

# Teacher's Handbook

## **GCSE Languages**

OCR GCSE in Languages

French (J730) / German (J731) / Spanish (J732)

This handbook is designed to accompany the OCR GCSE Languages specification for teaching from September 2009.

# Contents

<b>Contents</b>	<b>2</b>
<b>Introduction</b>	<b>3</b>
<b>Subject specific guidance</b>	<b>4</b>
<b>Resources</b>	<b>8</b>
<b>Other forms of Support</b>	<b>13</b>

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# Introduction

OCR is offering new GCSEs for first teaching in September 2009.

We've taken this opportunity to improve the quality of our GCSEs for teachers and students alike.

The three most important improvements are as follows: updated and relevant content, a focus on developing students' personal, learning and thinking skills, and flexible assessment, so you can choose the best learning approach for the job.

We want to make the introduction of these new GCSEs as easy for you to manage as possible.

The main changes are:

- Controlled assessment will be introduced for most subjects
- Course content will be updated
- Examinations should provide opportunity for extended writing and more varied question types
- All GCSEs will meet the requirements of the Disability Discrimination Act.

Our approach is to provide consistency across all our GCSEs by offering the flexibility that unitised qualifications bring, allowing teaching and assessment to be either linear or unitised.

OCR offers a range of support materials, developed following extensive research and consultation with teachers. We've designed them to save you time when preparing for the new specification and to support you while teaching them.

Please note that this Teacher Handbook plays a secondary role to the specifications themselves. The GCSE Modern Foreign Languages specification is the document on which assessment is based: it specifies what content and skills need to be covered. At all times therefore, the Teacher's Handbook should be read in conjunction with the Specification. If clarification on a particular point is sought, it will be found in the Specification itself.

# Subject specific guidance

## GCSE (Full course) Scheme of Assessment

### GCSE French, German and Spanish J730/1/2

#### Unit 1 (French A701/ German A711/ Spanish A721): *Listening*

20% of the total GCSE marks	No dictionaries are allowed.
Externally assessed	Candidates are allowed 5 minutes to read the question paper before the recording is played. The listening material lasts up to 30 minutes (Foundation Tier) or 40 minutes (Higher Tier). Candidates hear all the items twice.
Foundation Tier: 35 mins written paper	<ul style="list-style-type: none"><li>• All rubrics are in English.</li><li>• 5 exercises for each tier: non-verbal responses or short answers (of one or two words) in English.</li></ul>
40 marks	The material may include instructions, messages, announcements, monologues, dialogues and discussions of varying length. The extracts relate to the Topic Areas in Section 2.2.
Higher Tier: 45 mins written paper	Exercises 1 to 3 (Foundation Tier) contain factual information and are targeted at grades g, f, and e. Candidates are required to listen for, identify and note main points and extract some details from short texts containing simple language spoken clearly and deliberately.
40 marks	Exercises 4 and 5 (Foundation Tier) and Exercises 1 and 2 (Higher Tier) are the same and contain factual material and points of view, and are targeted at grades d and c. Candidates are required to listen for, identify and note main points and extract details and opinions from language spoken clearly and at near normal speed. There may be some re-phrasing and hesitation.
	Exercises 3 to 5 (Higher Tier) are targeted at grades b, a and a*. Candidates are required to listen for, identify and note main points and extract details from longer and more complex language extracts spoken clearly and at near normal speed. There may be limited background noise and some re-phrasing and hesitation. Candidates may be required to listen for gist comprehension. They should recognise points of view, attitudes and emotions and be able to draw conclusions from what they hear.

## Unit 2 (French A702/ German A712/ Spanish A722): *Speaking*

30% of the total GCSE marks  
Internally assessed

Controlled Assessment  
60 marks  
(Untiered)

Dictionaries are allowed in the preparation of speaking tasks. **No dictionaries are allowed during the taking of the final task.**

All candidates complete **two** speaking tasks which must include some interaction with another speaker or other speakers. Candidates can choose a topic of personal interest or a topic / sub-topic from the list in section 2.2. Some unexpected questions must be included as part of the interaction.

Guidance on the type of activities and the control conditions is given in the specimen assessment materials, section 4 of this specification and in the separate [Controlled Assessment Guidance Booklet for Speaking](#).

Each task must:

- Be for a different purpose
- Last between 4 – 6 minutes.
- Differentiation is by outcome (see the assessment criteria in Appendix C).
- 30 marks each task.

This unit is internally assessed and externally moderated.

Teachers submit marks for two speaking tasks for each candidate. At least one task must have been recorded and be available for moderation.

