

## Lesson Planning

What you do during your lessons and how you do it will vary a great deal from one student to the next. In general, it is a good idea to make a habit of planning and preparing a lesson.

Here are some things to consider when planning a lesson:

- What is the purpose of the lesson?
- How long will it be?
- What activities will you do?
- Have you included a variety of activities that will allow your student to practice a range of skills such as reading, writing, and spelling?
- Have you included lots of time for practice and review?

In the area of lesson planning, our tutors were clear about one thing—be prepared—and then be prepared to wing it.

### *Checklist for a lesson plan*

To determine what your basic lesson plan may include, consider the following structure:

1. Talk to your student about what he has been doing and find out whether there is anything he wants to do that has come up since your last meeting. Decide what is to be accomplished at this session.
2. Go over homework. This will give you an idea of whether you need to review an area with your student, build on what was accomplished in the homework, or move on to something new.
3. Introduce the new work, which you have prepared. Your student may also have ideas of his own so be ready to alter your plan.
4. Take a break if the lesson lasts for two hours or when you and your student need one.

5. Practice and review new and old work. Ask, "What have we learned?"
6. Agree on new homework, which may involve something new covered in the session. Evaluate the session.
7. Talk together about what you could do at your next meeting.

### ***Lesson plan template***

*Date:*

*Goals of Lesson:*

*Review (of student's skills and/or previous lessons):*

*Materials:*

*Learning Activities:*

*Closing Summary:*

*Evaluation of Lesson (tutor and student):*