

Lesson Preparation Techniques

At the end of the session, the students will be able to

1. **describe the need of lesson planning**
2. **define lesson plan**
3. **differentiate between course, chapter and lesson**
4. **explain functions of lesson planning**
5. **express components of lesson plan**
6. **write down instructional objectives**
7. **sketch lesson plan format according to their needs and requirements**

Definitions:

Course: Course is a complete sequence of instructions that is presented to the pupils as a major division of the subject matter or discipline.

Chapter:

Chapter is a major subdivision of a course comprising planned instructions about some central theme, topic, issue or problem for a period of several weeks.

Lesson:

It is a subdivision of a course to be taught in single period.

Lesson Plan

The word 'Lesson Plan' consists of: **1-Lesson, 2-Plan**

Plan Means- A set of decisions about how to do something in the future. Thus, we can say that lesson-plan means-----outline of the important points of a lesson arranged in the systematic order in which they are to be presented to the students by the teacher. It may start with a statement of objectives and also contain a clear description of appropriate methods , strategies , tactics, techniques and instructions for achieving the objectives of the lesson.

Lesson Means- A period of time in which a person is taught about a subject or how to do something.

Lesson Planning

1. It is a sketch of teaching activities undertaken in the classroom.
2. It is the title given to a statement of objectives to be realized and the specific means by which these are attained as a result of activities engaged during the period.
3. It comprise of defining objectives, setting and arranging subject matter and determining methods and procedures.
4. It is an outline of activities to be presented.

Lesson plan : Definitions

Department of Education, NCERT (1974): " A lesson plan is verbal statement of the utilization of education theory, content and techniques or device of teaching to achieve the state purpose of schooling, both general and specific . it is a device to help children learn creatively and thoroughly.

Bossing: "A lesson plan is an organized statement of general and specific means by which these goals are to be attained by the learner under the guidance of the teacher on given day."

Cater V. Good: "A lesson plan is teaching outline of the important points of a lesson arranged in order in which they are to be presented, it may included objectives, points to be made, questions to be asked, references to materials assignments etc."

Lesson B. Sands: “A lesson plan is actually a plan of action. It, therefore, includes the working philosophy of the teacher, her knowledge of philosophy, her information and understanding of her pupils, her comprehension of the objectives of education, her knowledge of the material to be taught, and her ability to use effective methods.”

Davis: “Lesson plan must be prepared before going to the class, for there is nothing so fatal to a teacher’s progress as unpreparedness.”

Ryburn: “The teach we must use experience already gained as starting point of our work.”

Binning and Binnings: “Daily planning involves defining the objectives, selecting and arranging the subject-matter the determining the methods and procedures.”

Various Stage of Teaching

Every teaching activity has to proceeded in sequential stages. For **P.W.Jackson**, there are 3 stages of teaching:

Pre-active Stage of Teaching: Jackson remarks on the nature of pre-active stages of teaching and states that these operations inearporated at the time of pre-active stage of teaching

- To prepare lesson plan.
- To arrange furniture and other equipments in the classroom
- To mark papers
- To study test reports
- To think about the exception children
- To read the selected/suggested text-books for the recommended syllabus. All the activities mentioned above are deliberately pondered over in advanced by teacher before entering the classroom.

Post-active Stage of Teaching: It is called an evaluation stage of teaching. These operations are included in the post-active stage of teaching.

- To evaluation the performance of students by asking the question based on classroom teaching.
- To access, up to what extent, the behavioural change occurred in the students through teaching.

Inter-active Stage of Teaching: Jackson remarks on the nature of interactive stage and states, “The teacher provides pupil verbal stimulation of various kinds, mark expirations, ask questions, listens to students’ responses and provides guidance.”

These operation are comprised in the interactive stage of teaching.

- Perception of the classroom climate.
- Assessment of students ‘ achievement levels in abilities, academic background, aptitude and interest etc.
- Action-reaction process. i.e. actual interaction between the teacher and the students.

Functions of Lesson Planning

1. Reduces teacher’s anxiety in the class
2. Emotional security of teachers
3. Justification of units taught
4. For a smooth and systematic learning process
5. Classroom settlement
6. Purposeful classroom atmosphere
7. Organization of work

8. Avoidance of needless repetition
 9. Lecture more lively, interesting, accurate and relevant
 10. Logical development of the theme
11. Opportunities to become innovative, creative
12. Provides means and time for revision

Basic requirements of lesson planning

Before starting off the lesson

1. Students' capabilities
2. Learning styles/preferences
3. Linking knowledge to previous learning
4. What is to be inculcated in learning
5. Resources
6. Activities to facilitate learning

After the lesson

1. Strategies to assess the effectiveness of the lesson.
2. Actions needed to take in future to ensure learning

Basic Component of the lesson plan

1. Decision of the purpose: aims, objectives
2. Substance: content
3. Methods of the lesson: Strategies
4. Pedagogical content knowledge
5. Evaluation

Elements of the lesson plan

Aims

1. Long term goals
2. Shows what scheme of studies is trying to achieve

Objectives:

1. It is predetermined, organized activity, to bring desirable change in learner's behaviours.
2. It is narrowing down the scheme of work
3. Objectives are formulated keeping in view nature of the topic and level of the learner.