Centres are required to establish a reliable order of merit and supply a sample for moderation according to the regulations. For each candidate in the chosen sample, centres must send one recording, the two [Speaking Notes Forms \(Candidates\)](#) and a Cover Sheet.

## Unit 3 (French A703/ German A713/ Spanish A723): *Reading*

20% of the total GCSE marks  
Externally assessed  
Foundation Tier: 35 mins  
written paper  
40 marks

Higher Tier: 45 mins  
written paper  
40 marks

No dictionaries are allowed.

- All rubrics are in English.
- There are 5 exercises for each tier: non-verbal responses, short answers (of one or two words) in English.
- Exercise 5 (Higher Tier) questions in target language with non-verbal responses.

The material may include signs, instructions, messages, e-mails, postcards, letters, internet sources, articles and brochures of varying length. The texts are based on the Topic Areas in section 2.2.

Exercises 1 to 3 (Foundation Tier) contain factual material and are targeted at grades g, f, and e. Candidates are required to identify and note main points, and extract some details from short texts containing straightforward language.

Exercises 4 and 5 (Foundation Tier) and Exercises 1 and 2 (Higher Tier) are the same and contain factual material and points of view, and are targeted at grades d and c. Candidates are required to identify and note main points, and extract details and points of view from a variety of texts.

Exercises 3 to 5 (Higher Tier) are targeted at grades b, a and a\*. Candidates are required to identify and note main points, and extract details and points of view from a variety of texts of

increasing complexity. They are also required to read for gist comprehension. They should recognise points of view, attitudes and emotions and be able to draw conclusions from what they read.

#### Unit 4 (French A704/ German A714/ Spanish A724): *Writing*

30% of the total GCSE marks  
Externally assessed  
Controlled Assessment  
60 marks  
(Untiered)

Dictionaries are allowed in both the preparation and completion of the final tasks. Online dictionaries are allowed. Online grammar and spell checkers are **not** allowed.

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All candidates complete **two** writing tasks on different subjects for different purposes.

Candidates can choose a topic of personal interest or a topic/sub-topic from the list in section 2.2.

Guidance on the type of activities and the control conditions is given in the specimen assessment materials, section 4 of this specification and in the separate [Controlled Assessment Guidance Booklet for Writing](#).

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- Differentiation is by outcome (see the assessment criteria in Appendix D).
  - 30 marks each task.

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This unit is externally assessed. Teachers submit **two** writing tasks with the [Writing Notes Forms \(Candidates\)](#) and a Cover Sheet for each candidate.

#### **Word count**

Candidates aiming at grades G – D should produce between 100 and 175 words per task (i.e. 200 to 350 words across the two tasks).

Candidates aiming at grades C - A\* should produce between 200 and 300 words per task (i.e. 400 to 600 words across the two tasks).

## **GCSE (Short Course) Scheme of Assessment**

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Candidates can take either the short course in Spoken Language or the short course in Written Language.

### **GCSE (Short Course) French, German or Spanish Spoken Language J030/1/2**

#### **Unit1 (French A701/ German A711/ Spanish A721): *Listening***

40% of the total GCSE (Short Course) marks

Externally assessed

Foundation Tier: 35 minutes written paper

Higher Tier: 45 mins written paper

40 marks

The content is the same as Unit 1 GCSE course.

#### **Unit 2 (French A702/ German A712/ Spanish A722): *Speaking***

60% of the total GCSE (Short Course) marks

Internally assessed

Controlled Assessment

60 marks

(Untiered)

The content is the same as Unit 2 GCSE course.

### **GCSE (Short Course) French, German or Spanish Written Language J130/1/2**

#### **Unit 3 (French A703/ German A713/ Spanish A723): *Reading***

40% of the total GCSE (Short Course) marks

Externally assessed

Foundation Tier: 35 minutes written paper

Higher Tier: 45 mins written paper

40 marks

The content is the same as Unit 3 of the full GCSE course.

#### **Unit 4 (French A704/ German A714/ Spanish A724): *Writing***

60% of the total GCSE (Short Course) marks

Externally assessed

Controlled Assessment

60 marks

(Untiered)

The content is the same as Unit 4 of the full GCSE course.

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# Resources

## French GCSE (Specification J730; Units A701-A704)

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**GCSE French for OCR** is a fully comprehensive support package for the new 2009 GCSE and includes:

Student Book

Teacher Book

Guide to Controlled Assessment

Exam Skills Workbooks (Foundation and Higher)

OxBox CD-ROM

Audio CDs

Grammar Workbook

Bilingual Dictionary

OUP [www.oup.co.uk](http://www.oup.co.uk)

*Envol*. O.U.P. For Higher Level learners.

