

**LESSON PLAN (INSTRUCTIONS)**

Time Allocation: No of min.  
UNIT (From Syllabus)  
LESSON (From unit plan)  
Page \_\_\_\_\_ of \_\_\_\_\_

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**UNIT TITLE:** \_\_\_\_\_ From Unit Plan

**LESSON TITLE:** \_\_\_\_\_ From Unit Plan – one of topics to be covered

**STUDENT LEARNING OUTCOME(S):**

The specific learning outcomes that will be covered in this lesson taken directly from the unit plan.

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**MATERIALS AND EQUIPMENT:**

List of materials and equipment instructor needs to bring to class for use during the lesson.

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**TEACHING AIDS:**

List of teaching aids to be used during the lesson. May be teacher-made or purchased. Examples include transparencies, videotapes, assignment sheets, job sheets, and information sheets. Teaching aids should be coded by lesson number for organizational purposes. For example, transparencies could be coded TMB.1.1, with “B” the unit letter, “1” the transparency number.

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**REFERENCES:**

List of books, manuals, pamphlets, etc., used as sources for the content of the lesson. Use standard format for reporting bibliographic information.

Author’s last name, first name. Name of book. City of publication: Publishing company, copyright date.

**PRESENTATION:**

UNIT  
LESSON  
Page \_\_\_\_ of \_\_\_\_

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**INTRODUCTION:**

Brief notes reminding you to:

- 1) State topic and give brief overview of lesson activities.
- 2) State student objectives.
- 3) Tell why this lesson is important to student.
- 4) Tell how this lesson relates to past learning.

Give approximate time allocation in parentheses.

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**INSTRUCTIONAL TOPICS**

Using standard outline format, state major topics to be covered with Roman numerals (I, II, etc.). Within each major topic, state subtopics using capital letters (A, B, etc.) if needed.

For each subtopic, state the method to be used in parentheses. For example, (lecture) or (oral questioning). Also state the approximate time allocation for each subtopic.

NOTE: If subtopics are not used, the method and time allocation would be given for the major topic.

EXAMPLE:

- I. Major Topic
  - A. Subtopic  
(Method)  
Time allocation
  - B. Subtopic  
(Method)  
Time allocation

**THINGS TO DO OR SAY**

Directly across from the subtopic (or major topic if subtopics are not used) in the right column, state the key words, phrases, and instructions. These notes should be detailed enough so that another instructor, knowledgeable in the subject, could easily use it.

NOTE: Key points should be enumerated and single-spaced. Double space between key points.

EXAMPLE:

1. Key point
2. Key point
3. Key point
4. Key point

NOTE: If transparencies are to be used, attach the master copies to the lesson plan.

**SUMMARY:**

Brief notes reminding you to:

1. Review important points of the lesson.
2. State how future lesson(s) relate to this lesson.
3. Ask key questions to informally determine if lesson objectives were met.
4. Give opportunity for questions.

Give approximate time allocation in parentheses.

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**APPLICATIONS:**

State whether the student will be required to apply or practice skills and knowledge learning in this lesson, and if so, what the student will be required to do.

Attach assignments sheet or job sheet.

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**EVALUATION:**

Explain how the lesson objectives are to be evaluated. May also include items from the unit test that evaluate the lesson's learning outcome(s).