

LESSON PLANNING CHECKLIST

Aim

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?

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

Who achieved? Why? Why not? Did they find it too difficult? Or too easy? Why?

Were learners motivated? Why? Why not? Did they appear to enjoy lesson?

Mitigating circumstances? Distracted? Badly behaved? What have you learned? How would you respond next time?

Teacher evaluation

Your input. Clearly structured lesson? Teaching strategies? Student behaviour managed? In what ways? How well? Student interest contained? How? Effective questioning/discussion? What have you learned? How would you amend/improve your input?