*Équipe nouvelle*. O.U.P. Single tier French course, suitable for learners of all abilities.

*e-Grammar for GCSE French*. Heinemann. Interactive activities with powerpoint presentations. Helps students develop grammar skills at a personalised pace.

*Vocabulary for GCSE French*. Nelson Thornes. Includes vocabulary exercises and model phrases.

*The Key to French Grammar*. Nelson Thornes. A companion volume to the above title. Essential grammar points with self-checking exercises to reinforce understanding.

## German GCSE (Specification J731; Units A711-A714)

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**GCSE German for OCR** is a fully comprehensive support package for the new 2009 GCSE and includes:

Student Book

Teacher Book

Guide to Controlled Assessment

Exam Skills Workbooks (Foundation and Higher)

OxBox CD-ROM

Audio CDs

Grammar Workbook

Bilingual Dictionary

OUP [www.oup.co.uk](http://www.oup.co.uk)

**Klasse!** O.U.P. Single tier German course, suitable for learners of all abilities.

**Projekt Deutsch Neu!** O.U.P. Suitable for those taking German as a first foreign language. Project-based approach to learning, consolidation and practice material, and extension material

*e-Grammar for GCSE German.* Heinemann. Interactive activities with powerpoint presentations. Helps students develop grammar skills at a personalised pace.

*Vocabulary for GCSE German.* Nelson Thornes. Includes vocabulary exercises and model phrases.

*The Key to German Grammar.* Nelson Thornes. Essential grammar points with self-checking exercises to reinforce understanding.

### **Magazines for learners of German**

*'Fertig...Los!'* Illustrated magazine. Elementary level (children). 6 issues per annum  
CD and teacher's notes available

*'Freunde'* Illustrated magazine. Lower Secondary. Intermediate, 6 issues per annum  
Teacher's notes available

*'Zusammen'* Illustrated magazine. Teenagers. 3+ years of German. 6 issues per annum

## Spanish GCSE (Specification J732; Units A721-A724)

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**GCSE Spanish for OCR** is a fully comprehensive support package for the new 2009 GCSE and includes:

Student Book

Teacher Book

Guide to Controlled Assessment

Exam Skills Workbooks (Foundation and Higher)

OxBox CD-ROM

Audio CDs

Grammar Workbook

Bilingual Dictionary

OUP [www.oup.co.uk](http://www.oup.co.uk)

*Mucha Suerte!* O.U.P. A thorough GCSE course companion and revision guide

*Español a la vista.* O.U.P. Offers a comprehensive course for GCSE Spanish students, particularly high achievers.

*e-Grammar for GCSE Spanish.* Heinemann. Interactive activities with powerpoint presentations. Helps students develop grammar skills at a personalised pace.

*Vocabulary for GCSE Spanish.* Nelson Thornes. Includes vocabulary exercises and model phrases.

*The Key to Spanish Grammar.* Nelson Thornes. Essential grammar points with self-checking exercises to reinforce understanding.

### **Additional Materials:**

- Conversemos en clase Publisher Edinumen.
- De dos en dos: ejercicios de producción oral Publisher. Difusión.
- Dual pretextos para hablar Publisher. Edelsa.
- ¿Español? Sí gracias : más de 1000 palabras ilustradas, con juegos y ejercicios. Publisher. European School Books.
- Five minute activities Publisher. CUP.
- Just enough Spanish Grammar Publisher. McGraw-Hill.
- 101 Spanish Verbs Publisher. McGraw-Hill.
- ¡Hagan Juego! Publisher. Edinumen.
- Lights, camera, Spanish! DVD edition Publisher. McGraw-Hill

## General Resource Information

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The lists given in this section are for information. Teachers must use their professional judgement in assessing the suitability of the material available.

### TEXTBOOK PUBLISHERS

Addison Wesley Longman, Edinburgh Gate, Harlow CM20 2JE Tel: 01279 623626

A & C Black (Publishers) Ltd, 35 Bedford Row, London WC1R 4JH Tel: 020 7242 0946

Collins Educational, 77-85 Fulham Palace Road, London W6 8JB Tel: 020 8741 7070

Hodder & Stoughton Educational Ltd, 338 Euston Road, London NW1 3BH Tel: 020 7873 6000

John Murray (Publishers) Ltd., 50 Albemarle Street, London W1X 4BD Tel: 020 7493 4361

NFER-Nelson, Darville House, 2 Oxford Road East, Windsor SL4 1DF Tel: 01753 858961

Oxford University Press, Walton House, Great Clarendon Street, Oxford OX2 6DP Tel: 01865 556767

Stanley Thornes Ltd, Ellenborough House, Wellington Street, Cheltenham GL50 1YD Tel: 01242 228888

### OTHER SOURCES OF MATERIALS

The following organisations provide materials which support modern foreign language teaching. Some of the organisations listed in the previous section also have non-textbook materials in their catalogues.

