

How to Write a Lesson Plan

A lesson plan is a written description to teach academic content. A lesson plan helps teachers organize their objectives and methodologies. A lesson plan determines the purpose, aim, and rationale of your class time activity. It also provides focus for the lesson you are presenting. A lesson plan is a fairly detailed plan of instruction. It helps you think through the best way to present the information to the students. You will need to develop clear and specific objectives. The following important components must be included in all lesson plans:

Preplanning

- It is important to know the subject matter you will be teaching.
- List the important facts, key concepts, skills, or vocabulary terms that you intend to cover.
- Indicate what you intend to teach.
- Identify the aims or outcomes you want the students to achieve.
- Have a clear idea of what you want the students to learn.
- The objective must contain a behavior, the content, the condition, and the criterion, so that you can write, in detail, what is learned and how well the students learn it.
- The objective of a lesson is that the students demonstrate a specific skill. e.g., how to add $2 + 2$.
- Make sure you will be able to tell if the objective was met.
- Must include broad and narrow objectives. The broad objective is the overall goal of the lesson plan. The narrow or specific objective would be what it teaches the students to accomplish, e.g., teach the students to add.
- Indicate what is to be learned.
- Objectives demonstrate how well the students have learned or understood the lesson presented.
- Objectives should also be directly measurable. Gather evidence that the students did the task, e.g. quizzes or assignments.
- Write objectives that describe learning outcomes.

- List all the equipment to be used by the student and the teacher.
- Describe how the equipment will be used.

Lesson Setup

- Decide on the signal for attention, e.g., “Good Morning. Let’s get started or eyes on me.”
- Explain the rules and procedures, .e.g. raising hands or not talking at once.
- The statement of behavior expectations should be written in positive language.
- Language must be age appropriate, specific, and clear.
- Explain your expectations for learning at each transition of the lesson, rather than stating them all at the beginning.
- It shows the students how this lesson connects with yesterday’s lesson.

Lesson Opening

- Review what has already been learned.
- State the objective of the lesson.
- Motivate and get students focused on the lesson.

Lesson Body

- Provide a detailed, step-by-step description of everything you will do.
 - Include a description of how you will introduce the lesson.
 - Tell the actual techniques you will use.
 - Plan frequent and varied opportunities for the students to be involved.
 - Include specific things that the student will do during the lesson.
 - Check for student understanding.
 - Use multiple methods to check for student understanding.
 - Describe how can this material be presented to ensure each student will have a good learning experience?
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Extended Practice

- Provide practice opportunities prior to evaluation.
- Monitor this practice session and give the students feedback.
- Describe how to provide opportunities to practice during and following the lesson.
- Extended practice often takes two forms:
 1. Homework
 2. Follow-up practice at school.
- Provide a great deal of additional practice in real-world applications.
- Make sure the student can use the lesson learned in various settings.

Lesson Closing

- Review the key points of the lesson.
- Give students opportunities to draw conclusions from the lesson.
- Describe when the students can use this new information.
- Preview future lessons.
- Have students describe their problem-solving process.
- It should be a meaningful end to the lesson.
- This is a time for students to show their work.
- The closing can create a smooth transition from one lesson to the next lesson.

Assessment/Evaluation

- You must evaluate the objectives that were identified.
 - Provide students with the opportunity to practice the activity you will be assessing them on.
 - Describe the ways you will provide opportunities for the students to practice.
 - A clear description of the method that will help you accurately determine whether or not the students have mastered the lesson objective.
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