**Hania Bociek**

PREPARING A LESSON PLAN

PRELIMINARIES:

* Main aim and subsidiary aims for the lesson. (Always decide where you want to be by the end of the lesson before you start planning.)
* Timetable fit
* Assumed knowledge /strengths of the class/general assumptions
* Anticipated problems and solutions (systems, skills, psycho-linguisitic)
* Materials/resources needed

PROCEDURE

Include

* Stage aims (these need to be clearly defined)
* Actual procedure
* Materials/resources etc necessary for each stage
* Interaction (T-S, S-S, SSS-S etc)
* Timing (be realistic!!!)
* BB plan if necessary
* Target language, including aspects of phonology you might want to highlight

POST-LESSON ANALYSIS

Here you need to go back to your plan, stage by stage, and analyse how far the actual lesson reflected your plan and aims, where you were (un)successful and why, thinking about alternatives/improvements.

Include an action plan for specific personal improvement.