



Lesson Plan Format



<<Lesson Title>> (The exact title of the lesson)		<<Rank, Name>>	<<Length of Lesson>>
Preparation			
Training Aids/Resources: List all training aids and equipment that will be required for the lesson. E.g. <<Aid 1>> Model <<Aid 2>> Flash cards <<Aid n>> PowerPoint etc			
References: Where you got your information from (i.e. Instructor Notes, MoGT etc). <<Reference 1>>			
Introduction			
The introduction must be concise while showing some motivation – it should be: <ol style="list-style-type: none"> Well planned Confidently delivered, and Stimulating 			
1	Objectives: <ol style="list-style-type: none"> Taken from Manual of Ground Training Very specific Objective to always begin with an operative word (e.g. “state”, “describe”, “demonstrate”) – tells a student what is to be covered and what is expected. 	<<Length of time>>	<<Aid 1>>
2	Prior Knowledge Check: Ask questions, or have quizzes either testing student knowledge on the previous lesson taught (i.e. revision) or test their knowledge briefly on what you are about to teach.	<<Length of time>>	
3	Reason for Learning/Motivation: Delivered zealously, should initiate class interest, and provide a stimulating and exciting reason for learning.	<<Length of time>>	<<Aid 2>>
Development			
The development stage should make up about 50% of lesson time. <ul style="list-style-type: none"> - This is the content of the lesson - Written in point form in a logical order - Is easy to refer to and expand on - It should concentrate on: <ul style="list-style-type: none"> ➤ Presenting new material in a series of clear steps ➤ Linking key points and then the entire material ➤ Checking understanding and reinforcing key points by testing ➤ Summarising visually and verbally <p>TESTING: Should be throughout the lesson reinforcing and checking student understanding – can be done through questions, mini quiz, role plays, etc</p>			
4	<<Teaching Body Point 1>> <<Question 1>> <<Possible responses>> <<Question 2>>	<<Length of time>>	<<Aid n>>



Lesson Plan Format



	<<Possible responses>>	
5	<<Teaching Body Point 2>> <<Question 1>> <<Possible responses>> <<Question 2>> <<Possible responses>>	<<Length of time>> <<Aid n>>
6	<<Teaching Body Point 3>> (not limited to just 3 body points, use as many as required) <<Question 1>> <<Possible responses>> <<Question 2>> <<Possible responses>>	<<Length of time>> <<Aid n>>
Conclusion		
The conclusion should always be: <ol style="list-style-type: none"> Well planned Cover all main points Be delivered enthusiastically Should consist of: <ul style="list-style-type: none"> - <i>Summary</i> <ul style="list-style-type: none"> ➤ Reinforces the importance of the main points covered ➤ Clarify difficult points or aspects of the lesson - <i>Questions</i> <ul style="list-style-type: none"> ➤ Questions testing the objectives ➤ Pre-prepared possible responses 		
7	Testing: <u>Ask class if they have further questions</u> <i>Test on understanding - MINIMUM OF THREE QUESTIONS</i> <<Question 1>> <<Possible responses>> <<Question 2>> // <<Activity 1>>	<<Length of time>> <<Aid n>>
8	Restate Objectives: Restate objectives listed from above.	<<Length of time>> <<Aid n>>
9	Restate Reason for Learning: Restate reason for learning, as listed above.	<<Length of time>> <<Aid n>>
10	Next Lesson: From MoGT. <ul style="list-style-type: none"> - Title - Objectives 	

Points to remember:

1. A lesson plan does not need to be only 2 pages, use as many as you feel confident using.
2. Your lesson plan is not a speech and therefore should only contain the important points.
3. Remember that this is your instructional guideline so it should be tailored to what suits your needs best, however it is important to ensure you include all the necessary information.