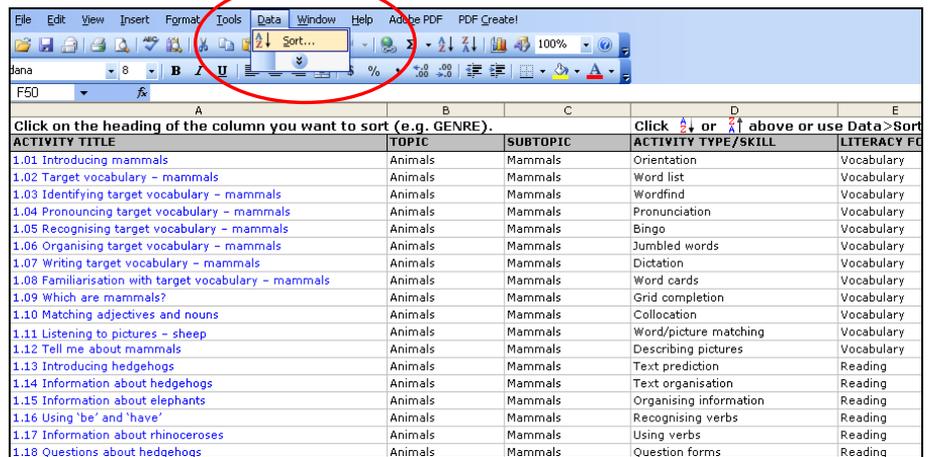
ACTIVITY TITLE	TOPIC	SUBTOPIC	ACTIVITY TYPE/SKILL	LITERACY FOCUS
1.40 Ordering target vocabulary – insects	Animals	Insects	Alphabet skills	Vocabulary
5.18 Using 'why' and 'because'	Weather	Climate	Answer forms	Reading
4.56 The metric system	Measurement	Weight	Ask and answer	Speaking
5.14 M&S and the Sun	Climate	Climate	Ask and answer	Reading
1.05 Recognising target vocabulary – insects	Animals	Insects	Bingo	Vocabulary
1.25 Recognising target vocabulary – insects	Animals	Insects	Bingo	Vocabulary
1.42 Recognising target vocabulary – insects	Animals	Insects	Bingo	Vocabulary
1.58 Recognising target vocabulary – molluscs	Animals	Molluscs	Bingo	Vocabulary
2.06 Recognising target vocabulary – 2D shapes	Shapes	2D shapes	Bingo	Vocabulary
2.24 Recognising target vocabulary – lines	Shapes	Lines and angles	Bingo	Vocabulary
2.41 Recognising target vocabulary – 3D shapes	Shapes	3D shapes	Bingo	Vocabulary
4.27 Recognising time expressions	Measurement	Time	Bingo	Vocabulary
4.48 Recognising target vocabulary – weight	Measurement	Weight	Bingo	Vocabulary
6.40 Recognising target vocabulary – energy sources	Conservation	Energy sources	Bingo	Vocabulary
1.50 Introducing monarch butterflies	Animals	Insects	Checking predictions	Speaking
1.69 Using 'are'	Animals	Describing animals	Classifying	Writing
1.70 Using 'are' and 'have'	Animals	Describing animals	Classifying and describing	Writing
1.71 Using 'are', 'have' and action verbs	Animals	Describing animals	Classifying and describing	Writing

## 2. Use Data>Sort

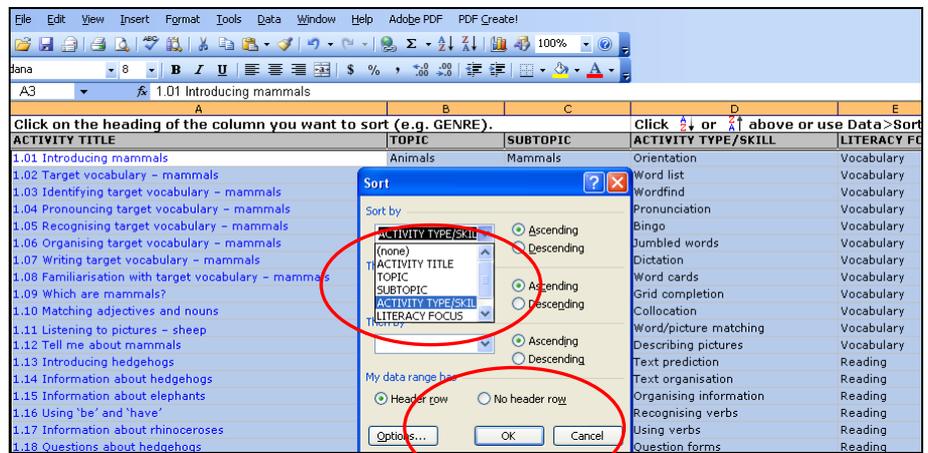
Click on the Data button in the top menu.



Click on Sort.



Select the column you want to sort and click OK.



Click on an activity title to open a PDF.