4. Should have element of

- o Continuity
- o Progression
- o Learner's autonomy (i.e. reduction of scaffolding over time)

5. Should be SMART

- o Specific
- o Measureable
- o Achievable
- o Realistic
- o Time Bound

6. Must be learner centered

7. Must start with action verbs. Such as: describe, clarify, classify, compare, contrast, identify, verify etc.

Content

It presents sections of the subject being taught

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Also presents breakdown of the topic being taught e.g in the topic of 'Pollution'. Definitions, types, hazards, safety measures etc.

Methodologies:

It includes the methods and techniques required to cover the content area e.g discussions, demonstration method, brainstorming techniques etc.

Time Span:

It deals with the availability of the lessons to teach a scheme of studies

Availability of the time for each lesson

Time needed to be distributed according to the length of the terms.

Resources:

Includes A.V aids according to the demand of the topic.

Demands ensuring availability of resources

Which are readily available

Which need to be developed.

Classroom Learning Activities:

Includes sequences of phases of learning from beginning to end

Must include more than one activity which follow a logical sequence, i.e. from simple to complex, considering the structure of the topic e.g question answers, MCQ's, Fill in the blanks etc

Assessment

Formal assessment: in the form of paper pencil test

Informal assessment: in the form of oral questioning technique to review the ongoing teaching learning process.

Home Assignments:

At the end of the lesson, home assignment is given to the learners on the same teaching unit. The purpose of the home assignment is the practice, organize and study the topic for better understanding and retention.

Evaluation

It is critical reflection of teaching learning process.

Must include an overview of the teaching learning; the learning difficulties and the future steps to be taken to improve learning.

Format of the Lesson Plan

Subject: _____

Class: _____

Topic: _____

Periods: _____

General Objectives:

Specific Objectives:

By the end of the lesson, learners will be able to;

- 1-
- 2-
- 3-
- 4-
- 5-

Teaching Aids:

Methodologies:

Previous Knowledge Testing (P.K. T):

Introduction to Topic

Announcement of Topic

Presentation of Content

Activities

Recapitulation

Assessment

Home Assignment

(Paragraph Form)

Objectives of lesson:

Objectives of the lesson may comprise (a) General (b) Specific objectives. These should be correctly expressed, precisely worded, clear and comprehensive, definite and pointed. Their purpose is to develop interest and stimulate voluntary effort in the study of subjects. Specific objectives should be stated in behavioral form e.g. students will be able to express importance of oxygen etc.

Material Aids:

The material aids must be accurate, simple and exact: and they must be classified according to the extent to which they appeal to the students' imagination. They make teaching and learning interesting and useful because they give vividness to explanations and narratives.

Previous Knowledge:

The previous knowledge is an indispensable means of education and it can't be neglected because knowledge comes from within "the soul has in its depths infinite wisdom and as one probes into truth he knows more and more". It helps the teacher to guide the students' thought and link with life the new experience.

Introduction:

The introduction seeks to bring to clear consciousness the right appreciative mass and assists the teacher to have an accurate idea of what the child knows. It contains no new knowledge but simply guides the child by a careful arrangement of the apperceiving ideas, time devoted to it varying according to circumstances.

Introduction of the topic:

Topic should be introduced after introduction with a very simple statement like; students, today, we shall discuss about (topic name) use of oxygen.

Presentation:

Presentation conceives the wide range of the student's educative life. It assists the teacher to analyse and arrange the lesson in a natural and logical order and divide it into appropriate sections to decide upon the method and devices of teaching each section. This is in accordance with the law of alternate selection and division.

Recapitulation:

It seeks to revise the lesson and make knowledge a power in order to fix it for future knowledge.

Assessment:

Formal assessment: in the form of paper pencil test

Informal assessment: in the form of oral questioning technique to review the ongoing teaching learning process.

Home Assignments:

The assignment of home work obtains revision and consolidation of the class-work; secures profitable use of leisure; develops the moral traits of initiative, self direction and self reliance and afford the student an opportunity to plan and perform unaided.

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