

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 for 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: