

Lesson Planning

1- Definition

Lesson planning is a process through which the teacher carefully prepares a detailed document outlining each step of the lesson. This document is called a lesson plan. It should include information about learning objectives, materials and media skills, values, language forms, and attitudes that are to be taught within a given lesson. It also shows the different steps of the lesson in addition to the timing allocated to each task in each step including the activities to be done by learners. In addition to the overall objective of the lesson, a lesson plan should specify the sub-objective of each step or activity.

2- Benefits of Lesson Planning

It helps:

- Limiting focus of the lesson
- It helps the teacher keep on track
- It helps also in the self-evaluation process (teacher evaluates the success of the lesson with regards to the objectives)
- Checking the suitability of the materials and media used in the lesson.
- Checking whether the lesson's objectives have been met.
- Managing time.
- Providing a clear insight about what went well and what did not go well, and what hindered the lesson.

Remark: the teacher is not supposed to follow the lesson plan blindly. In some situation, he/she feels the need for few modifications. In this case the resultant plan is called a contingency plan.

3- Steps of a lesson plan: (PPU Lesson)

3.1. Warm up:

It is the first step of a lesson. The warm up lasts for five to ten minutes. The teacher's objective in this stage is to attract the learners' attention and to try to make them involved in the lesson by making them talk about interesting topic that have a relation to the lesson. It serves as an ice breaker. Pictures can be used to elicit learners' answers. He/she can also make a brief revision of the previous lesson or even give a request in which the language form to be taught is presented.

3.2. Presentation:

It is the step at which the teacher presents the lesson using the needed media for presenting the appropriate material. It includes interaction between teacher and pupils, pupils/pupils, pupils/teachers. It is at this stage where everything about the lesson is to be presented. This phase of the lesson takes about twenty minutes. In this step the learner is supposed to receive all the needed input.

3.3. Practice:

After being taught something new (vocabulary, language forms or grammar, skills attitudes), it is high time for putting into practice what has already been learned in the previous step. Teacher designs activities to be done by the learners in order to check understanding. Learners do the tasks and then the teacher checks their performance so that whole class correction takes place. Again this step lasts for about fifteen minutes.

3.4. Produce/Use

Once the practice is over, it becomes necessary that the learners are asked to move to the production stage where they produce either written or oral work depending on what has been learnt in the previous stages of the lesson. They draft and then get feedback from the teacher and finally share their work with peers. Whole class correction takes place.

4- Steps of a lesson plan (PDP Lesson)

4.1. Listening lesson:

a. Warm up

b. Pre- listening: in this stage teacher designs activities that serve as a preparation for the listening stage. These might include matching new words with their definitions.

c. During/while listening: listen and do stage. Learners do some activities while they listen to the material presented by the teacher. Possible activities of this step are: answering Wh questions, true/false, sentence reordering.

d. Post-listening: after the while listening stage come the post listening which lasts for fifteen minutes. Here, the teacher writes an activity on the board and asks the learners to do it. It generally includes activities which ask them to build dialogues, role plays or even monologues. What matters is that they produce an oral production about a real life situation using the new vocabulary and language forms learnt in this lesson and any background knowledge that is related to the topic.

4.1. The Reading Lesson:

a. Warm Up: ice breaker

b. Pre-reading Step: pre reading activities prepare learners for the reading stage and motivate them for receiving the lesson. Examples of pre-reading activities include: videos, showing pictures, word matching about new vocabulary, true or false.

c. During/While Reading Step: In this step, learners read and do the tasks. A variety of reading comprehension tasks can be assigned. Choosing the title, wh questions, filling the gaps, word reference, word substitution are examples of while reading activities.

d. Post-Reading Step: After reading the text and doing the activities, and correcting together, learners will be asked to produce a piece of written work whether it is a paragraph, dialogue, or letter; it should be related to the lesson's main focus, topic and language forms and skills.

Sample PPU Lesson Plan

Project Two

Lesson8: listen and speak

Lge Form: in, on, between, next to, behind, in front of, opposite to

V Aids: pictures, the book

Lexis: supermarket, town hall, post office, middle school, bus station, bakery, secondary school, stadium.

Objective: By the end of the lesson, PPs will be able to ask about local amenities.

Timing	Steps	Teacher's tasks	Pupils' tasks
05 mnts	Warm up	T Shows the map of a town and asks What's this?	Eliciting the pps' answers It's a map
15 mnts	Present-ation	T simulates the following dialogue and pps listen A: is your house far from the middle school? B: no, it's not. It is just behind the middle school. A: is there a post office here? B: yes. It's between the hospital and the supermarket. A: is the secondary school near? B: yes, it's next to the bakery and opposite to the bus station. T reads, asks the pps to listen to the dialogue She explains the new vocabulary items. Then asks pps to repeat in pairs	PPs listen to the mini dialogues and repeat
20 mnts	practice	<u>Activity 1:</u> consider the following map. Name its local amenities	PPs do the activity
20 mnts	produce	<u>Activity 2:</u> a friend of yours wants to know about your town. Describe the local amenities found there. Use the following cues to help you. 1/Next to, behind, in front of, between 2/ post office, hospital, brigade, stadium, mosque, middle school.	PPs write the paragraph