

PLAN YOUR LESSON

Systematic way of
preparing a Lesson Plan

LEARNING OUTCOME

- ◉ State the **importance** of planning a lesson
- ◉ **Define** Lesson Plan
- ◉ Describe the **characteristics** of a Lesson Plan
- ◉ Explain the major & minor **components** of a Lesson Plan
- ◉ State the **advantages** of planning a lesson
- ◉ Explain the **format** of a Lesson Plan
- ◉ Enhance **Presentation skills**

IMPORTANCE OF PLANNING

- It ensures you the right allocation of teaching time to each topic.
- It allows you to bring your subject matter up-to-date.
- It assures you the intended outcome through the well written objectives.
- It builds you to revise and modify the teaching material in the light of previous performance and past experience gained
- It helps you to prevent unnecessary overlapping of subjects, lessons, and repetition of information.
- Moreover, adequate planning boosts your self-confidence in your ability to teach in an interesting, effective and efficient way!

LESSON & LESSON PLAN

- ⦿ **Lesson:** Lesson is a smallest part of a unit of **instruction** prepared after analyzing the syllabus with specific time.
- ⦿ **Lesson Plan:** A lesson plan is a **detailed description of the course of instruction** prepared by a teacher for an individual lesson related to theory.

EVOLUTION

Many formats for a lesson plan followed by **Herbart, Glover, Fuller, Morrison, McMurray, Dewey, Bloom, Hunter**, etc. most lesson plans contain some or all of these elements, typically in this order:

- ◉ **Title** of the lesson
- ◉ The amount of **time** required to complete the lesson
- ◉ A list of **objectives**
- ◉ **Review** of previous lesson and previous knowledge
- ◉ **Motivation**
- ◉ Relevant **visual aids** for effective teaching
- ◉ **Subject** matter, information points, and hints
- ◉ **Summary**
- ◉ **Test**

Johann Friedrich Herbart **(1776 -1841)**

- ◉ German philosopher, psychologist and educational reformer.



- Influenced by the educational theories of Herbart, Charles A. McMurray (1857-1929) and Frank W. McMurray (1862 - 1936) commonly known as the 'McMurrays' (who made a remarkable contribution to curriculum development and teacher education in US), strongly recommended Herbart's instruction that, 'a good teachers must plan and prepare well before teaching'.

- ◉ Herbart's method of lesson plan consists of five steps: (1) Preparation (2) Presentation (3) Comparison and Association (4) Generalization, and (5) Application.
- ◉ Though the five step method emphasis important features of good teaching, it is further simplified into 4 steps.
- ◉ In the present scenario one has to give importance to the teacher's creativity in planning, innovation in teaching, and time factor, a lesson plan can be a simple one!

CHARACTERISTICS OF A GOOD LESSON PLAN

- ◉ **Title** should be indicated clearly based on the content
- ◉ **Objectives** should be **SMART**
- ◉ **Connects the previous lesson** and extends the preparation to a next lesson
- ◉ **Motivates** the learner
- ◉ Prepared by a teacher as per the **learners' need**
- ◉ **Content** must relate with objectives
- ◉ Only one **topic** should be covered at a time
- ◉ Every lesson must have **new information** and not repetitive information
- ◉ The lesson must not be too long or too short
- ◉ **Teaching aids** must be used

SIMPLE 4 -STEP LESSON PLAN

Major components of a lesson plan

- (1) Preparation**
- (2) Presentation**
- (3) Application, and**
- (4) Testing**



1. PREPARATION

- ◉ Title & Objectives
- ◉ Teaching Aids
- ◉ Review
- ◉ Motivation

2. PRESENTATION

- ⦿ Topics & Developments
- ⦿ Information Points
- ⦿ Hints

3. APPLICATION

- ◉ Application of knowledge gained
- ◉ Ability to use the knowledge learnt
- ◉ Check how well the learner uses facts, principles, rules, and theories in solving problems
- ◉ Interact with trainees, ask simple & direct questions
- ◉ Recapitulate the lesson

4. TEST

- ◉ Assignment
- ◉ Objective & subjective type of questions
- ◉ Reference
- ◉ Next Lesson

