

## *Principles for Planning Lessons*

Five general principles to keep in mind as you plan your lessons:

1. Lessons should be based on learning objectives that are steps toward attaining the learner's goals.
2. Lessons should build on each other.
3. Each lesson should include time for review and reinforcement.
4. Each lesson should integrate all four communication tools: listening, reading, writing, and speaking.
5. The learner should learn something new in each lesson.

Every lesson should:

- Begin with a short discussion of what is new for each of you (new developments for the learner could lead to work on goals).
- Relate instruction and activities to student goals.
- Build on the previous lesson.
- Move from the simple to the complex and from the concrete to the abstract.
- Make clear what will be taught, how, and why.
- Introduce something new; leave time for practice, review, and reinforcement; provide opportunities to apply and transfer skill(s) to real life; include adult reading and writing tasks.
- Make sure the student is doing the activity - not only watching the tutor do it.
- Use real-life materials related to student goals as much as possible.
- Vary the activities, have breaks, and vary the pace; work no more than 30 minutes on any one activity.
- Have a record of successes and difficulties to be used as the basis of future lessons.
- Include time at the end of the lesson for the student and tutor to discuss progress, evaluate the session, and plan for the future (what worked, what was less successful, what could be tried, what progress was made?). This can include a written note of agreed upon plans for next time.
- End with encouragement by pointing to concrete evidence of improvement and growth; involve the learner in identifying examples.