

SAMPLE
LESSON PLANNING GUIDE

TOPIC _____ SESSION # _____ DATE _____

1. Why am I going to teach this lesson? (learning goals)

2. What do I expect students to learn in this lesson? (learner objectives)

3. What introductory activities will I use?
 - ___ Ice breaker (set tone)
 - ___ Summary/review of last class
 - ___ Answer student questions
 - ___ Review this lesson's objectives and activities

4. How am I going to teach this lesson? (class procedure)
 - ___ Teacher/student discussion
 - ___ Demonstration
 - ___ Interaction by students
 - ___ Lecture
 - ___ Group work
 - ___ Audio-visuals
 - ___ Debate/panel discussion
 - ___ Guest speaker
 - ___ Role playing.
 - ___ Other _____

5. What materials am I going to use? (books, visuals, paper, etc.)

6. What student activities should be completed for the next class?

7. What can the students look forward to in the next lesson?

8. How am I going to evaluate today's lesson?

HOW ARE YOU DOING?

	POOR	MARGINAL	OUTSTANDING
KNOWLEDGE OF SUBJECT	Bluffs	Superficial	Thorough
PLANS FOR PRESENTATIONS	Seldom	10 min. before class	Well Prepared
SPEECH PATTERNS	Mumbles	Only first few rows can hear	Speaks clearly
USE OF TERMINOLOGY	Doesn't know terms	Doesn't explain terms	Teaches vocabulary
SYMPATHY AND PATIENCE	Short tempered	Puts up with students	Really cares about students
TACT AND DIPLOMACY	Abrupt and abrasive	Can be lived with	Congenial
DISCIPLINE	A pushover	Inconsistent	Firm but fair
COMPLIMENTS STUDENTS	Seldom	Occasionally	Whenever earned
CORRECTS STUDENTS	Gruffly	Coldly	Tactfully
QUITS TALKING	Once in a while	Can be interrupted	Knows when to stop and listen
ENCOURAGES QUESTIONS	After I'm through	Can be interrupted	Teaches students to ask
EVALUATES STUDENTS	As punishment	Because required	To measure progress
COOPERATES WITH OTHERS	If made to	As required	Seeks ways willingly