

INTRODUCTION TO TEFL: SESSION (1)

The lesson plan

The lesson plan should be a working document used for guidance by the T and should contain the following essential elements :

- (1) Aims of the lesson
- (2) Materials to be used
- (3) Stages of the lesson
- (4) Timings of each stage
- (5) Markers for each stage
 - e.g patterns of S-T interaction, e.g. T-Ss/T-S
 - PW (pair-work) vs GW(group-work)
 - HO (handouts)
 - references to A/V aids, e.g. CD/tape/OHP(overhead projector)

[please refer to Appendix (1) for an example of a good lesson plan]

From App.(1) we can see clearly (a) what the T is trying to do and (b) how he/she is trying to do it. Timings and markers are very important from a purely practical point of view. The timings should always contain estimates of the min-max times. In this way the T should not over-run. Everytime a T repeats a particular lesson and sees the HO marker, he/she will never forget that a particular handout (most probably original material composed by the T) is due for this particular stage.

In most institutes and on most courses students will be provided with a coursebook. This will represent the core of any course and as such will be used in most, if not all, lessons. From the students point of view it provides them with a tangible learning resource, and as such is usually expected. From the teachers point of view, the coursebook provides an invaluable source of teaching material.

All EFL coursebooks are normally organised as follows :-

- 4)
- The Student's book
 - The Teacher's book
 - The Workbook
 - audio cassettes/CD's
- [the audio cassettes/CD's are for all the listening texts]

The teacher's book provides you with a wealth of information on each stage of the student's book. Suggestions on how to exploit a given reading/listening text and the various procedural steps involved would be an example. Also, the answers to all exercises and tasks would be shown here.

The student's book would begin with a summary of all the units, normally ranging from 10-20. These summaries would be organised under headings such as the following :

Unit	Topics	Grammar	Vocabulary	Pronunciation	Reading	Speaking	Listening	Writing
1								
2								
:								

Thus, it is easy to see that the teacher has a great deal of information available when planning lessons