Association for Language Learning - [www.all-languages.org.uk/allyouneedtoknow.asp](http://www.all-languages.org.uk/allyouneedtoknow.asp)

**Authentik** - [www.authentik.ie](http://www.authentik.ie)

Centre for Information on Language Teaching (CILT) - [www.cilt.org.uk](http://www.cilt.org.uk)

**ELI Magazines**, distributed by European Schoolbooks Ltd - [www.eurobooks.co.uk](http://www.eurobooks.co.uk)

Larousse Publishers, 24-30 Great Titchfield Street, London W1P 7AD Tel: 020 7631 0878

Language Centre Publications, Queensway, Leamington Spa CV31 3JT Tel: 01926 886914

Letts Educational, Aldine House, Aldine Street, London W12 8AW Tel: 020 8740 2266

Malvern Language Guides, PO Box 76, Malvern WR14 2YP Tel: 01684 577433

**Mary Glasgow Magazines/Scholastic Ltd** - [www.maryglasgowmagazines.com](http://www.maryglasgowmagazines.com)

Miniflashcard Language Games, PO Box 1526, London W7 1ND Tel: 020 8567 1076

Philip Allan Updates, [www.philipallan.co.uk](http://www.philipallan.co.uk) ISBN 0 86003 776 2.

Revilo, PO Box 71, Winchester SO21 8YL

Video resources for language learners. *Extra*. Nelson Thornes in association with Channel 4.

A selection of on-line resources:

BBC bitesize: <http://www.bbc.co.uk/schools/gcsebitesize/french/>

Linguascope: <http://www.linguascope.com/>

A tantôt: <http://www.atantot.co.uk/menu.htm>

Sam Learning: <http://samlearning.co.uk>

Languages on line: <http://atschool.eduweb.co.uk/rgshiwyc/school/curric/HotPotatoes>

Becta Teacher Resource Exchange: <http://tre.ngfl.gov.uk/>

also: <http://www.becta.org.uk/>

## RETAILERS

The following retailers provide specialist services for modern foreign languages, although most booksellers can obtain most titles fairly quickly:

**BH Blackwell Ltd**, Continental Department, Broad Street, Oxford OX1 3BQ

Tel: 01865 249111 [www.bookshop.blackwell.co.uk](http://www.bookshop.blackwell.co.uk)

**European Schoolbooks Ltd**, The Runnings, Cheltenham GL51 9PQ

Tel: 01242 245252 [www.eurobooks.co.uk](http://www.eurobooks.co.uk)

**Grant & Cutler Ltd**, 55-57 Great Marlborough Street, London W1F 7AY

Tel: 020 7734 2012 [www.grantandcutler.com](http://www.grantandcutler.com)

# Other forms of Support

In order to help you implement the new GCSE Modern Foreign Languages specification effectively, OCR offers a comprehensive package of support. This includes:

## Free support materials on the OCR website

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The following materials are available on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk) :

- GCSE French / German / Spanish Specification;
- Specimen assessment materials for all units;
- Vocabulary lists – divided into Topic Areas;
- Guide to Controlled Assessment - Speaking;
- Guide to Controlled Assessment - Writing;
- Additional support material for Controlled Assessment – Speaking (with sample candidate recordings to download from Interchange);
- Additional support material for Controlled Assessment – Writing (with sample candidate responses and commentaries);
- Teachers Handbook;
- Sample Schemes of Work and Lesson Plans.

## Published Resources

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OCR offers centres a wealth of quality published support with a fantastic choice of 'Official Publisher Partner' and 'Approved Publication' resources, all endorsed by OCR for use with OCR specifications.

## Publisher partners

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OCR works in close collaboration with three Publisher Partners; Hodder Education, Heinemann and Oxford University Press (OUP) to ensure centres have access to:

- Better published support, available when you need it, tailored to OCR specifications
- Quality resources produced in consultation with OCR subject teams, which are linked to OCR's teacher support materials
- More resources for specifications with lower candidate entries
- Materials that are subject to a thorough quality assurance process to achieve endorsement

Oxford University Press (OUP) is the publisher partner for OCR GCSE Modern Foreign Languages.



