

# Kenosha Literacy Council

## Quick Guide to Lesson Plans

### Three Reasons to Use a Lesson Plan:

1. It helps you to keep the student's goals in mind.
2. It serves as a record of your student's progress and the materials he/she has studied.
3. It helps you plan for the next session. The plan is an easy way to organize your ideas for the lesson, and enables you to have all the necessary materials.

### Components of a Lesson Plan:

1. **Goal(s):** Short-term goals are worked on, while long-term goal is kept in mind.
2. **Objectives:** What do you want to accomplish today? What should the student gain from this meeting?
3. **Materials:** What things will you need to carry out your plan?
4. **Method(s):** The steps you're going to take. What activities are you going to do to facilitate the learning?
  - a. Remember to: *Review:* Always review/summarize what has been covered in the lesson.
5. **Assignment:** Work given to the student for practicing what has been learned in a lesson.
6. **Evaluation:** A tutor's anecdotal record of successes, problems, factors affecting the learning of the material, and suggestions for next lesson.
7. **Suggestions for next lesson:** Any ideas you have for next time!

### Tips for a Successful Lesson

1. **Prepare for each lesson.** It is best to have a plan for each lesson that addresses your student's goals, rather than "hope for inspiration" on the way to the session. Preparing for the lesson ahead of time will also help you to gather necessary materials and resources.
2. **Break each lesson down into very small steps.** Before you attempt to teach your student something new, ask yourself this question: "What do they need to know *before* I can teach them this concept?" Before you can teach your student how to write a check, for example, they must be able to recognize and write numbers in words, know how to spell and write the correct date, and be able to sign their name.
3. **Review, review, review.** Use a variety of techniques and activities to review and practice important concepts. Reinforce the new information you have introduced by using exercises that allow students to practice new skills.