

Tax 101 - Interactive: The Australian Taxation System

Foundation English

Unit 1

Area of Study 1: Essentials of English

Outcome 2

- write for a specific purpose for a workplace, personal or community audience

Key knowledge

- the ways in which purpose, audience and context influence the structure and language of texts;
- the organisation of texts;
- the process of planning, drafting, revising, editing and proofreading written work;

Key skills

- identify the purpose, audience and context of the writing;
- organise writing to ensure logical progression of ideas and information, and a coherent structure;
- revise writing using techniques such as adding or deleting details or explanations to clarify meaning

Units 1 or 2

Area of Study 3: Technology and Communication

Outcome 1

- present to an audience ideas and information in print and non-print form, using information and communications technology.

Key knowledge

- ways to convey ideas and information to an audience effectively;
- strategies for using information technology in the composing/producing process, including planning, drafting, revising, editing and proofreading.

Key skills

- apply knowledge and skills of a range of information and communications technology to locate, produce and convey ideas and information to an audience;
- plan, draft, revise, edit and proofread using information technology software

YOUR TAX

VIC Senior Curriculum English

Your Tax - Activity 2: Working and paying tax

Foundation English

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- use planning strategies to identify existing knowledge and ideas, or generate issues and topics, or group and order ideas;
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Units 1 or 2

Area of Study 3: Technology and Communication

Outcome 1

- present to an audience ideas and information in print and non-print form, using information and communications technology.

Key knowledge

- strategies for using information and communications technology to record and process ideas and information;
- ways to convey ideas and information to an audience effectively;
- strategies for using information technology in the composing/producing process, including planning, drafting, revising, editing and proofreading.

Key skills

- apply knowledge and skills of a range of information and communications technology to locate, produce and convey ideas and information to an audience;
- plan, draft, revise, edit and proofread using information technology software

Your Tax - Activity 6: Fixing a tax problem

Foundation English

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Key skills

- use planning strategies to identify existing knowledge and ideas, or generate issues and topics, or group and order ideas;
- organise writing to ensure logical progression of ideas and information, and a coherent structure

Unit 1 or 2

Area of Study 6: Information literacy

Outcome 1

- draw on credible sources to provide written information to a specified audience about a topic of their choice.

Key knowledge

- strategies for locating possible sources of information;
- strategies for extracting and recording relevant information from a range of written, visual and oral texts;
- strategies for choosing an appropriate form of presentation for the specified audience and synthesising of information to suit the chosen form and audience.

Key skills

- use online catalogues, print indexes, bibliographies, electronic databases and internet search strategies to locate information in identified sources;
- identify, extract and record relevant information from information sources (for example, skimming and scanning of the texts for relevant information; note-taking, using graphic organisers; graphic or oral recording of information);
- synthesise information accurately and appropriately for the chosen form and audience.

BUSINESS TAX

VIC Senior Curriculum
English

Business Tax - Activity 3: Running a business: Tax obligations

Foundation
English

Unit 1 or 2

Area of Study 2: Communication and the workplace

Outcome 1

- write work-related documents.

Key knowledge

- a range of work-related written texts and the language appropriate to those texts;
- the conventions and layout of different work-related texts;
- the process of planning, drafting, revising, editing, proofreading written work and presenting for clarity, coherence, style and appropriateness

Key skills

- select the appropriate text type and clearly identify the audience and purpose;
- use the appropriate language, tone and style for the audience and purpose;
- convey accurate subject matter or content;
- plan, draft, revise, edit and proofread to ensure correct language, structure, spelling, punctuation and syntax;
- follow conventional format, layout and style to enhance readability and impact of work-related texts such as business letters, manuals, emails, faxes, agendas, reports, minutes, applications, résumés.

Unit 1 or 2

Area of Study 3: Technology and Communication

Outcome 1

- present to an audience ideas and information in print and non-print form, using information and communications technology.

Key knowledge

- ways to convey ideas and information to an audience effectively;

Key skills

- apply knowledge and skills of a range of information and communications technology to locate, produce and convey ideas and information to an audience;
- plan, draft, revise, edit and proofread using information technology software.

Business Tax - Activity 6: How is business tax collected?

Foundation English

Unit 1 or 2

Area of Study 2: Communication and the workplace

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- write work-related documents.

Key knowledge

- a range of work-related written texts and the language appropriate to those texts;
- the conventions and layout of different work-related texts;

Key skills

- select the appropriate text type and clearly identify the audience and purpose;
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Unit 1 or 2

Area of Study 2: Communication and the workplace

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- write work-related documents.

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Key skills

- select the appropriate text type and clearly identify the audience and purpose;
- use the appropriate language, tone and style for the audience and purpose;
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Super - Activity 1: What is superannuation?

Foundation
English

Unit 1

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Key skills

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Super - Activity 3: What do I need to do about super?

Foundation
English

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Unit 1 or 2

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- use the appropriate language, tone and style for the audience and purpose;
- convey accurate subject matter or content

Super - Activity 5: Super, the ATO and you

Foundation English

Unit 1 or 2

Area of Study 3: Technology and Communication

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- present to an audience ideas and information in print and non-print form, using information and communications technology.

Key knowledge

- strategies for using information and communications technology to record and process ideas and information;
- ways to convey ideas and information to an audience effectively

Key skills

- apply knowledge and skills of a range of information and communications technology to locate, produce and convey ideas and information to an audience

Unit 1 or 2

Area of Study 6: Information literacy

Outcome 1

- draw on credible sources to provide written information to a specified audience about a topic of their choice.

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- strategies for locating possible sources of information;
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