Oxford University Press (OUP) is producing a full range of teaching and learning resources for OCR GCSE Modern Foreign Languages for first teaching in September 2009, which were available in Spring 2009.

#### French:

GCSE French for OCR Evaluation pack. ISDN: 9780199154908  
 GCSE French for OCR Student book. ISDN: 9780199154982  
 GCSE French for OCR Teachers Resources book. ISDN: 9780199180684  
 GCSE French for OCR Exam skills workbook – Higher ISDN: 9780199180660  
 GCSE French for OCR Exam skills workbook – Foundation ISDN: 9780199135387  
 GCSE French for OCR Audio CD. ISDN:9780199180691  
 GCSE French for OCR Grammar workbook ISDN: 9780199180677  
 GCSE French for OCR Resources and planning Ox Box CD-ROM. ISDN: 9780199180707  
 GCSE French for OCR Assessment Ox Box CD-ROM. ISDN: 9780199139576

#### Spanish:

GCSE Spanish for OCR Evaluation pack. ISDN: 9780199154913  
 GCSE Spanish for OCR Student book. ISDN: 9780199180714  
 GCSE Spanish for OCR Teachers Resources book. ISDN: 9780199180738  
 GCSE Spanish for OCR Exam skills workbook – Higher ISDN: 9780199180721  
 GCSE Spanish for OCR Exam skills workbook – Foundation ISDN: 9780199135400  
 GCSE Spanish for OCR Audio CD. ISDN:9780199180745  
 GCSE Spanish for OCR Grammar workbook ISDN: 9780199180752  
 GCSE Spanish for OCR Resources and planning Ox Box CD-ROM. ISDN: 9780199180769  
 GCSE Spanish for OCR Assessment Ox Box CD-ROM. ISDN: 9780199139590

#### German:

GCSE German for OCR Evaluation pack. ISDN: 9780199154890  
 GCSE German for OCR Student book. ISDN: 9780199154944  
 GCSE German for OCR Teachers Resources book. ISDN: 9780199154968

GCSE German for OCR Exam skills workbook – Higher ISDN: 9780199154951  
GCSE German for OCR Exam skills workbook – Foundation ISDN: 9780199135394  
GCSE German for OCR Audio CD. ISDN:9780199154975  
GCSE German for OCR Grammar workbook ISDN: 9780199154920  
GCSE German for OCR Resources and planning Ox Box CD-ROM. ISDN: 9780199154937  
GCSE German for OCR Assessment Ox Box CD-ROM. ISDN: 9780199139583

## Approved publications

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OCR still endorses other publisher materials, which undergo a thorough quality assurance process to achieve endorsement. By offering a choice of endorsed materials, centres can be assured of quality support for all OCR qualifications.



## Endorsement

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OCR endorses a range of publisher materials to provide quality support for centres delivering its qualifications. You can be confident that materials branded with OCR's "Official Publishing Partner" or "Approved publication" logos have undergone a thorough quality assurance process to achieve endorsement. All responsibility for the content of the publisher's materials rests with the publisher.

These endorsements do not mean that the materials are the only suitable resources available or necessary to achieve an OCR qualification. Any resource lists which are produced by OCR shall include a range of appropriate texts.

## OCR Training

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A full range of training events provide valuable support, for the delivery and assessment of OCR qualifications:

### **Get Ready...**

An overview of new OCR specifications

### **Get Started...**

For teachers preparing to deliver or already delivering OCR specifications

## Get Ahead...

For teachers wanting to improve delivery and assessment of a current OCR specification

## Lead the way...

To encourage creativity and innovation

View up-to-date event details and make online bookings at [www.ocreventbooker.org.uk](http://www.ocreventbooker.org.uk) or view our new training e-books at [www.ocr.org.uk/training](http://www.ocr.org.uk/training). If you are unable to find what you are looking for contact us by e-mail [training@ocr.org.uk](mailto:training@ocr.org.uk) or telephone 02476 496398.

## Interchange

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OCR Interchange has been developed to help you to carry out day to day administration functions online, quickly and easily. The site allows you to register and enter candidates online. In addition, you can gain immediate a free access to candidate information at you convenience. Sign up at <https://interchange.ocr.org.uk>

## OCR Active Results service

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Active Results is a free results analysis service to help teachers review the performance of individual candidates or whole schools. You can compare your centre against national averages, gain information to support resit decisions and analyse question level results where available.

## OCR Social Network

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The languages online community can be used to share resources, ask questions, start and take part in discussions. Join at [www.social.ocr.org.uk](http://www.social.ocr.org.uk).