**Lesson Planning Template**

**Topic/Theme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Objectives:**  Learners will be able to (do something) using (new skills/content).  Learners will be able to \_\_\_\_\_\_\_\_\_\_\_ using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Learners will be able to . . . . |

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| **Materials** (list all handouts and other materials needed for the class) |

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| **Plan** (list order of activities for the class and write this on the whiteboard/ Smartboard/ flip chart) |

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| **Time** | **Task** | **Details** |
|  | *Review* |  |
|  | *Engage* |  |
|  | *Study* *Focus* |  |
|  | *Study* *Practice* |  |
|  | *Activate* |  |
|  | *Closing* |  |

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| **Time** | **Task** | **Details** |
| Record amount of time each task will take  Review will hopefully only take 5 – 10 minutes | *Review* | In this section of the table, record the details of what and how you are planning to teach  Review material learned in last class to see what and how much learners remember |
| Plan to spend about 5 – 10 minutes max on this | *Engage* | Use a warmup activity or icebreaker to access learners’ prior knowledge about the new topic for the class |
| Keep time explaining to a minimum – about 15 minutes | *Study* *Focus* | Present new material to learners using a variety of approaches (lecture, video, reading etc.) |
| Give enough time for learners to complete their work – 15 – 20 minutes | *Study* *Practice* | Provide learners with activities to do which help to reinforce learning while providing supports such as correction and feedback |
| Leave at least 20 minutes for this part of the lesson | *Activate* | Give learners a chance to put their new learning into practice using a real-life task |
| Keep this short – 2-3 minutes | *Closing* | Thank learners for coming to class; remind them of any homework and of the time and date for the next class |