

Planning your lesson

Eleven Steps

1. Consider the level of your students : _____
2. How much time the activity is to take : _____
3. What is the aim in terms of :
Skills involved? (Reading? Writing? Speaking? Listening? Interaction?)
Language functions?
4. Language : Vocabulary?
Grammatical structures?
5. Organization—set-up (Do you need to reorganize the classroom?)
6. Preparation : *Preparation before class --necessary materials (markers, post its, envelopes, role cards, grids etc)
*Students' preparation before the activity (reading/choosing a role/finding information or ideas etc)
7. Warm-up : Creating the situation
8. Procedure : Explaining i) the different steps
ii) the time-line (and deadlines) on the Board
iii) expected outcome
9. Follow-up: Written, or Oral + Transfer
10. Remarks : How did it go?
Was it a success? Why?
Difficulties encountered? Why? + Solutions for next time.
11. Variations : Consider other situations that could be introduced in this way

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| Self evaluation |
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