

INTRODUCTION TO TEFL: SESSION (1)

An introduction to lesson planning

There are 4 things you need to know before teaching any lesson:-

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| (1) AIM | the aim(s) of the lesson |
| (2) LANGUAGE | what new language the lesson contains |
| (3) STAGES | the main stages of the lesson |
| (4) DO | what to do at each stage |

(1) *The aim(s) of your lesson simply refers to what you want Ss to learn to do in this particular lesson. Examples of aims are as follows:-*

- to get Ss to talk about the future using the structures "will.." and "going to..." and for them to understand the fundamental differences between the two structures.

- to get Ss to use passive voice structures when describing a process. A secondary aim would be to introduce simple linking words such as sequencers.

- to understand the basic rules of intonation when dealing with yes/no questions and Wh-type questions

(3) *In general there are 5 possible stages to any given lesson :*

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|------------------|---|
| 3.1 presentation | - T presents new language and structures |
| 3.2 practice | - Ss practise the above in a controlled way |
| 3.3 production | - Ss use the language they have learnt to express themselves more freely |
| 3.4 reading | - Ss read a text and answer questions or do a task [e.g. information-gap] |
| 3.5 listening | - Ss listen to a text, or dialogue, via tape/CD/ the T |

Notes on the above:

- the stages of presentation-practise-production (P-P-P) normally stay in this order.

- reading and/or listening stages are often part of the presentation stage.

- the practise and production stages normally focus on speaking and writing.

- speaking & writing are known collectively as the PRODUCTIVE SKILLS.

- reading and listening are known as the RECEPTIVE SKILLS.

- [all 4 skills will be focussed on in more detail later in this course].

* in the reality of classroom teaching, most lessons involve what is known as an integrated skills approach. That is, some elements of all the 4 skills are present in every lesson. For example, when the T is talking the Ss are using listening skills. When they are looking at a HO [handout], at the screen, or at the WB[white-board], they are using reading skills etc... etc...

- adapted from Adrian Doff, Trainer's Handbook 1998