**How To Develop A Lesson Plan**

**I. Choose a Topic**

a Select subject matter from the appropriate manual

a Gather information and lesson material from the manual and/or other sources

**II. Objective:**

a What you will teach and why

**III. Equipment**

a Come prepared with all equipment, visual aids, worksheets

you will need tor your presentation

**IV. Explauation/Demonstration**

a explain the day's objective - what you will teach

a Keep your explanation clear, short and simple

a Demonstrate if possible with game or activity.

a Visual aids (diagrams, posters, blackboard) can be helpful when demonstrating.

a Make sure everyone can see, and that your demonstration is clear, short and simple.

**V. Activity**

a Have students apply or try the new work.

**VII. Discussion**

a review your topic

a check for understanding of topic by asking questions for the students to answer.

a Reinforce what is correct about the exercise

**VIII. Evaluation**

a test students understanding of topic material with worksheets,

fill-in charts, simple exercises or demonstrations

**IX. Summary**

a Review day's objectives and success.

a Discuss problems and how to correct them.

a Ask questions, and ask if students have any questions.

a Ask students what they have leamed

**Lesson Plan**

Name:, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level:

Date: \_\_\_\_\_ \_

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Reference Pages: \_\_\_\_\_\_\_\_\_ \_

**Objective:**

**Equipment:**

**Explanation/Demonstration:**

**Activity:**

**Discussion:**

**Evaluation:**

**Summary:**