

# LESSON PLAN

**Trade: POT/ Training Methodology**

Date: 09.02.2021

Lesson No: 9

**Module/Unit: 3**

Time: 30 minutes

## I. PREPARATION:

Title: Syllabus Analysis & Course Construction

- 1) Objectives: *(At the end of the lesson the trainees will be able to)*
  1. Define syllabus
  2. State the importance of writing objectives
  3. Explain syllabus analysis
  4. Discribe course construction
- 2) Teaching Aids: White board, marker pen, Projector, Computer, screen, pointer, etc.
- 3) Introduction
  - a) Review: Personality development
  - b) Motivation: Analysis of syllabus is very important to understand about the contents of the subject.

## II. PRESENTATION:

Developments / Topics	Information Points	Hints
1) Syllabus	Syllabus is an outline and timeline of a subject. It consists of outline and summary of topics to be covered in an education or training course with schedule of time.	Projector, Computer system, screen
2) Objectives	Objectives are the intended outcome for which the course is to be started and what they expect the students to become fulfilled immediately on completion of the course. Objectives should start with measurable action words.	Related information in detail PPT presentation  S – Specific M – Measurable A – Achievable R – Realistic T - Timebound

Developments / Topics	Information Points	Hints
3) Syllabus Analysis	Analyzing a syllabus is important in order to find out the sequence of topics to know what to teach, when to teach and how much to teach. If an instructor begins her teaching after analyzing the syllabus, the training programme can be imparted effectively without any confusion.	Ask questions, invite question from learners, link previous knowledge to the present topic, motivate learner by telling the purpose of learning with example
4) Course construction	Before teaching, it is very much necessary for an instructor to prepare a course of study, which gives an idea about what to teach and how to teach.	

### III. APPLICATION:

- 1) What is Syllabus?
- 2) Define Objective
- 3) What is the importance of action word?

Summary: Summarize the lesson with reference to the objectives

### IV. TEST:

Assignment:

- 1) What is the importance of syllabus analysis?
- 2) List the steps involved in analysing the syllabus
- 3) List the important points in course construction

Reference: CITS Training Methodology Book Published by NIMI

Next Lesson: ADDIE model of instruction

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