THE SMART APPROACH

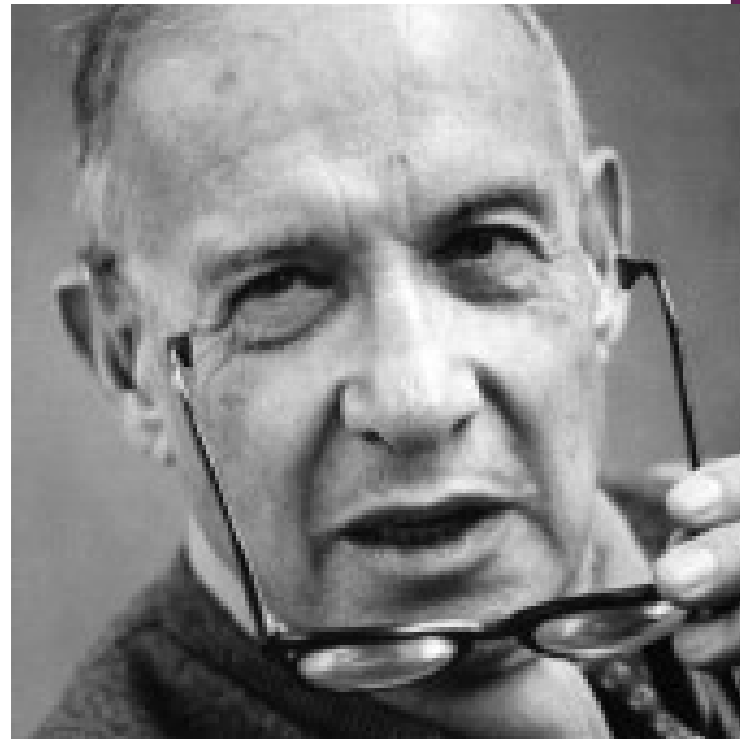
1. **Specific** – should specify what they want to achieve.
2. **Measurable** – able to measure whether you are meeting the objectives or not.
3. **Achievable** - are the objectives you set, achievable and attainable?
4. **Realistic** – can you realistically achieve the objectives with the resources you have?
5. **Time** – When do you want to achieve the set objectives?

Peter Ferdinand Drucker (1909 - 2005)

- ◉ American management consultant, educator, and author.

He invented the concept known as management by objectives. He has been described as "the founder of modern management".

'The Practice of Management'
(1954)



ADVANTAGES



TO THE INSTRUCTOR

- ◎ It forms as a **record** of teaching-learning activity
- ◎ It assists you to place the **information in sequence**
- ◎ Help you to get confidence, as you need not always depend on your memory!
- ◎ Facilitate you to select and use **teaching aids** at appropriate time during presentation

- ⦿ It serves you to organize complete **teaching - learning** activity in a smooth way and manage the entire class activities within the stipulated time
- ⦿ It assures you that **all the points are covered** about the lesson
- ⦿ Helps to **maintain the learner's interest** till the finishing of the class because they are understanding the subject correctly and also they are getting time for interaction
- ⦿ It also helps in imparting **uniform instructions** in different classes at different timings

