## Lesson Planning Checklist

<table>
<thead>
<tr>
<th><strong>Aim</strong></th>
<th>General aim of the lesson. What generally do you as a teacher want to achieve from the lesson? Does this fit with what the learners have previously been learning and what they are going on to do?</th>
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| **Learning outcomes** | What is to be learned as a result of this lesson? Be specific, be simple, be realistic. Learning outcomes should be able to be assessed. *By the end of the lesson the learners should be able to:*  
Have knowledge of…  
State that…..  
Demonstrate understanding of….  
Explain…..  
Describe…..  
Recall…..  
Record…..  
Reflect upon….. |

| **Methodology** | Approach. How are you going to structure the session? Teaching and learning strategies? Types of activity? Sequence of activities? Role of students and teacher? Produce as a programme with times and activities (who is doing what) and resources required. |

| **Resources** | What resources will you use? List them: Books; journal articles; worksheets/handouts; TV/Video; CD-ROM/Internet resources; PCs; slides/OHTs |

| **Assessment** | Pre lesson – What methods are you going to use, informal/formal? Post lesson – Were learning outcomes achieved? By whom? |

| **Evaluation** |  
**Lesson Evaluation**  
Did the lesson flow? Did it fit into the unit/module/course/programme? Was the lesson paced well? Good activities? Why? Were activities in logical and effective sequence? Good variety of resources? Good use of resources? What have you learned about teaching and learning? How would you approach this lesson the next time? How could you improve the lesson?  
**Student evaluation**  
**Teacher evaluation**  