



## **LESSON PLANNING: A VITAL COMPONENT OF THE TEACHING-LEARNING PROCESS**

### **The Importance of Written Lesson Plans**

- Offers teachers the opportunity to think about their teaching in a systematic way before they enter the classroom
- Allows teachers to think in advance about:
  - objectives/learning targets/essential questions and specific content for each lesson or unit based on the standards for the grade level/subject area
  - standards being taught/learned
  - their own knowledge about the content for the lesson(s)
  - resources/materials needed to implement the lesson(s)
  - the variety of instructional strategies and activities needed to meet the needs of the different learning styles/needs of the students in the class
  - how students should be grouped if there is a collaborative activity
  - formative assessments which will monitor student learning, ensure that objectives/learning targets are being met
- Provides a good road map and a coherent framework for smooth, efficient teaching; the plan should keep teachers organized and on track while teaching
- Gives a clear sense of direction in relation to the curriculum
- Helps teachers be more confident when delivering the lesson, thus allowing them to teach more and help students reach objectives/learning targets more easily
- Provides a useful basis for future planning
- Allows supervisors/administrators to get a clear picture of what is taking place in each classroom in their school and the pacing that is occurring in each subject area
- Provides a legal record of what takes place in the classroom
- Is a great help to a substitute if a teacher is unexpectedly out of school and/or to a special needs instructor or tutor who may be assisting specific students

The Catholic Schools Office expects teachers to have written plans and supervisors to review these plans and offer feedback.

## **The Essential Lesson Plan Components**

Lesson Topic/Focus

Standards

Intended Learning Outcomes - Objective(s) / Learning Target(s) / Essential Question(s)

Instructional Strategies/Activities

Resources/Materials

Assessment

**Each school decides the format/template for lesson planning.**

Some templates currently being used also include:

New Vocabulary

Differentiation/Accommodation(s)

Classroom Arrangement

Use of Technology

Required number of varying instructional strategies per class period

Homework

Reflection/Notes on Lesson