TO THE LEARNER

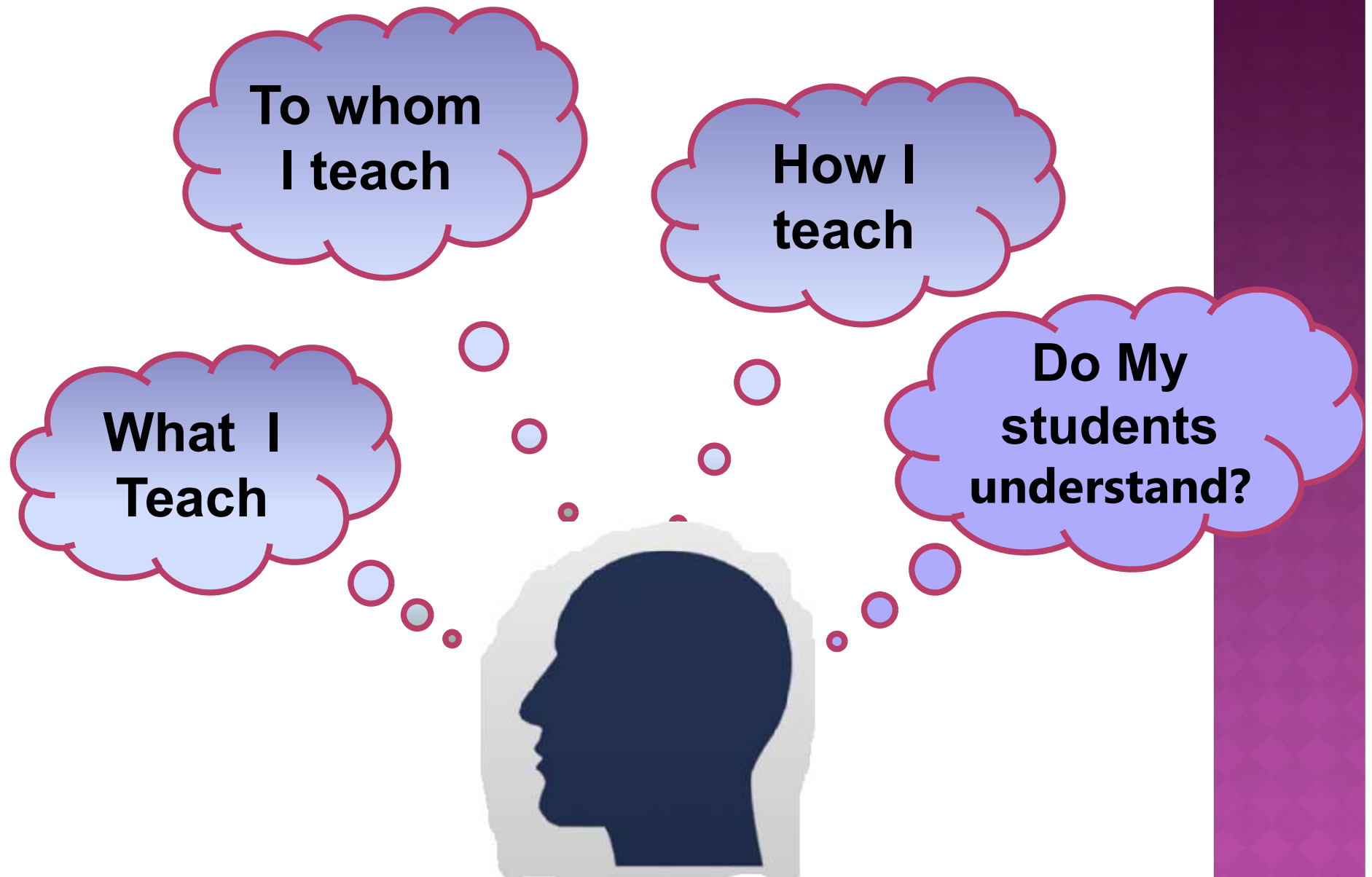
- ◉ Learners are **getting interest** in learning more and more by attending a **planned instruction** of an instructor
- ◉ Learners are getting **confidence** and **satisfaction** in the subject what instructor has presented by **systematic** and sequence order
- ◉ Serves the **purpose** to meet the requirement of learners at different levels
- ◉ Expected **standard of knowledge** is being acquired because instructor has taught the lesson in a planned manner

FORMAT OF A LESSON PLAN



PRESENTATION









POINTS TO REMEMBER



- ① Use correct format of a Lesson Plan for theory & Demo Plan for practical
- ① Begin with good rapport
- ① Check the seating arrangements
- ① Check the tools & teaching aids
- ① Write the title of the lesson neatly on the board
- ① State the objectives / learning outcome clearly
- ① Review / link previous knowledge to the present topic

- ◉ Motivate the trainees by telling the purpose of learning with example
- ◉ Present the information in sequence
- ◉ Audibility of voice
- ◉ Teach to the whole class. Have proper eye contact with all learners
- ◉ Write neatly on the board
- ◉ Avoid spelling & procedural mistakes
- ◉ Use **colour** chalks / pens appropriately
- ◉ Use duster to clean the board
- ◉ Use pointer whenever necessary. Do not shake the pointer

- ◎ Use visual aids at right time and explain
- ◎ Stress the important points
- ◎ Repeat the operation & insist on safety during demonstration
- ◎ Use proper type of questions in all the stages
- ◎ Receive, Reward, and Repeat the answer
- ◎ Summarize the lesson with reference to the objectives
- ◎ Finish the lesson on time
- ◎ Extend the teaching process. Tell what will be the next lesson

THANK YOU!

