HOW TO PLAN A LESSON

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Why plan lessons?

- Helping the teacher to be more confident in teaching
- Providing a useful systematic outline/guide/reference for smooth efficient teaching
- Helping the teacher to prepare for the lesson
- Helping to provide a useful basis for future planning
- Helping the teacher to be more organized
- Helping the teacher to plan practically lessons which cater for different students
- Helping the teacher to know whether he/she has achieved his/her teaching objectives
- Enabling the teacher to judge his/her performance
- Giving a sense of direction in relation to the syllabus
- Helping the teacher to identify which areas.parts did not go well in her/his teaching
Format of a Lesson Plan

- Goals
- Objectives
- Materials and equipment
- Procedures
- Evaluation
Goal(s)

- Identifying an overall purpose or goal that you attempt to accomplish by the end of the class period
Objectives

- Stating explicitly what you want students to gain from the lesson
- Things to consider:
  - Be sure you know what you want to accomplish
  - Preserve the unity of your lesson
  - Predetermine whether or not you are trying to accomplish too much
  - Evaluate students’ success at the end of, or after, the lesson
Materials and equipment

- What you need to take with you
- What you need to have in your classroom
Procedures

(a) An opening (warm up)
(b) A set of activities and techniques
(C) Closure

• Think of the proportions of time for:
  (i) Whole class work
  (ii) Small group and pair work
  (iii) Teacher talk
  (iv) Student talk
Principles in procedures

Sequence of activities:

- Moving from more controlled/more supported to freer and less supported
- Moving from easy to more difficult/challenging
- Activity dependency
TALFSS

- Target language
Evaluation

- Determining whether or not your objectives have been accomplished
- It does not always in the form of test or quiz